**JIGALONG COMMUNITY INC**

**CHIEF EXECUTIVE OFFICER**

Aboriginal Communities and Organizations Interim Award 2011; Level 10

Salary Package $103,000.00 base salary

+ District Allowance, Leave Loading, Subsidized Housing, 5 Weeks Annual Leave ,plus Super

(Ability to Salary Sacrifice and Extra 3 Weeks R&R Leave may be available)

The Jigalong Community Inc (JCI) is seeking a highly skilled CEO to manage the affairs of this remote Aboriginal community, under the oversight of and reporting to an 8 member elected Council of Martu people. The JCI is incorporated under the provisions of the Associations Incorporation Act 2015 (WA).

The person sought must possess all the technical skills, knowledge and experience required to effectively and efficiently manage the operations of a complex self-managed remote community, including delivery of municipal services and other local government functions, and demonstrate a deep commitment to the advancement of the community and its members through a sound process of strategic planning, efficient and effective administration and management, and the ongoing education and training of community members in all aspects of community administration, commercial operations and stakeholder management and engagement.

A highly skilled manager is sought to respectfully and professionally assist this strongly culturally-based community, which is striving to maintain Martu traditional culture and values, and its leadership address diverse, complex and long-standing matters affecting its future social and economic development within a rich mining region, that potentially offers many opportunities for social and economic advancement.

The CEO:

* is the principal staff member and carries overall responsibility for the successful day to day management, delivery of municipal services and general operation of JCI.
* is responsible for assisting the Council with strategic planning, identification and accessing of resources, implementing, monitoring and reporting on the success of program delivery within Jigalong, and
* as required and directed, represents JCI and its Council in meetings with government, industry and the general public.

**JIGALONG COMMUNITY**

(see <https://en.wikipedia.org/wiki/Jigalong_Community,_Western_Australia> )

The community is located about 160kms east of the town of Newman in the Shire of East Pilbara. Located within one of the richest mining regions in Australia, it is home to a fluctuating population of about 400 people and is serviced by a school (~50 students, years K-12 and 7 teachers), a clinic (staffed by a doctor and 3 nurses), a community store (managed by Outback Stores Pty Ltd), a Police station (a Multi Function Police Facility) and a large workshop/training facility (provided by BHP and managed by Royal Life Saving Society WA – see <https://royallifesavingwa.com.au/news/community/a-winter-drowning-reminder/the-shed-making-an-impact-in-regional-wa> ). World Vision is among a number of other service providers that provide a range of specialist services from time to time.

**POSITION FUNCTION**

The CEO is responsible and accountable to JCI’s 8 member elected Council for the day to day management of the community, and for facilitating the development and implementation of an underpinning Strategic Plan.

The CEO will develop and support JCI’s Aboriginal leadership and governance capacity, making sure decision-making is in line with the interests of community members and meets the provisions of JCI’s Rules of Incorporation. The Council’s responsibilities are broad and varied and include; economic and community development; governance and advocacy; strategic and operational planning; policy development; finance and asset management; human resources development and management and project management.

It is also the CEO’s job to encourage and facilitate organisational excellence, build positive and enduring relationships with a wide range of stakeholders and partners and to inspire and motivate people to work together towards Jigalong’s vision and goals.

**Key Duties**

1. Manage the performance of JCI in
   1. The delivery of funded and contracted services to residents of Jigalong Community
   2. The financial administration of grants and external reporting functions
   3. Responding to the legislative framework in which it operates
   4. The management and recruitment of staff.
2. Act as Executive Officer to the JCI Council and JCE Pty Ltd Board.
3. Maintain effective communications with funding bodies, professional support agencies, government departments and JCI owned enterprises.
4. Provide high level analysis and planning for the JCI Council of issues affecting JCI and JCE Pty Ltd.
5. Assist Council to plan service delivery and to effectively and efficiently use available resources.
6. Prepare funding submissions and applications, and performance reports.
7. Conduct monthly planning and evaluation meetings with staff.
8. Perform all administrative requirements of the position within the timeframes set by Council or external bodies including the provision of a written monthly report to the Council of JCI, and
9. Undertake additional duties as directed.

**Performance Indicators**

This position is subject to periodic performance appraisal to assess:

1. Performance in successfully carrying out the duties described above.
2. Performance in maintaining effective communications with Martu residents, other staff members, funding bodies and external support professionals.
3. Demonstrated ability to assist Jigalong to achieve its community development and service delivery goals; and continual assessment against the Selection Criteria defined below.

**Key Responsibilities and Objectives**

**1. Strong Governance and Advocacy**

1. Provide consistent and appropriate support to Council Members to ensure an understanding of their roles, rights and responsibilities.
2. Ensure Council structure, decisions and actions comply with legislation and other statutory regulations (eg The Rule Book).
3. Advise Jigalong Council on policy matters.
4. Encourage active participation and skills development within the Council to foster a confident and informed approach to governing the organisation effectively and responsibly.
5. Develop, implement and review Jigalong’s Strategic Plan, Policies and Procedures.
6. Advocate for the rights and interests of all Jigalong community members.

**2. Financial Management**

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

**3. Program Management**

1. Identify and pursue funding opportunities that will ensure the future viability and sustainability of Jigalong Community.
2. Ensure that the day-to-day operations of the organisation are effectively coordinated and implemented including municipal services and other local government functions, program development, budget and resources management.
3. Work with Program Managers to manage the human, physical and financial resources of Council according to Jigalong policies and budgets.
4. Work with Council and program managers to monitor and evaluate all programs to ensure programs are meeting Jigalong’s aims and objectives and members’ needs.
5. 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**

1. Research, review and present to Council on opportunities that may benefit the community.
2. Develop opportunities that provide employment opportunities for the community.
3. Encourage and facilitate local economic development, including the required underpinning education and training.
4. Advise Council in the management and direction of its commercial enterprises which include the Accommodation Centre (Rabbit Proof Fence), other leases within the reserve (including exploration and mining leases), the developing Art Centre, the BHP Shed (training facility) and the community store (operated by Outback Stores).

**5. Human Resource Management**

1. Oversight of all Human Resource aspects of the organisation (staff recruitment, training and supervision, conditions of employment).
2. Maintain internal and external industrial harmony including Council, all staff and wider community members.
3. Ensure all staff are aware of their HR rights and responsibilities.
4. Ensure the Council is compliant in the areas of occupational health, safety and welfare.
5. Together with Council and Program Managers manage the recruitment, selection, induction and training of staff.
6. Monitor staff performance, develop mentoring relationships, and facilitate performance appraisals and professional development.
7. Plan and implement succession planning for the engagement and employment of Aboriginal staff.
8. 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 lead by example and demonstrate personal and professional integrity and encourage Council members and staff to:

1. be honest.
2. promptly report and deal with improper conduct.
3. declare and manage conflicts of interest.
4. treat staff, community members and community partners with respect and courtesy.
5. make decisions and provide advice fairly and without bias, favouritism or self-interest.
6. deal with organisation information in accordance with law and regulatory requirements.
7. avoid conduct that will reflect adversely on Jigalong Community; and
8. accept responsibility for decisions and actions.

**SELECTION CRITERIA**

**The Chief Executive Officer will need to demonstrate highly developed skills and experience against the following essential criteria;**

1. Proven experience as a CEO or other senior leadership role carrying responsibility for social and economic development.
2. Proven experience working with a board of directors, providing professional development and strategic planning advice.
3. Demonstrated ability to work and communicate closely, effectively and sensitively with Aboriginal people, communities and organisations and a shared commitment with Council and community to meet the interests and needs of its members in this strongly culturally-based community.
4. A strong understanding and commitment to the role of Jigalong Council in terms of its responsibilities to manage municipal and other services to the Jigalong community.
5. Demonstrated financial management skills (interpret reports, budgets, manage commercial enterprises).
6. Experience in managing programs, including developing and monitoring million dollar budgets and reporting to funding bodies and program partners.
7. Demonstrated Human Resource management skills, including staff recruitment, training, supervision and motivation; excellent leadership skills and capability to inspire and lead staff to deliver high-quality programs.
8. Sound knowledge of state and commonwealth agencies funding for the purposes of providing municipal services and Aboriginal community infrastructure for health, social, cultural, educational and economic programs.
9. Build and maintain positive working relationships with a wide range of internal and external stakeholders (especially government and key industry partners) and experience and commitment to rigorous internal and external accountability.
10. Demonstrated high level interpersonal, written and verbal communication skills including IT skills.
11. Hold a current Motor Vehicle driver’s licence (WA Class C or equivalent).
12. Hold a National Police Clearance Certificate and Working with Children Check (both to the satisfaction of the Council and Selection Panel).
13. Provide contact details for three relevant professional referees.

**Highly Desirable**

A strong understanding of and familiarity with the current and historical situation in Western Australia in terms of government and industry relations, Indigenous affairs generally, partnerships and other elements that impact good governance and the social and economic development specific to this community.

**CONDITIONS OF APPOINTMENT**

In line with Aboriginal Communities and Organisations Western Australian Interim Award 2011

Term of Appointment: One-year Maximum Term Contract with opportunity to renew depending on annual performance review.

Probationary Period: 3 months.

Performance Review: Conducted annually by Council with the support of an external consultant.

Salary: Salary $103k base salary

+ District Allowance ,Leave Loading, Subsidized Housing, 5 Weeks Annual Leave ,plus Super ( Ability to Salary Sacrifice and Extra 3 Weeks R&R Leave may be available).

Superannuation: 9.5%

District allowance/Salary Sacrifice Benefits:

Available within the ATO guidelines.

Relocation: $1,437 will be reimbursed on the provision of receipts. Airfare allowance of $800.

Accommodation: Partly-furnished air-conditioned four-bedroom house. A nominal rent of $60 per fortnight will be deducted from salary.

Vehicle: Fully maintained and fuelled vehicle for Council business.

Telephone: A mobile telephone with 20GB of data.

Annual leave: 5 weeks per annum.

Sick Leave: 12 days per annum.

R&R: In lieu of Overtime.

**APPLICATIONS**

If you want to apply for this position please:

* address all the Selection Criteria outlined above (on page 5) and
* send your application with your resume to ([aljanstewart@bigpond.com](mailto:aljanstewart@bigpond.com) ), using the subject line: “Jigalong Community CEO Application”.

If you require further information please contact Alan Stewart in the first instance.

Aboriginal and Torres Strait Islander people are encouraged to apply for this role.

**Process:**

Step 1: Written Application addressing Selection Criteria and including current CV and 3 referees.

Step 2: Short listed applicants will interviewed by Council by telephone.

Step 3: Preferred Applicant/s will be interviewed on site at Jigalong.

**Applications close Friday 5 March 2021.**