



## INFORMATION PACK

### CEO RECRUITMENT

April 2022

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#### ADVERTISEMENT

##### Chief Executive Officer

##### Alice Springs – with occasional travel to remote communities in the Central Desert Region

- Not for profit, Aboriginal controlled organisation working with families
- Female identified role for cultural reasons
- Great salary package and benefits

Incredible opportunity available for an inspirational leader to work with a highly respected and innovative Indigenous organisation doing good work with families across the central desert region.

#### About the Opportunity

Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) works with remote families in the Central Desert region to provide services, social enterprises, cultural maintenance and advocacy.

The CEO works under the guidance and direction of the Waltja Board of Directors and is responsible for the effective management and implementation of the organisations strategic direction. This key role will require someone who can walk alongside the Board, listen to and learn from the Board, build trust and deliver on agreed priorities.

This is a long-term, full-time opportunity (3-5 year contract) based in Alice Springs for a resilient, understanding and highly motivated person to work to a stable Board in a high functioning organisation. The successful candidate will also have the ability to travel to and camp in remote areas of central Australia.

The CEO position at Waltja is identified as a female specific position for cultural reasons and will be working under the direction of senior Aboriginal women.

#### About You:

The successful CEO will have extensive experience in organisational leadership, excellent cross-cultural skills, demonstrated capability in project management and staff management, and highly developed community advocacy skills. Demonstrated effective decision-making capacity as well as

financial management skills and experience in supporting the Directors to maintain good governance are other key aspects of this role.

Ideally, you will have relevant qualifications in community development, social sciences, education or business management and previous experience living and working in another culture and a willingness to walk alongside people and work in the Waltja Way.

You will be a respectful, understanding and adaptable leader. You will combine practical, pragmatic and strategic leadership with strong community development acumen. You will be proactive with demonstrated capacity to lead high quality service delivery and leverage funding opportunities in line with the Waltja Board's strategic direction.

[www.waltja.org.au](http://www.waltja.org.au)

### **SALARY PACKAGE**

- Base salary of \$148,200 per annum
- 15% superannuation for non-smoker otherwise statutory contribution
- Five weeks Annual Leave + leave loading
- Full Salary Sacrificing is available for this position
- Up to \$5k relocation assistance, airline lounge membership, wellbeing allowance and annual travel reimbursement (conditions apply)

### **HOW TO APPLY:**

To apply, please send your application by email to [hr@mobct.com.au](mailto:hr@mobct.com.au); or apply via the relevant jobs site. Your application should include:

- A cover letter outlining your previous experience and capacity to meet the six areas of the duties and responsibilities identified in the position description (max 2 pages)
- Your current CV

**Applications close 9am, Monday 16 May 2022**

<b>Enquiries:</b>	Felicity Blackadder	Matrix Consulting and Training
	Email:	<a href="mailto:hr@mobct.com.au">hr@mobct.com.au</a>
	Ph:	0466 647 370

*Aboriginal and Torres Strait Islander people are encouraged to apply.*

## **ABOUT WALTJA**

Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) is a community-based organisation that works with families from Central Desert Indigenous communities to address major issues affecting their communities.

Waltja means 'Family' and our services follow the life-cycle of the family. We support children, mothers and fathers, youth and their families, and elders through various projects and funding. Our programs aim to alleviate social distress and improve community relations more broadly.

We are a registered Charity and incorporated under the CATSI Act, with annual turnover in the vicinity of \$3.2M. The organisation is self-funded due to many years of careful money management. We have long running government-funded programs in Youth Support, Family Mental Health Support, Children and Families Intensive Support, Emergency Relief, Financial Wellbeing and the NDIS as well as a number of short term grant funded programs.

Our services are delivered across the whole Central Australian region - language groups: Luritja, Warlpiri, Anmatjere, Katyetye, Alywarre, Western, Eastern and Central Arrernte, and Pitjantjatjara. Communities we provide services in include Kintore, Areyonga, Mt Liebig, Nyirrpri, Yuendumu, Laramba, Engawala, Titjikala, Santa Teresa, Papunya, Ti Tree, Atitjere, Bonya and Utopia Homelands.

We plan to consolidate, document and promote Waltja's way of working, The Waltja Way, and to continue to advocate for policies and programs based upon self-determination of Aboriginal people and sustainable development of remote communities.

Waltja is committed to recruitment and mentoring of Aboriginal trainees, and to the provision of employment pathways in fieldwork, multimedia and administration. We seek to further develop our online art sales program as well as further developing and expanding our NDIS business services and community development programs which have grown steadily.

Waltja will develop a Business Plan to develop our Baldissera Drive property as a commercial and cultural asset. We are committed to our focus on well-being and redress of inequities for Aboriginal families in remote communities. This means Waltja is committed to maintaining our long-term funding relationship with the Department of Social Services, but we also seek to further diversify our funding sources through developing long-term relationships with philanthropic organisations.

Our offices are at Waltja HQ in Alice Springs, with approximately 20 staff engaged on a regular basis, this varies according to the projects we are currently delivering. Many of our long-term staff have worked and studied their way up from Indigenous traineeships and progressed into leadership positions.

All programs are the result of in depth consultations with the community and guidance is provided by our Indigenous board of directors. The Directors are responsible for setting direction and making decisions about projects and programs. They help facilitate programs, smooth the way for delivery on communities and help us make sure the right people receive assistance. The Directors employ Aboriginal workers and Aboriginal and non-Aboriginal support workers to run a range of programs, forums, workshops, training and cultural activities.

We have hundreds of community members associated with Waltja across the Central Desert region. Our members get to have their say at meetings and also talk to directors, who live on the Communities we serve.

At the core of Waltja's work is a desire to develop and promote the capacity of the members of the Central Australian communities for self-management and self-determination.

## **Chief Executive Officer Key Performance Indicators**

- Strategic plan is developed, implemented and continuously reviewed as per Board identified strategic direction
- All contracts are successfully delivered including outcomes, budgets, timeframes, reporting and acquittals
- Strong, effective, respectful and supportive relationships are developed and maintained with the Board of Directors
- New programs are sourced and delivered that are in line with the organisation's strategic direction
- The organisation's governance and compliance obligations are maintained at all times
- The Board are provided with timely and comprehensive reports and information and are supported to understand Waltja's financial position.



## CEO DUTY STATEMENT

### **POSITION TITLE:**

Chief Executive Officer (CEO)

### **LOCATION:**

Alice Springs with occasional travel to and camping in remote communities in the Central Desert region required.

### **CONTRACT DETAILS:**

Full-time contract - 3 years with option of 2 years extension

### **POSITION OBJECTIVE:**

To be responsible for the effective management and development of Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) as an innovative and leading Indigenous organisation in the central desert region of NT.

### **ACCOUNTABILITY:**

The CEO is accountable to the Executive Directors and elected Board of Directors. Waltja's Directors are senior women from the remote Aboriginal communities that Waltja works in.

### **ORGANISATIONAL CONTEXT**

Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) is an Aboriginal controlled, community-based organisation doing good work with families, which is grounded in strong culture and relationships.

We work in remote Central Australian Aboriginal communities, across nine languages and approximately one fifth of the Northern Territory. Our members live in over twenty remote communities and in outstations across our service area.

Waltja's foundation is the leadership of strong Aboriginal women, our focus on families, and our support for community self-management and self-determination. Whilst we are led by women, we employ and work with everyone.

Waltja's work focuses on the maintenance of culture and language and addressing significant disadvantages and gaps in service delivery for families in remote communities.

To work effectively with families in communities on priorities determined by our Directors, Waltja collaborates with community elders, leaders and NGOs, regional councils, schools, NT and Australian Government Departments and philanthropic organisations following a set of operating principles we call the Waltja Way.

### **The Waltja Way**

Waltja's Directors are the foundation of how we work, how Waltja connects with community and how we evaluate our processes and programs and their impact. All our policies, programs, projects and activities follow the values and priorities of these senior women.

Local Aboriginal ways of doing business are incorporated into Waltja's values, processes and organisational structure which is known as the Waltja Way.

The Waltja Way gives Waltja an overall approach which is unique. The Waltja Way is recognised and appreciated by members, families and other organisations we work with.

### **Principles**

- Family is the foundation of Aboriginal community and identity.
- Service delivery is most effective when it occurs in the context of family as understood by Aboriginal people.
- Waltja promotes self-reliance and dignity.
- Waltja works with everyone in the community.
- Direct service delivery is most effective when provided by local people who have access to training and support to ensure quality outcomes.
- Building and sustaining partnerships with Aboriginal communities is the most effective way of providing services to families.
- Direct services need to be located in, and supported by, local communities.

### **DUTIES AND RESPONSIBILITIES**

The overall success of the organisation will require the following areas of responsibility to be managed effectively by the CEO:

#### **1. Organisational Fit and Leadership**

- Demonstrating through your actions, leadership and relationships with staff, Directors and members your commitment to Waltja's values and way of working.
- Being prepared to be a part of the Waltja family, walking alongside others and listening to and learning from Waltja Directors.
- Understanding the long-term nature of projects, change and the decision-making process at Waltja and providing a safe and neutral space to enable decision making to occur.
- Playing a leadership role in creating and maintaining a positive and successful and supportive work environment and organisational culture.
- Developing a strong, respectful, effective and supportive relationship with the Directors and never working in isolation from them.

#### **2. Strong Indigenous Governance and Advocacy**

- Supporting the Executive Directors to effectively govern the organisation through active participation, training, capacity and skills development.
- Ensuring activities, decisions and actions of the Board comply with the current CATSI Act governing Aboriginal Corporations.
- Ensuring Waltja adheres to all its corporate, governance, statutory and contractual reporting obligations.
- Implementing the Strategic Business plan, policies and directions of the Executive.
- Ensuring the development and implementation of an ongoing evaluation process for Waltja.
- Ensuring that all programs and staff work in a strength based respectful way to support the maintenance and practice of Aboriginal culture and the self determination of Aboriginal families.
- Managing and strengthening Waltja's stakeholder partnerships and relationships.

### **3. Financial Management**

- Ensuring the solvency of the organisation through consistent and ethical management of individual program budgets, expenses and income.
- Managing and acquitting programs and activities to specified contractual agreements.
- Planning for Fundraising activities and the generation of funds to provide services.
- Ensure the Waltja's financial position and decisions are well understood by the Executive
- Forecasting profit / loss reports and guiding Board of Directors in decision making processes that ensure Waltja's continuance.
- Ensure that Waltja's finance officer and external accountant receive accurate and timely information, and that their reports and advice are made available to Waltja Executive Directors.

### **4. Program Management**

- Evaluating and monitoring all programs in conjunction with the Executive Directors to ensure that programs are meeting Waltja members' needs
- Working with Executive Directors, Staff, other NGO and appropriate Government bodies to identify and develop new programs, including submission and report writing.
- Ensuring that Project Managers and Coordinators understand and meet all contractual obligations for Waltja projects.
- Improving the effectiveness and efficiency of existing and new Waltja programs.
- Work with Directors to further the business growth initiatives for the organisation.

### **5. Human Resource Management**

- In conjunction with the Waltja Board of Directors, be responsible for the recruitment, selection, induction of and ongoing training of staff.
- Lead, mentor, support and develop a team of approximately 20 full time equivalent staff.
- Monitor staff performance through staff meetings, performance appraisals and professional development and develop and support mentoring relationships between staff.
- Succession planning for the engagement and employment of Indigenous staff.
- Managing effective staff teams, addressing team building, employment pathways and conflict resolution.

### **6. Personal Attributes**

- Willingness to walk alongside others, being prepared to join the Waltja family and listen and learn from the Waltja Directors.
- Kind, understanding, respectful and with the ability to listen.
- Prepared to develop a trusting and long-lasting relationship with Waltja Directors, valuing community and family and what they have achieved.
- An understanding of Indigenous culture and the ability to work positively and effectively with Indigenous people.

## **SELECTION CRITERIA FOR THE CEO POSITION**

### **Essential**

- The position is identified as a female specific position for cultural reasons, working under the direction of senior Aboriginal women.
- Experience in living and working in another culture (ideally working with Aboriginal people in central Australia).
- Preparedness to make a 3-5 year commitment to the role.

- Previous experience and capacity to meet the six areas of the duties and responsibilities identified above.

Applicants must demonstrate in their written response their ability to meet the Essential Criteria.

**In addition to demonstrating capacity to meet the above duties and responsibilities, applicants MUST**

- hold a current Australian driver's license
- have qualifications relevant to the position (Community Development, Social Sciences, Education or Business Management)
- be willing and able to travel to and camp in remote areas of central Australia.

Short-listed applicants will be asked to provide contact details for three referees.

If selected, your appointment will be conditional upon obtaining a police clearance and be approved for a Working with Children Card.

**WHAT'S ON OFFER**

Salary	\$148,200 cash component
Salary Sacrifice	Waltja is a PBI and charity entitled to full salary packaging
Super	15% superannuation for a non smoker, otherwise equivalent to Government Super Guarantee
Annual leave	5 weeks paid leave and leave loading
Personal leave	15 days paid leave (conditions apply)
Remote travel	\$70/night and accommodation paid
Interstate	As per ATO guidelines

After successful completion of probation (or longer)

Relocation expenses	Up to \$5000 (with receipts)
Airline lounge membership	Up to \$650
Annual Shutdown	Normal wages paid over Christmas/New Year shutdown
After 12 months employment	Wellbeing benefit reimbursed with receipts to \$800 pa Yearly travel amount reimbursed with receipts to \$3300

Waltja is a **smoke free workplace** including or office, all grounds, all properties, vehicles and at all times when representing Waltja out bush and in town.