

# NIPAPANHA

COMMUNITY ABORIGINAL CORPORATION

Nepabunna Community, Via Copley, SA 5732

Ph: (08) 8648 3764 Fax: (08) 8648 3742

Email: [nepabunnacommunity@bigpond.com](mailto:nepabunnacommunity@bigpond.com)

*Are you resilient, resourceful, and reliable?*

*Do you love outback Australia and working with Indigenous Communities?*

*Nipapanha Community Aboriginal Corporation is seeking a Chief Executive Officer to lead and grow its community and business.*

## Our community

Our Adnyamathanha community lives in Nepabunna in South Australia. Adnyamathanha (ad-nya-mut-na) means “rock” (Andya) and “group” or “group of people” (matha). Our people used to roam throughout country from the Northern Flinders South to Port Augusta and as far east as Broken Hill. When pastoral leases were established our people were forced to camp together and travel less. Five tribes then came together the *Kuyani, Wailpi, Yadliaura, Pilatapa and Pangkala*.

Nepabunna is nestled in the picturesque northern Flinders Ranges region, 65km east of Leigh Creek on Adnyamathanha traditional lands. Nipapanha Community Aboriginal Corporation (NCAC) is an indigenous community-run corporation and responsible for managing governance, programs and services for the Nepabunna community. NCAC also manages the 58,000ha Nantawarrina Indigenous Protected Area, Australia’s first officially declared indigenous protected area (IPA). Nepabunna is a remote township with facilities limited to NCAC services, Centrelink kiosk services and visiting medical clinic services. Other services and supplies are accessed from Leigh Creek.

## NCAC Values

NCAC, its community members and employees believe in:

- The wellbeing of the community as a whole
- Taking personal responsibility
- Being respectful of others at all times
- Contributing to the community
- Being self-reliant and resilient
- Being ethical and fair
- Being resourceful and flexible

## The position

The CEO’s role is to provide overall leadership and management for the organisation to ensure the aspirations of the members are achieved. The CEO has overall responsibility for all governance, reporting, staff and project management and local services delivery in line with relevant legislation and funding agreements. This role operates within a cross-cultural setting. It requires a leader that is flexible & adaptable, who is able to work with multiple stakeholders at any given time.

# NIPAPANHA

## COMMUNITY ABORIGINAL CORPORATION

**About you:** You share our values and demonstrate exemplary ethical standards and personal integrity in everything you do. You possess personal qualities of determination, initiative, pragmatism, tolerance and flexibility. You are able to work effectively in a cross-cultural setting and with multiple stakeholders. You stay focussed and manage multiple tasks and respond effectively to unexpected demands. A willingness to "roll-up your sleeves" to get the job done, diplomatic and problem-solving skills are second-nature to you. You understand that remote communities have unique challenges that require practical problem-solving, foresight in planning and ongoing communication with board members, community members and stakeholders.

This is an excellent career and lifestyle opportunity for an active and positive manager to join our community and to continue the good work of our local government community organisation. NCAC has been operating since 1974 and is now actively working to grow our community and opportunities for indigenous businesses as well as showcase Nantawarrina IPA.

### Eligibility to apply

To be eligible to apply you must have:

- The right to live and work in Australia
- At least 3-5 years experience managing community organisations

### The Benefits for you

We offer:

- Salary of \$92,500 p.a plus statutory super (9.5%)
- 6 weeks annual leave
- Salary sacrificing and zone tax offset;
- Rent free furnished housing (3 bed 2 bath; air conditioned);
- Reasonable relocation assistance;
- Home phone, internet and digital TV services package;

### How to Apply

Please email Marnie Smith, [CBSS@rowepartners.com.au](mailto:CBSS@rowepartners.com.au) to request a Recruitment Pack which includes How to Apply, Position Description and Selection Criteria.

Applications close by Sunday, the 1st of November at 11:00 pm.

# NIPAPANHA

COMMUNITY ABORIGINAL CORPORATION

Nepabunna Community, Via Copley, SA 5732

Ph: (08) 8648 3764 Fax: (08) 8648 3742

**Position Description:** Chief Executive Officer (CEO)  
**Reporting To:** NIPAPANHA COMMUNITY ABORIGINAL CORPORATION  
(Board of Directors)

## Our community

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## Our Organisation

Nipapanha Community Aboriginal Corporation (NCAC) is an indigenous community-run corporation and responsible for managing governance, programs and services for the Nepabunna community. NCAC also manages the 58,000ha Nantawarrina Indigenous Protected Area, Australia's first officially declared indigenous protected area (IPA). NCAC has a "flat" NCACal and reporting structure - please see attached NCAC chart - and operates on an annual budget of approximately \$1.5m mostly derived from government funding.

## NCAC Values

NCAC, its community members and employees believe in:

- The wellbeing of the community as a whole
- Taking personal responsibility
- Being respectful of others at all times
- Contributing to the community
- Being self-reliant and resilient
- Being ethical and fair
- Being resourceful and flexible

## Position Objectives

The CEO's role is to provide overall leadership and management for the NCAC to ensure the aspirations of NCAC is achieved. The CEO has overall responsibility for governance, reporting, staff and project management and local services delivery in line with relevant legislation and funding agreements. This role operates within a cross-cultural setting. It requires a leader that is flexible & adaptable who is able to work with multiple stakeholders at any given time.

**About the successful candidate:** You must share our values and demonstrate exemplary ethical standards and personal integrity in everything do. possesses personal qualities of determination,

initiative, pragmatism, tolerance and flexibility. You are able to work effectively in a cross-cultural setting and with multiple stakeholders. You stay focussed and manage multiple tasks and respond effectively to unexpected demands. A willingness to "roll-up your sleeves" to get the job done, diplomatic and problem-solving skills are second-nature to you. You understand that remote communities have unique challenges that require practical problem-solving, foresight in planning and ongoing communication with board members, community members and stakeholders. You are personally self-reliant and not fazed by living in a remote community.

This is an excellent career and lifestyle opportunity for an active and positive manager to join our community and to continue the good work of our local government community NCAC. NCAC has been operating since 1974 and is now actively working to grow our community and opportunities for indigenous businesses as well as show-case Nantawarrina IPA.

## **Responsibilities**

### **Governance Functions**

- Ensure NCAC is compliant with relevant legislation and its Rulebook;
- Ensure NCAC's Code of Conduct is adhered to by directors, employees and community members
- Ensure NCAC's Code of Conduct is applied consistently and fairly in all circumstances;
- Provide accurate and reliable advice to directors and community members on matters of governance, ensure meetings are conducted consistent with NCAC's Rulebook;
- Maintain records and NCAC processes in accordance with good governance principles;
- Facilitate training for NCAC employees and continuously improve NCAC's capacity and governance; and
- Communicate and promote good governance practice within NCAC, the Board of Directors, community, and to relevant stakeholders.

### **NCAC Management, Projects and Reporting Functions**

- Maintain an effective and efficient administration system to ensure productive data capture, reporting and project management;
- Provide regular activity, performance and budget reports to the Board of Directors, funding bodies and other stakeholders as requested;
- Ensure all appropriate NCAC records and reports, are maintained and presented accurately, on-time, and in accordance with all legal requirements, NCAC policies and funding agreements;
- With the Board of Directors, lead the formulation and implementation of corporate directions, plans, budgets, policies and initiatives;
- Ensure effective implementation of all program and project activities; and
- Prepare, manage and ensure implementation of maintenance plans and priorities

### **Infrastructure, Services and Natural Resource Management (NRM) Functions**

- Ensure an effective and efficient provision and maintenance of all infrastructure and services including essential services, housing, local roads and tracks, landscaping and dust control, garbage and waste collections, dog health services, NRM, vehicles, public buildings, plant and equipment;
- Support the effective and efficient development and management of NRM projects, tourism and income generation ventures;
- Facilitate submissions to government for the development of services, amenities and infrastructure; and
- Ensure all assets are effectively deployed, maintained and accounted for.

### **People Development and Management Functions**

- Be an active, positive member of the community;
- Ensure a professional and safe work environment at all times;
- Ensure all staff and teams are managed and supported using best practice human resource principles;
- Identify training needs, initiate, support and manage training services for all staff; and
- Mentor local employees.

### **Partnerships, Networks and Relationships Functions**

- Maintain and develop positive relationships with key stakeholders, partners, government and non-government NCACs, and their representatives;
- Ensure and enhance good relationships and understandings between the NCAC and the wider community;
- Build new partnerships that contribute to the fulfillment of the NCAC's goals;

### **Selection Criteria**

#### **Essential**

1. Relevant tertiary qualifications and demonstrated management experience of community organisations being not less than 3 - 5 years;
2. Effective interpersonal and communication skills including well developed written and oral communication skills;
3. Experience in working in an adaptive environment working effectively with multiple stakeholders, high order negotiation and dispute resolution skills;
4. Effective staff and team management skills including leadership, ability to motivate and manage staff, ensure effective delivery of work programs and team building skills;
5. Personal attributes of determination, initiative, pragmatism, tolerance and flexibility, an ability to remain focussed, manage multiple tasks and respond effectively to unexpected demands;
6. Ability to manage and implement NCAC governance, reporting requirements, budgets, and projects;
7. High order computer skills (including proficiency using MS Office) and digital/paper record-keeping, high order planning and problem-solving skills;
8. Understanding and appreciation of indigenous culture and communities;
9. Current working with children check or ability to obtain same
10. A current driver's licence.

#### **Desirable (but not essential)**

1. Workplace training and assessment skills;
2. Experience working in remote Indigenous communities;
3. Justice of the Peace (JP) or willing to obtain

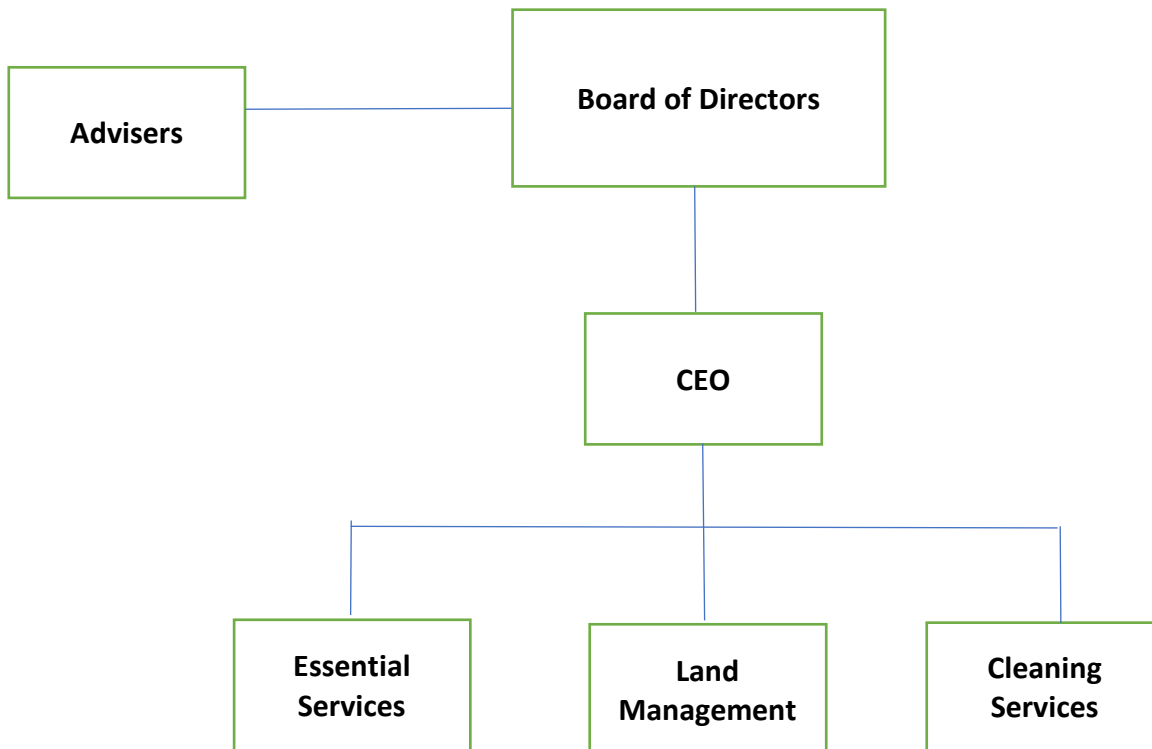
### **General Benefits Package Information**

- Salary of \$92,500pa plus statutory super (9.5%);
- 6 weeks annual leave
- Salary sacrificing and zone tax offset;
- Rent free furnished housing (3bed 2 bath; air conditioned);
- Reasonable relocation assistance;
- Home phone, internet and digital TV services package;

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*

## Nipapanha Community Aboriginal Corporation

October 2020



**Board of Directors** – Ian Johnson (Chair), Roger Johnson, Dulcie Wilton, Margaret Johnson, Joelwynn Johnson, Bruce Wilton, Thomas Wilton

**CEO** – Gerard Lessels (acting)

### Land Management

**Land Management Co-ordinator** – Melissa Pepper (full-time)

7 full-time rangers reporting to LMC

### Essential Services

**Essential Services Team Leader** - Michael Hodshon (full-time)

1 part-time team member (reporting to Team Leader)

### Cleaning Services

Sandra Coulthard (casual)



Position: NCAC Chief Executive Officer

## 1. How to Apply

In order to apply to the above position, please follow the application process set out below.

Please contact Marnie Smith at [cbss@rowepartners.com.au](mailto:cbss@rowepartners.com.au) if you have any questions with respect to this process.

## 2. Process

Carefully read the job advertisement, position description and these instructions.

The steps for the application and selection process is as follows:

- Applications received by closing date
- Acknowledgement of receipt of application
- Applications reviewed
- Short-listing of applicants for first round of interviews
- Conduct of first round of interviews
- Short-listing of applicants from first round of interviews for second and final interview
- Conduct of second and final interviews
- Selection of successful applicant
- Execution of formal contract with successful applicant
- Advice to unsuccessful applicant.

## 3. Your application

Your application must be received by the closing date being Sunday 11:00pm on 1.11.2020 by emailing [cbss@rowepartners.com.au](mailto:cbss@rowepartners.com.au). Please put in the subject heading of your email "Application for CEO Nipapanha Community Aboriginal Corporation – Attention M. Smith".

Your application must include:

- A cover letter
- A response the "essential" and "desirable" selection criteria set out in the position description
- Your work resume
- Nomination of at least 3 referees.

Your cover letter to provide some information about yourself, your personal and career interests and what attracts you to the position.

In responding to the selection criteria, please give practical examples wherever possible to demonstrate your skill, knowledge, or experience.

Your work resume should set out in time order your work history and attach copies of any certificates evidencing your qualifications.

At least 3 referees and their contact details are required. Please indicate against each referee their status, ie whether they were your manager, peer or team member. At least one referee must have been your manager or other supervisor in the last three years.

#### **4. Interviews**

The first interview will be conducted by zoom. As part of that interview process, you will be asked to respond to a case study. You will be emailed the case study 20 minutes prior to the zoom interview. For this reason, you must ensure the email you provide us in your application is correct and that you will be able to access this email account 20 minutes prior to the zoom interview.

The second and final interviews will be conducted face to face with the Board of Directors at Port Augusta.

#### **5. Selection process**

At each stage of the application and selection process, applicants will be assessed on:

- The quality of and responses in their written application
- Their participation in the application and selection process
- Their written responses to the selection criteria
- Their performance at interviews including case study response
- Reference checking