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| **Role Details** | |
| ROLE TITLE: | **GENERAL MANAGER** |
| SALARY GRADE: | **TBC** |
| POSITION NO: | **TBC** |
| DIVISION: | **NOT APPLICABLE** |
| BUSINESS UNIT: | **NSWALC EMPLOYMENT AND TRAINING LTD** |
| LOCATION: | **TBD** |
| REPORTS TO: | **CHAIR, NSWALC EMPLOYMENT AND TRAINING LTD BOARD** |
| DIRECT REPORTS: | **3** |
| DATE OF APPROVAL: |  |
| JE REFERENCE NUMBER: |  |
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| **Organisational Environment** | |
| The New South Wales Aboriginal Land Council (**NSWALC**) was established under the *Aboriginal Land Rights Act 1983* (NSW) (**ALRA**). NSWALC is a self-funding statutory authority responsible for protecting and promoting the rights and interests of Aboriginal people in NSW.  The Aboriginal Land Council network operates as a two-tiered system consisting of the peak body, (NSWALC, including Zone Offices) and 120 LALCs. For more information regarding NSWALC, access our website: <http://www.alc.org.au>  The NSWALC is committed to ensuring a better future for Aboriginal people by working for the return of culturally significant and economically viable land, pursuing cultural, social and economic independence for its people and being politically pro-active and voicing the position of Aboriginal people on issues that affect them.  The NSW and Commonwealth Governments are committed to improving employment outcomes for Aboriginal people. This commitment is demonstrated through procurement policies governing infrastructure construction and other procurement contracts. At the same time, government, businesses and non-government organisations alike are seeking to increase their Aboriginal workforce, articulating this commitment through Reconciliation Action Plans.  NSWALC Employment and Training Ltd (NET Ltd) has been established to increase the number of Aboriginal people achieving economic independence through improved access to vocational education and training (VET) and jobs in growth industries. NET Ltd’s initial focus will be on the delivery of Commonwealth-funded employment services commencing with VTEC in Sydney, the Central Coast, Blue Mountains, Illawarra and Southern Highlands. It will also:   * map regional and local trade corridors projected to deliver high employment growth for Aboriginal people where this information is not available publicly * implement jointly funded regional and local partnerships with businesses and VET service providers in prioritised areas designed to support Aboriginal people to secure and stay in employment while meeting the commercial needs of business * offer a suite of costed service packages to businesses and training organisations for an agreed fee.   NET Ltd provides a significant opportunity for NSWALC to diversify its services and impact for Aboriginal peoples through leading by example with innovative and evidence-based solutions designed to link Aboriginal job seekers with employment opportunities available in growth and other industries. | |
| **Primary Purpose of the Role** | |
| The General Manager will play a pivotal role in the establishment, development, delivery and evaluation of NET Ltd’s strategy to improve outcomes for Aboriginal people through partnerships with the Commonwealth, businesses and registered training organisations that deliver genuine access to secure, Identified jobs.  The General Manager will be the public face of NET Ltd. They will be responsible for guiding activity and reporting results to internal and external stakeholders, including NET Ltd’s board, NSWALC and its elected Council, and the Commonwealth Government. The General Manager is responsible for ensuring the effective and efficient administration of NET Ltd and will be required to engage in extensive stakeholder engagement and negotiate financially-based partnerships with businesses, vocational education and training (VET) providers and other organisations.  The General Manager will manage the company’s staff together with the allocated operating budget and will provide regular comprehensive financial and operational reports to the board and NSWALC Council in accordance with NSWALC enterprise goverance policies and directions. They will also ensure that all NET Ltd staff have in place and adhere to appropriate policies for the efficient management of their activities, the probity of all financial and contractual transactions, and the most efficient application of funds allocated to the company.  They will be required to develop and maintain sound and effective relationships with Local Aboriginal Land Councils across NSW and the broader Aboriginal community. | |
| **Key Outcomes/Accountabilities** | |
| Key Outcomes / Accountabilities for the General Manager are:   * Lead the development of high quality business strategies and plans ensuring their alignment with NET Ltd’s strategic charter, and its short-term and long term objectives. * Lead the delivery of high quality VTEC services in accordance with Commonwealth guidelines and funding agreements. * Lead negotiations with business and other partners to drive improved outcomes through access to evidence-based, culturally governed support and training designed to secure agreed employment opportunities for Aboriginal people. * Develop a positive culture consistent with Aboriginal practices and values, contemporary goverance standards, and ethical decision making. * Lead and motivate NET Ltd’s staff to advance employee engagement and develop a high performing managerial team. * Prepare and monitor NET Ltd’s annual budget and key performance indicators in accordance with the goverance arrangements for NSWALC subsidiaries. * Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overally strategy and mission, devising and implementing improvements or solutions to identified problems. * Work with NET Ltd’s board to implement NSWALC’s strategic charter for NET Ltd. * Ensure compliance with statutory and other regulatory requirements including the Aboriginal Land Rights Act 1983 (NSW), the Australian Charities and Not-for-profits Commission Act 2012 (Cth), Australian taxation legislation, work health and safety legislation, and funding agreements with government agencies. * Build alliances and trust relations with key partners, stakeholders and peak bodies including NSWALC, its elected Council and network of Local Aboriginal Land Councils. * Maintain a deep knowledge of the employment services, VET and labour hire industries and the state of the current and future jobs market. | |
| **Key Challenges and Influences** | |
| Major challenges facing the position include but are not limited to:   * Establishing NET Ltd as a high quality, preferred provider of Commonwealth-funded VTEC services during a period of transition and change. * Developing viable, jointly funded partnerships with businesses and VET providers designed to improve long term employment outcomes for Aboriginal people and that reflect Aboriginal practices, values and issues affecting Aboriginal people in today’s society. * Developing and implementing systems, policies and procdures, reporting and internal controls for NET Ltd activities in accordance with regulatory requirements, industry standards, government contracts and business partnerships. * Managing the competing demands, priorities and financial constraints of a start-up company while complying with the contractual obligations of a Commonwealth funded employment service provider. * Managing diverse and complex relationships with NET Ltd’s governing bodies, the land council network, other stakeholders and peak bodies to facilitate the achievement of agreed outcomes in a politically sensitive, complex and dynamic environment. * Ensuring the best interests of the NSW Aboriginal community remain central to the strategic direction of NET Ltd. | |
| **Key Communications** | |
| Internal – the General Manager maintains regular contact with the chair and board of NET Ltd and senior NSWALC leadership including the Chief Executive Officer, and Director of NSWALC Enterprises. The General Manager also establishes and maintains effective communication with the Director of Yarpa Indigenous Business and Employment Hub, NSWALC Zone Directors and Local Aboriginal Land Councils in order to build cooperative working relationships designed to achieve the company’s strategic directions.  External – the General Manager develops and maintains an extensive network of contacts with Local Government, State and Commonwealth Agencies and Departments. The General Manager will interact with industry, interest groups, community groups, community leaders, Elders, local political figures; community, commercial and Government entities. Verbal communication with a wide range of external parties is essential to building support for and delivering improved employment outcomes for Aboriginal people. | |
| **Decision Making** | |
| Reporting to a board of directors, the General Manager is responsible for overseeing and managing the day-to-day affairs and finances of NET Ltd in accordance with its strategic directions, business plan, budget and delegations. The General Manager is responsible for the recruitment of all employees in accordance with the approved staffing establishment including performance development and management.  Frequently, the General Manager will be faced with new problems and issues requiring resolution, often without precedent. Within agreed operating parameters, this position makes prudent decisions autonomously and keeps the Chair and NSWALC informed of political or sensitive issues attracting media or community attention. | |
| **Role Dimensions** | |
| The General Manager is responsible for an operating budget of $2.1m including a staffing budget of $0.8m and initial staffing of 11 people. | |
| **Success Profile – Technical Skills, Knowledge and Behaviours** | |
| Success in the role will be achieved by demonstrating the following technical skills, knowledge and behaviours:  Essential:   * Proven experience at general manager or senior management level including during periods of start-up and growth. * A strong understanding of the labour hire, training and/or Commonwealth employment service industries, particularly as they relate to Aboriginal peoples. * Knowledge and understanding of the cultural practices, values and issues that affect Aboriginal peoples in today’s society. * In-depth knowledge of corporate governance and general management best practices. * Strong understanding of corporate finance and performance management principles. * An entrepreneurial mindset with outstanding organisational and leadership skills including the ability to identify and understand new issues quickly and make wise decisions. * Demonstrated analytical and problem-solving skills. * Demonstrated high level communication, relationship management and negotiation skills including an ability to inspire confidence and create trust. * Demonstrated ability to work under pressure, plan personal workload effectively and delegate.   Desirable:   * Aboriginality * Relevant Tertiary qualifications or equivalent experience. | |