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**WARMUN COMMUNITY INC.**

**November 2020**

**CHIEF EXECUTIVE OFFICER**

**APPLICATION PACKAGE**

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Thank you for your interest in this position.

**Applications:** **CLOSE 5PM (WST) FRIDAY 27 NOVEMBER 2020.** Please forward your application to [aljanstewart@bigpond.com](mailto:aljanstewart@bigpond.com).

**Queries:** Can be addressed to Alan Stewart:  
email [aljanstewart@bigpond.com](mailto:aljanstewart@bigpond.com) or  
mobile M 0417 932 246

**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](https://en.wikipedia.org/wiki/Warmun_Community,_Western_Australia) ]

### **About the opportunity**

An ideal candidate for the position of Chief Executive Officer 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 applicants with an energetic openness to activating and translating their own 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 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 RESPONSIBILITIES AND OBJECTIVES**

### **1. STRONG GOVERNANCE AND ADVOCACY**

- Advise Warmun Council on policy matters
- Encourage active participation and skills development within the Council to foster a confident and informed approach to governing the organisation effectively and responsibly
- Provide consistent and appropriate support to Council Members to ensure an understanding of their roles, rights and responsibilities
- Ensure Council decisions and actions comply with legislation and other statutory regulations
- Develop, implement and review Warmun Policies and Procedures
- Advocate for the rights and interests of all Warmun community members

### **2. FINANCIAL MANAGEMENT**

- Work closely with the external accounting firm on all aspects of the financial management of the organisation
- Ensure solvency of the organisation through judicious management of the Warmun budget
- Ensure Warmun financial management complies with Warmun Policies and Procedures
- Provide regular financial reports to Council
- Together with Program Managers and Council, identify potential funding bodies and prepare applications for grant funding
- Manage and acquit funds in accordance with funding agreements and other regulatory requirements
- Facilitate the annual audit of Warmun accounts

### **3. PROGRAM MANAGEMENT**

- Identify and pursue funding opportunities that will ensure the future viability and sustainability of Warmun Community
- Ensure the day-to-day operations of the organisation are effectively coordinated and implemented including program development, budget and resources management
- Work with Program Managers to manage the human, physical and financial resources of Council according to Warmun policies and budgets
- Work with Council and program managers to monitor and evaluate all programs to ensure programs are meeting Warmun aims and objectives and members' needs
- Develop and maintain positive and productive relationships with a range of stakeholders and partners including; local community members and organisations; local, state and commonwealth governments; service providers, business, industry and regulators; funding bodies and non-government organisations.

#### **4. COMMUNITY AND ECONOMIC DEVELOPMENT**

- Research, review and present to Council on opportunities that will benefit the community
- Develop opportunities that provide employment opportunities for the community
- Encourage and facilitate local economic development
- Advise Council in the management and direction of its Canila enterprise which includes Wungkul Store and Warmun Roadhouse.

#### **5. HUMAN RESOURCE MANAGEMENT**

- Oversight of all HR aspects of the organisation
- Maintain internal and external industrial harmony including Council, all staff and wider community members
- Ensure all staff are aware of their HR responsibilities
- Ensure the Council is compliant in the areas of occupational health, safety and welfare
- Together with Council and Program Managers manage the recruitment, selection, induction and training of staff
- Monitor staff performance, develop mentoring relationships, facilitate performance appraisals and professional development
- Promote and implement succession planning for the engagement and employment of Aboriginal staff
- Encourage the professional development of all staff and the pursuit of career paths appropriate to individual skills and abilities.

#### **6. ETHICAL BEHAVIOUR**

Being in the key leadership role, the CEO must demonstrate personal and professional integrity and encourage Council members and staff to:

- be honest
- promptly report and deal with improper conduct
- declare and manage conflicts of interest
- treat staff and clients with respect and courtesy
- make decisions and provide advice fairly and without bias, favouritism or self-interest
- deal with organisation information in accordance with law and regulatory requirements
- avoid conduct that will reflect adversely on Warmun Community; and
- accept responsibility for decisions and actions.

## SELECTION CRITERIA

- SC1: Proven experience as a CEO or other senior leadership role.
- SC2: Experience in financial and program management, including developing and monitoring program budgets and sourcing funding.
- SC3: Excellent leadership and human resource management skills and capability to inspire and lead staff to deliver high-quality programs.
- SC4: Proven experience working with a board of directors, providing professional and strategic advice and strong governance and advocacy.
- SC5: Previous experience working and/or living in a remote community or a demonstrated ability to work closely and effectively with Aboriginal communities and/or organizations.
- SC6: Sound knowledge of State and Commonwealth agencies funding and servicing local government and/or Aboriginal community infrastructure and health, social, cultural, educational and economic programs.
- SC7: Demonstrated high level interpersonal, and written and verbal communication skills.
- SC8: A strong understanding and commitment to the role of Warmun Community as a local service provider and skills to meet the community and economic development interests and needs of its members.
- SC9: Demonstrated high level interpersonal, written and verbal communication skills.
- SC10: Hold a current Motor Vehicle driver's licence (WA Class C or equivalent).
- SC11: Hold (or able to obtain) Working with Children Check and National Police Certificate.
- SC12: Provide contact details for three professional referees.

## CONDITIONS OF APPOINTMENT

<b>Term of Appointment:</b>	12 months renewable contract.
<b>Probationary Period:</b>	6 months
<b>Salary:</b>	\$110,000 to \$120,000 per annum depending on qualifications and experience.
<b>Salary Sacrifice Benefits:</b>	Available within the ATO guidelines.
<b>Performance Appraisals:</b>	Conducted annually by Council with the support of an external consultant.
<b>Superannuation:</b>	9.25% of ordinary salary.
<b>Hours of Work:</b>	75 hours per fortnight, plus whatever extra hours are needed to meet the requirements of the job.
<b>Relocation Expenses:</b>	Up to \$10,000 on the presentation of receipts for the incumbent and immediate family.
<b>Repatriation Expenses:</b>	Up to \$10,000 on the presentation of receipts for the incumbent and immediate family after 12 months service.
<b>Accommodation:</b>	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.
<b>Vehicle:</b>	Fully maintained and fuelled vehicle for Council and private use, except annual leave use which is to be negotiated with Council.
<b>Telephone:</b>	A mobile telephone for Council business use only is provided.
<b>Annual Leave:</b>	6 weeks per annum.
<b>Isolation Leave:</b>	1 week every 13 weeks three times per year. This cannot be accumulated or added to annual leave.
<b>Sick Leave:</b>	10 days per annum on full pay.
<b>Airfare:</b>	One return airfare per annum for the officer and his/her immediate family living with him/her in the community to previous home base, to be taken in conjunction with annual leave. This entitlement does not accrue before the first 12 months of employment.