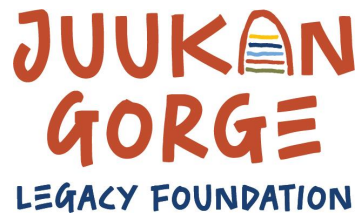


Chief Executive Officer

Application Pack



About the Juukan Gorge Legacy Foundation

Background

The Puutu Kunti Kurrama people (**PKK people**) established the Juukan Gorge Legacy Foundation Ltd (**Foundation**) as a result of the destruction of Juukan Gorge rock shelters, a place of extreme cultural significance to the Puutu Kunti Kurrama people.

The Foundation was incorporated in May 2023 and in its “Establishment phase”.

The Foundation is unique and is distinct from any Aboriginal Corporation, including The PKKP Aboriginal Corporation (**PKKP AC**). The PKK people can be, and many are, members of the PKKP AC, however the Foundation is a separate legal entity with its own membership.

The essence and functionality of the Foundation are not that of how an Aboriginal Corporation operates. The Foundation is a registered Charity and Public Benevolent Institution and is not a Registered Native Title Body Corporate.

The Foundation was established as a legacy for future PKK descendants for future generations to come, and is not compensation for the pain and hurt caused to the PKK people.

The Foundation purpose is to support the PKK people (and Pinikura People and other Aboriginal people), by:

- building the Puutu Kunti Kurrama community to be strong and proud, internally and externally;
- providing programs and services that promote and protect traditional law and custom, language and culture, and maintaining and strengthening traditional connection to Country;
- providing programs and services that support community health, well-being and self-determination;
- fostering economic development of projects and industries for financial independence.

The purpose is outlined in the Foundation Rule Book (otherwise known as Constitution).

The focus of The Foundation is to challenge the barriers faced by our people as Traditional Owners. We are doing this through sustainable outcomes-based approach to create something positive now and for the future. The Foundations aim is to be sustainable for generations to come.

Meaningful change can best be achieved through innovative social and economic programs targeting education and training; financial independence and building capability and capacity through members businesses.

Making sure the voice of our peoples is heard on heritage, culture and country is also at the heart of what we do.



Purpose of the Position

The inaugural Chief Executive Officer (CEO) of the Foundation has primary accountability to establish the Foundation and ensure all good governance procedures are set in place. The CEO will develop, execute and administer oversight of the Foundation's agreements that are in place and establishment and executing a business strategy.

The Foundation is in its infancy and the CEO will initially lead a small start-up team to continue the establishment phase. The team will be moulded by the CEO and will evolve overtime. The Foundation will quickly move into the implementation and operational phase (as outlined in the Legacy Agreement & Foundation Agreement) and will require a CEO with long term vision for a sustainable future.

Responsible and accountable to the Board of Directors and its members, the CEO will foster high levels of collaboration, mutual respect, trust, governance, and probity. Building a rapport with the members is a necessity.

The CEO is the voice of the Juukan Gorge Legacy Foundation and is responsible for networking, lobbying, and advocating for better outcomes for PKK people and Aboriginal people in general. The CEO will work with Aboriginal Leaders, government departments and other stakeholders to help shape the provision of services to the Aboriginal communities across WA.



Advertisement Chief Executive Officer Juukan Gorge Legacy Foundation

The Juukan Gorge Legacy Foundation (Foundation or JGLF) is a Charity and Public Benevolent Institution with reporting requirements to the ACNC. It is vastly different to an Aboriginal Corporation that traditionally holds the registered native title body corporate rights and has reporting requirement to ORIC.

This is a unique opportunity to lead a newly established entity, with expansive scope for innovation, setting up a Legacy for future generations to come. The CEO will:

- Negotiate on behalf of and be the driving force for Juukan Gorge Legacy Foundation members, setting up programs and delivery of services for future generations to come
- Bring solid best practice governance skills in this influential high-profile role
- Bring your energy and drive in this Community driven appointment
- Make a meaningful difference by advancing opportunities for PKK people and other Aboriginal people
- Bring your visionary skills to work with an Indigenous Board.

THE FOUNDATION

The Foundation was established in May 2023. The Foundation purpose is to support the PKK people (and Pinikura People and other Aboriginal people), by:

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- providing programs and services that support community health, well-being and self-determination;
- fostering economic development of projects and industries for financial independence.

THE ROLE

The Chief Executive Officer (**CEO**) has primary accountability for developing and executing the Foundation's business strategy, leading a small start-up team. Responsible to the already established JGLF Board, the CEO is committed to fostering high levels of collaboration, mutual respect, trust, governance, and probity.

The CEO will be an instrumental driving force for the JGLF and will proactively network and advocate for better outcomes for PKK people and Indigenous Communities. Working with Community Leaders, government departments and other stakeholders to help shape the provision of services to the Aboriginal communities is also key to this role.



THE PERSON

A well-respected, authentic leader with strong business acumen who has the vision and energy to drive the Foundation's success. You must be able to ensure it is a sustainable vehicle to deliver the cultural, social and economic aspirations of the PKK people. You must have a strong sense of accountability and ensure all organisations are held responsible for their promises and deliverables. It is imperative you have the vision to transition from the establishment phase, into the implementation and operational phase to ensure the Foundation is sustainable for generations to come. You will be very hands on, and your role will range from high level strategic thinking to interaction with Traditional Owners, to ensuring administrative tasks are attended to.

REQUIREMENTS

If you have considerable experience leading people, can effectively develop, and deliver strategy, excel in operational and financial management, we would be interested in hearing from you. The CEO will quickly build strong working relationships with the Board, Chairperson, and other stakeholders and operate with a high degree of trust and transparency.

THE PACKAGE

This is an opportunity to make a significant contribution to the lives of current and future JGLF members and First Nations People. In return you will receive a competitive remuneration package to be negotiated, but in the range of \$250,000 to \$300,000 plus superannuation. This role is Perth based with regular travel to the Pilbara as required.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **790979**. Please provide a comprehensive resume together with a covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Sharon Dockery** for a confidential discussion on 08 9323 8817 or sdockery@beilbydt.com.au.

It is anticipated applications will close at **4pm AWST on Monday 5th February 2024**.

Organisational Chart – Establishment into Operational Phase

Operational Structure: Operational Phase



Position Title: Chief Executive Officer

Organisational Objectives

The Foundation purpose is to support the PKK people (and Pinikura People and other Aboriginal people), by:

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- fostering economic development of projects and industries for financial independence.

Based on the above purpose, the objectives will be to:

- promote the management of the language, culture and traditional practice of the PKK People
- ensure that the PKK peoples' culture and heritage is recorded, protected and shared within the community
- ensure alignment of The Foundation with the aspirations and obligations of the PKK people detailed within The Legacy Agreement, Establishment Funding Agreement and The Foundation Agreement
- implement and manage successful outcomes of The Foundation Strategic Plan as developed from time to time in collaboration with the PKK People.

Promote in all Foundation endeavours the advancement of PKK people through a strong sustainable legacy across future generations to come.

Position Summary

The CEO of the Foundation will be responsible for the day-to-day management, administration and legal compliance of The Foundation in accordance with the Transition Plan, Annual Plan, Strategic Plan, Rule Book, and otherwise at the direction of the Board of Directors.

The CEO will fulfil their duties and responsibilities in a manner that enables the Board of Directors to fulfil their governance function.

The CEO will be responsible for implementing the goals, objectives and milestones as identified in The Legacy Agreement, Establishment Funding Agreement and The Foundation Agreement.

The CEO will provide strategic direction in the development and operation of projects and programs designed to advance the interests of the PKK People and wider Indigenous community.

The CEO will be very hands on in the establishment phase to develop the plans and objectives as they evolve into the operation and implementation phase of the agreements.

Key Accountabilities

Ensure that The Foundation maintains the appropriate office and business systems, and appropriate infrastructure necessary to meet the Foundation's management needs and compliance requirements.

In consultation with the Board members, engage and manage professional service advisors as required to assist The Foundation carry out its functions and achieve its objectives.

Oversee the financial management of The Foundation through working with administrative staff, professional service advisors and the Board of Directors to ensure clarity of activity and appropriate use of funds.

Be accountable for the maintenance, both financial, governance and operational of agreements that the Foundation has entered into and ensure compliance with all corporate & reporting required as a Charitable Trust and Public Benevolent Institution.

Coordinate and manage effective stakeholder relationships and build organisational capacity utilising stakeholder relationships.

Establish and administer the timely and effective communication of information on community needs and develop and maintain organisational capacity to meet community needs, in a manner that is effective, efficient, and courteous. Communication with the Foundation members and keeping them abreast of matters is paramount in the build-up of trust in this position.

Develop and maintain a rigorous and accurate database of evidence-based information and practice to ensure service delivery is appropriately monitored and evaluated on a regular basis, for currency of reporting to the Board of Directors and the Foundation members.

Develop, enhance, and maintain essential organisational policies and procedures for approval by the Board of Directors, ensuring implementation in day-to-day operations and through a review process.

Identify and coordinate the delivery of board induction, as well as staff training, induction and development and promote training and development opportunities to members of the Foundation where possible.

Manage the Foundation's human resource requirements, in particular the staff at the Foundation office, to ensure the Foundation operates on a model of best practice in recruiting and maintaining quality personnel.

Support to the Board

Report directly to the Board of Directors on all matters of the Foundation to enable them to fulfil their governance function effectively.

Keep the Board of Directors informed about all relevant matters of the Foundation as requested in a timely and coherent manner and at a level of detail as specified by the Directors.

Support the operation and administration of the Board of Directors, by:

- Consulting with the Chairperson/s and overseeing preparation of the Agenda for Board Meetings;
- Overseeing the preparation of all meetings including meeting notices, agendas, logistics, board papers and minutes;
- Compiling annual reports and oversee that regular community newsletters are sent out;
- Consulting with Financial Advisors & Foundation staff to prepare and present financial statements in a clear and concise manner;
- Compiling and recommend an annual budget for approval;
- Ensuring resolutions made by the Board are properly implemented;
- Managing Directors' training, recruitment and transitions including inductions;
- Managing staff, including induction, contracts, and staffing reviews;
- Ensuring compliance with the Rule Book;
- Being a sounding board for the Board of Directors concerns
- Developing, maintaining, and implementing the policies and procedures in the Foundation Policy and Procedures Manual (to be developed).

Prepare quarterly reports for the Board of Directors regarding the following matters:

- The activities of the CEO and the Foundation;
- Specific projects that have been undertaken by The Foundation in the previous quarter;
- The financial position of the Foundation; and
- Any other matters as determined by the Board of Directors from time to time.

Operational Responsibilities

Coordinate the transition of duties and responsibilities from the PKKP Aboriginal Corporation to The Foundation as per the Transition Plan. The transition plan will be amended from time to time as needed.

In consultation with the Board, commence recruitment of the Senior Management Team and administration team.

Implement The Legacy Agreement, Establishment Funding Agreement, and Foundation Agreement as executed with the mining proponent.

Develop, maintain, and administer systems and processes to ensure The Foundation complies with all relevant laws and regulations within the purview of its operations, including the Foundation Agreement, the Rule Book, and conditions of funding and the internal policy framework.

Ensure there are appropriate insurance and risk management programmes in place to protect the assets and income of the Foundation.

Work to secure ongoing resources and funding for the sustainable operations of The Foundation in the long term, by actively progressing the commercial activities of the Foundation.

Establish a Legacy Commercial Enterprise arm of the Foundation and PKK member businesses, to build capacity to realise commercial outcomes, and build long term financial independence and sustainable wealth creation.

Act as the central communication point for staff, members, governing bodies, professional service providers and external stakeholders.

Strategic Responsibilities

Seek to identify sustainable long-term opportunities and strategies which will support the vision and objectives of The Foundation.

Drive initiatives which promote the development of the culture and values of The Foundation, ensuring alignment with the expectations of the Foundation members.

Support the Board of Directors in the development and periodic review of The Foundation Strategic Plan.

Promote effective and efficient lines of communication throughout the Foundation.

Leadership Responsibilities

Ensure that the Foundation and its purpose, as described in The Rule Book, are consistently presented in a strong and positive manner to stakeholders. You will establish and maintain effective and efficient working relationships between different internal and external stakeholders.

Ensure that the Foundation deals with the directors, members, employees, service providers and government and non-government agencies with fairness, transparency, and integrity.

Provide leadership direction and support to Foundation staff to ensure objectives are achieved.

Act with integrity at all times and adhere to the endorsed legislative requirements of good governance.

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise, and relevant, so that the selection panel can readily assess your application.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **790979**.

It is anticipated applications will close at **4pm AWST on Monday 5th February 2024**.

REFEREES:

Applicants should provide the names and contact details of **at least two current referees** in their application. This will include two superiors or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS:

Interviews will be conducted either in person in Perth or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking.

Shortlisted applications may also be required to attend a second interview.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity, and employment history verifications.

PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical including drug and alcohol testing to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Juukan Gorge Legacy Foundation maintains an equal opportunity policy in assessing all applications for any advertised position and provides a drug and alcohol, and smoke free work environment.

WEBSITE:

As the Foundation is in Establishment phase, the website is to be constructed under the successful candidates guidance and lead.

The PKKP Aboriginal Corporation has a website – which will provide you with background information on the PKK people and any references to the Juukan Gorge rock shelters.

<https://pkkp.org.au/>

FURTHER ENQUIRIES:

For further information about the role please contact Sharon Dockery, Senior Consultant, Beilby Downing Teal on (08) 9323 8817 or sdockery@beilbydt.com.au