



KTLA's EXPECTATIONS OF ALL LEVELS

1. VALUES

- Respect:** for self and each other; property & assets; cultural protocols and obligations – and maintaining awareness of these factors
- Supporting each other:** being reliable and punctual
- Good communication:** talking to supervisors
- Having a shared vision:** stay focussed on target outcomes
- Listening to each other:** look & learn, sharing ideas
- Honesty**
- Leading by example**
- Pride**
- Safety:** doing things the right way.

2. WHAT WE DO

- Come to work in a fit & proper state
- Turn up to work on time
- Sign in / out on timesheet
- Excellent attendance at work
- Wear our uniform with pride
- Work effectively in teams
- Complete all allocated tasks
- Demonstrate initiative
- Attend all training / development sessions

3. COMPLIANCE

- OH&S standards:
 - Acting safely
 - Wearing appropriate PPE
 - Report damage to tools or equipment
 - Report all incidents or injuries
- Code of Conduct
- All HR policies and procedures
- Cultural protocols

4. LICENCES / CLEARANCES

- Literacy
- Numeracy
- Police Clearance
- Working with Children Clearance / Working with Vulnerable People
- Current drivers licence



CHIEF EXECUTIVE OFFICER (CEO) - LEVEL 10

Description

The Board of Directors will:

1. Establish the strategy of the corporation, approve the high-level budgets and oversee the performance of the CEO.
2. Delegate the responsibility and accountability for managing staff and the corporation's projects and programs on a day-to-day basis to the CEO.

Reporting to the board of directors, the CEO is responsible for the strategic management of KTLA, developing existing and new business opportunities and managing the day-to-day operations of the corporation.

The CEO will realise the corporation's vision and uphold its values.

The CEO's direct reports include the Land & Sea Manager, Senior Projects Manager, Cultural & Heritage Arm and corporate services functions comprising TOs and internal staff and external consultants in accounting, human resources, IT, Media & Communications and Business Governance Support.

General

1. Governance and compliance:
 - a. Ensure all contractual and reporting obligations are met
 - b. Ensure the corporation complies with the Corporation Rule Book, the CATSI Act and corporation policies and procedures.
 - c. Provide advice and support to the Board to carry out its governance functions.
 - d. Establish effective and transparent budgeting, reporting and audit processes.
2. Financial oversight and overarching accountability to funding bodies, the community, stakeholders and the Board of Directors;
3. Relationship management of the Board, Native Title Holders, Cultural Advisors and Elders.
4. Development of the Cultural & Heritage Arm to ensure the interests of TOs and Elders are appropriately represented and the fee-for-service income is increased.
5. Communications:
 - a. Ensure all teams within the corporation engage in effective communications with one another, and
 - b. Lead regular engagement and communications with the Karajarri population centres including Bidyadanga, Broome and outstation.
6. Lead the execution of the corporation's strategy and the implementation of the long and short-term plans;
7. Staff management and development with a focus on capacity building;
8. Develop and maintain relationships with all stakeholders including funding bodies, community organisations, mining & exploration companies, other registered Native Title Prescribed Body Corporates, opinion leaders etc.



9. Management of the corporation's assets.

Work Plans / Project Management

CURRENT FOCUS – To be reviewed at least 6-monthly

1. Support the delivery of identified projects.
2. Secure additional funding.
3. Successful integration of the KGT Trainees.
4. Establish a development framework to support skills acquisition for all KTLA staff.
5. Implement policies and procedures for Human Resources, Asset Management, Financial, IT and Social Media etc.

Development - Self

1. TBC – dependent on individual appointed to the position

Development – Team

1. Establish and manage the corporation's pipeline of talent
2. Establish succession plans for all critical positions
3. Establish an effective trainee and school-based trainee programs
4. Other - TBC

Selection Criteria

Essential

1. **Leadership, Initiative and Judgement:** Develop and maintain a relationship of trust with the Board of Directors by demonstrating capability and a high-level of personal and professional integrity in business, professional relationships and financial matters. Take personal responsibility to achieve outcomes for the corporation. Exercise judgement and decisiveness and identify opportunities for implementing corporation strategies. Proven leadership, team building and mentoring experience.
2. **Strategic Planning and Business and Operations Management:** Substantial experience in a relevant senior management position. Ability to achieve corporation objectives through strategic/business planning and management of strategic direction set by the Board. Ability to develop and implement strategic, project and business plans and manage human, financial, information and material resources. Skills in policy development, business planning and ability to plan and direct the implementation of economic development programs.
3. **Financial Management:** Ability to manage the financial affairs of a corporation, including budgeting, financial management and reporting, and ensuring compliance with legal and funding obligations.



4. **Communication and Interpersonal:** Ability to take a lead role in communicating in high-level meetings, committees and forums within Aboriginal communities, government departments and agencies and corporations including mining enterprises, other Aboriginal groups, the private sector and the not-for-profit sector. Highly developed interpersonal skills including report writing and negotiation skills.
5. **External Relationships, Representation and Management:** Ability to cultivate strategic alliances and positive relationships and to effectively represent and advocate and negotiate for the corporation. Ability to represent KTLA at high-level forums, conferences and meetings.
6. **People Management:** Ability to promote a work environment that empowers, motivates and develops the diverse talents of all employees, ensures an optimum level of appropriately skilled employees and maximises staff performance.
7. **Aboriginal Ways of Working:** Understanding and commitment to the principles of the KTLA. Ability to communicate effectively with Aboriginal people and communities. Knowledge of Aboriginal cultural diversity, communication processes and socio-economic challenges.
8. **Understanding of relevant laws and regulations:** Sound understanding of laws and regulations governing the activities of a PBC. Sound knowledge of contemporary Aboriginal issues, Commonwealth and State policies and programmes.
9. **Qualifications:** Tertiary qualifications in Business, Management and/or equivalent experience in a CEO role

Desirable

1. Prior experience in senior management of an Aboriginal Corporation.
2. Qualifications / experience in managing IPA and Ranger programs.
3. Significant project management experience.