



CEO DUTY STATEMENT

POSITION TITLE:

Chief Executive Officer (CEO)

LOCATION:

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

CONTRACT DETAILS:

Full-time contract - 3-5 years (or 3 years with option of 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 more than one quarter 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.

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

To work effectively with families in communities on priorities determined by our Directors, Waltja collaborates with community organisations, 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 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 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.

Applicants must demonstrate in their written response **both** their ability to meet the Essential Criteria **and** their previous experience and capacity to meet the six areas of the duties and responsibilities identified above.

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 is in the package?

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| 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 the 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)

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| Relocation expenses | Up to \$5,000 (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 \$3,300 |

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