



WARMUN COMMUNITY INC.

February 2024

CHIEF EXECUTIVE OFFICER

APPLICATION PACKAGE

Thank you for your interest in this position.

Applications: **CLOSE 5PM (WST) WEDNESDAY 22/03/2024.** Please forward your application to
rhys@performancepuzzles.com.au

Queries: Can be addressed to Rhys George:
email rhys@performancepuzzles.com.au or
mobile M 0409 080 787

Please include:

1. Your Curriculum Vitae (CV).
2. Your claims against the Selection Criteria. Please address all the Criteria as listed.
3. Three professional referees and their contact details.

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POSITION DESCRIPTION

TITLE: Chief Executive Officer

REPORTS TO: The Warmun Community Council

Warmun Community

Warmun Community is the hub of social and economic life and a centre for art, culture and education on Gija country. Established in the 1970s by Gija people committed to acting as agents in the face of complex change, Warmun today is informed by the vision of these founding elders and shaped by contemporary practices, aspirations and challenges.

[see <https://www.facebook.com/gijacountry/> and https://en.wikipedia.org/wiki/Warmun_Community,_Western_Australia]

About the opportunity

An ideal candidate for the position of Chief Executive Officer (CEO) will value collaboration and accountability and come equipped with a robust set of skills grounded in community development and organisational leadership. The organisation is seeking energetic applicants with an openness to activating and translating development tools and approaches in this context. We look forward to working together to build and maintain a resilient and culturally strong future for Warmun Community.

The CEO is responsible and accountable to the Warmun Community Council, which is made up of elected Gija representatives, for the day-to-day management of the organisation. This includes ensuring the quality delivery and sustainability of locally run programs including municipal services, aged care, youth engagement, early learning, and social and emotional wellbeing programs.

The CEO will develop and support local Aboriginal leadership and governance capacity, making sure decision-making is in line with the interests of all Warmun's members. The responsibilities are rich and varied and include economic and community development; governance and advocacy; strategic and operational planning; policy development; finance and asset management; human resources and project management.

The CEO will need to demonstrate unquestionable integrity and the rigour and willingness to be hands-on in day-to-day operations. It is the CEO's job to encourage organisational excellence, build positive and enduring relationships with a range of stakeholders and partners and to inspire and motivate people to work towards Warmun's vision and goals.

KEY ATTRIBUTES AND RESPONSIBILITIES (Selection Criteria)

1. COMMUNICATION IN A CROSS-CULTURAL ENVIRONMENT

- Ability to build productive relationships with the Warmun Community Inc board, Warmun community residents, and learn how the community functions.
- Develop and maintain productive relationships with key stakeholders including other Aboriginal and non-government organisations; government agencies; service providers, businesses, industry, regulators; and funding bodies.
- Ability to provide advice and make decisions that are respectful, without bias, favouritism, or self-interest.

2. STRONG GOVERNANCE AND ADVOCACY

- Display leadership, high ethical standards, and uphold appropriate behaviour standards.
- Support the Warmun Council developing and implement culturally appropriate policies, procedures, and decisions. Including providing different decision options and informed advice on the potential outcomes.

3. FINANCIAL MANAGEMENT

- Oversee the financial management of the Warmun Council including:
 - analysing the financial reporting and informing the board on any important financial matters that arise, in a timely manner.
 - Work closely with the external accountant to develop and maintain good financial management practices,
 - ensuring grants are appropriately acquitted.
 - Ensure the Warmun Council accounts are audited, and the audit recommendations are enacted.

4. PROGRAM MANAGEMENT

- Oversee the maintenance of the Warmun Council assets and ensure appropriate use.
- Ensure all grant programs achieve their contracted outcomes or make recommendations to the Warmun Council on remedial action to achieve this outcome.
- Advise the Warmun Council on the management of Canila enterprises.
- Research funding sources support the Warmun Council strategic plan and draft grant applications on behalf of the Warmun Council.

5. HUMAN RESOURCE MANAGEMENT

- Oversee the Warmun Communities human resource management (supported the contracted HR agency) and ensure staff are aware of their responsibilities.
- Ensure the Council is compliant with their occupational health, safety, and welfare responsibilities
- Oversee staff recruitment, performance appraisals and professional development.

6. PROVIDE THREE (3) PROFESSIONAL REFERES

CONDITIONS OF APPOINTMENT

Term of Appointment:	2 years contract.
Probationary Period:	up to 6 months
Salary:	\$120,000
Salary Sacrifice Benefits:	Available within the ATO guidelines.
Performance Appraisals:	Conducted annually by Council with the support of an external consultant.
Superannuation:	As legislated, currently 11%.
Hours of Work:	75 hours per fortnight, plus whatever extra hours are needed to meet the requirements of the job.
Relocation Expenses:	Up to \$10,000 on the presentation of receipts for the incumbent and immediate family.
Repatriation Expenses:	Up to \$10,000 on the presentation of receipts for the incumbent and immediate family after 12 months service.
Accommodation:	Fully maintained, fully furnished, four-bedroom air-conditioned house including power and garbage collection. A nominal rent of \$60 per fortnight will be deducted from wages.
Vehicle:	Fully maintained and fuelled vehicle for Council. Other use of vehicle to be negotiated.
Telephone:	A mobile telephone for Council business use and limited personal use.
Annual Leave:	5 weeks per annum.
TOIL Leave:	3 weeks per annum, to be taken in one-week periods to break up work periods between holidays. This cannot be accumulated or added to annual leave.
Sick Leave:	10 days per annum on full pay.
Airfare:	One return airfare or equivalent per annum for the officer and his/her immediate family living with him/her in the community to Perth, to be taken in conjunction with annual leave. This entitlement does not accrue before the first 12 months of employment.

Applicant must:

1. Have an unrestricted right to work in Australia.
2. Have current COVID Vaccination cover.
3. Have a current Drivers Licence.
4. Meet the eligible for a Working with Children's Card.
5. Undertake a national police clearance and achieve an acceptable outcome.