



MARCH 2019

**POSITION:** Chief Executive Officer

**REPORTS TO:** Board of the Ngaliwurru-Wuli Aboriginal Corporation

**STAFF SUPERVISED:** Administration Staff  
Centrelink Agent  
Housing and Municipal Staff.  
Municipal & Essential Services Staff.  
Training and Employment Staff.  
Cleaning and Maintenance Staff.

**ADVISOR TO COMPANY MANAGERS.**

NWAC (NT) Pty Ltd  
NWWAC Enterprises Pty Ltd

**MAIN PURPOSE:**

Manage the business of the Ngaliwurru-Wuli Aboriginal Corporation in such a manner as to ensure the implementation of its policies, the efficient delivery of services to its member communities, financial accountability, adherence to legislative requirements and the promotion of community development and self-management.

**DUTIES AND RESPONSIBILITIES:**

**Relationship with the Corporation Board. Promote community development and self-management**

- Develop plans and priorities with the Corporation for future activities and services
- Identify sources of funds to support future initiatives
- Advise Corporation on legislative requirements
- Advise and seek instructions from Corporation on policy issues
- Provide advice and support to the President and elected members of Corporation regarding their roles and responsibilities
- Report regularly on works, services and activities and any negotiations which may be occurring with outside bodies on the Corporation's behalf

**Financial Management**

- Oversee the preparation of budget estimates and financial reports in compliance with statutory requirements
- Ensure that financial records of the Corporation are accurate and up to date
- Review budget regularly, for all its functions
- Maintain appropriate internal financial controls so that any problems can be quickly detected
- Ensure that all Corporations assets are registered, secured, maintained and insured

**Administration**

- Prepare reports and submissions for Corporation's consideration
- Establish and maintain appropriate information systems
- Develop and maintain a procedures and policy manual for staff
- Ensure efficient administration and supervision



- Meet with official visitors or other representatives

### **Staff Management**

- Assist Board to recruit staff from the local community wherever possible
- Identify the training needs of staff and negotiate with funding bodies and training providers for the delivery of training
- Manage and motivate supervisors towards achieving efficient standards of service delivery

### **SELECTION CRITERIA**

#### **Essential**

- Demonstrated senior management experience, relevant to working with an Aboriginal organization and with Aboriginal people.
- Demonstrated experience in the field of Aboriginal community development or a relevant area
- Demonstrated experience developing and implementing management plans.
- Demonstrated competency in financial planning and budgeting and the ability to understand, interpret, use and explain financial statements
- Experience with project management and strategic planning within a complex and multi-faceted organization
- Experience in office, staff and resource management with the ability to motivate and lead a team involved in a broad range of service areas
- Proven interpersonal, written and oral communication skills of a high order
- Knowledge of funding and grant submission procedures, acquittals and reporting requirements.
- Demonstrated knowledge and understanding of Aboriginal culture and of the issues affecting Aboriginal people in contemporary Australian society
- A current NT driver's licence

#### **Desirable**

- Experience working with an Aboriginal organization and/or living in a remote area
- Relevant qualifications in Administration, Business, Community Development or other relevant field highly desirable.

#### **Personal Qualities**

- Commitment to working to develop a traditionally oriented Aboriginal Council and to promote self-management
- Understanding and commitment to Aboriginal issues and interests
- Good organizational and negotiating skills
- Ability to function positively in an Aboriginal community where English is the second language for many people
- High ethical standards and personal integrity
- Tolerance, patience and flexibility and the ability to live in a remote environment with different living conditions.

### **Applications and Enquiries**

Contact Luke Debuell Tel: 0419 599 617 or E: [trans@transremote.com.au](mailto:trans@transremote.com.au)

Closes Friday 22 March, 2019