



GENERAL MANAGER POSITION

Organisation	Curijo
Location	Eastern Seaboard preferred but not essential. Flexible arrangements available
Employment Type	Full-time
Reports To	Co-Chief Executive Officer/s
Direct Reports	5 direct leadership role reports
Salary	\$170,000 – \$190,000 + superannuation (negotiable based on experience)

Why This Role Matters

Curijo is at an exciting stage. As a 100% Aboriginal-owned and led consulting business, we have built a strong reputation for culturally grounded, high-quality work and demand for our services is growing.

To support that growth without compromising what makes us exceptional, we are bringing in a General Manager: a senior leader who can run the operational engine of the business, free our Co-CEOs to focus on strategy and business development, and continue to strengthen the internal capability and quality that will sustain us for the long term.

This is a rare opportunity to hold genuine whole-of-business leadership in a values-driven, purpose-led organisation, one where the work directly serves Aboriginal self-determination and community prosperity. If you are a commercially astute, people-centred leader who thrives on complexity and believes in the power of culturally grounded practice, this role is for you.

About Curijo

Purpose:

Empower Aboriginal peoples to achieve self-determination, equity and prosperity through strong connections, culturally grounded leadership, truth-telling and transformative education, honouring our shared past and shaping an inclusive, just and sustainable future for all.

Vision:

Curijo is a proud Aboriginal-led business committed to justice, empowerment, and transformative impact. Known for inspiring systemic change and strengthening cultural identity, Curijo delivers meaningful outcomes at grassroots, local, national, and international levels.

Trusted and respected, we uphold excellence through culturally grounded leadership, truth-telling, and the amplified voices of Aboriginal women and communities driving change across all sectors and areas of expertise.

The Role

The General Manager provides whole-of-business leadership, translating Curijo's strategic direction into practical action. Working in close partnership with the Co-CEOs, you will lead internal teams, strengthen systems and processes, and ensure all services are delivered to the highest quality standards on time, on budget and in a culturally grounded way.

This role exists to:

- Lead day-to-day operations across the entire business.
- Give the Co-CEOs the space to focus on strategic growth, senior stakeholder relationships and high-level consulting.
- Strengthen decision-making pathways, role boundaries and reporting structures.
- Ensure service delivery is coordinated, commercially sustainable, high quality and culturally grounded.
- Provide direct leadership to five key operational and delivery leads.
- Reduce operational complexity and create scalable systems for growth.

Key Responsibilities

1. Executive Partnership and Strategic Leadership

- Partner with the Co-CEOs to operationalise Curijo's vision, strategic plan and values.
- Contribute to Board reporting, strategic reviews, organisational planning and business improvement.
- Represent Curijo professionally with clients and stakeholders across government, corporate, NGO, ACCO and sector environments.
- Drive business development, tender responses, strategic partnerships and client growth.
- Contribute to pricing, resourcing, workforce planning and long-term sustainability decisions.

2. People and Team Leadership

- Provide direct leadership to five direct reports: Strategy, Corporate, Cultural, Quality and Delivery areas.
- Lead supervision, mentoring, performance development and accountability processes for all direct reports.
- Strengthen and maintain workplace culture grounded in respect, accountability, quality and inclusion.
- Strengthen role clarity, communication and collaboration across teams.
- Ensure HR practices are culturally responsive and values-aligned across the organisation.

3. Operational Management

- Oversee day-to-day business operations to ensure efficiency, quality and commercial sustainability.
- Strengthen internal systems, workflows, scheduling, reporting and resourcing
- Ensure projects and services are delivered on time, within scope and within budget.

- Monitor organisational capacity and lead effective workforce planning.
- Identify operational risks, pressure points and improvement opportunities, and act on them decisively.

4. Quality, Governance and Compliance

- Ensure compliance with funding agreements, contracts, policies and relevant legislative requirements.
- Embed and lead continuous improvement, monitoring, evaluation and learning across the organisation.
- Uphold ethical standards, cultural protocols and Indigenous Data Sovereignty principles.
- Drive strong reporting, documentation and governance practices.

5. Cultural Leadership

- Work in partnership with Aboriginal staff to ensure cultural governance and integrity is embedded across all work.
- Protect the organisation from cultural risk, tokenism and inappropriate practice.
- Ensure Aboriginal voices, lived experience and community knowledge are centred in all consulting, facilitation, evaluation and learning activities.
- Support culturally grounded engagement with communities, Elders and stakeholders.

6. Business Growth and Capability Building

- Grow and develop internal capability to support growth without compromising quality, staff wellbeing or organisational values.
- Support the growth of the business in ways that align with the Curiyo Strategic Plan.
- Ensure delivery remains client-responsive and commercially sound as the organisation scales.

What Success Looks Like at 12 Months

The General Manager will be considered highly effective when:

Success Indicator	What success looks like at 12 months
Operational	Day-to-day operations run smoothly and predictably, with minimal escalation to the Co-CEOs for routine decisions.
Team performance	All direct reports have clear goals, regular supervision, and are performing with confidence and accountability.
Delivery quality	Client projects are consistently delivered on time, within scope and within budget, with strong client feedback.
Co-CEOs bandwidth	The Co-CEOs has materially more time and energy for strategic priorities, business development and senior stakeholder engagement.

Systems & governance	Key internal systems, workflows and reporting processes are documented, improved and consistently followed.
Business growth	The organisation has successfully taken on new work or expanded capacity without compromising quality or staff wellbeing.
Culture & retention	Staff report a positive, clear and well-led workplace, with improved role clarity and reduced ambiguity.
Financial sustainability	Operational expenditure is managed within approved parameters and delivery margins are maintained.

Authority and Decision-Making

The General Manager operates with significant autonomous authority across the full scope of day-to-day business. Specifically, the General Manager is empowered to:

- Make all operational decisions required to run the business effectively, without requiring Co-CEO's approval in line with the Delegations Instrument Policy.
- Directly supervise, support, develop and manage performance of all direct reports.
- Coordinate and oversee project and service delivery decisions across the organisation.
- Lead escalation and issue resolution across all operational areas.
- Drive policy, process and systems improvements and implement them.
- Represent Curijo in client and stakeholder conversations within agreed delivery structures.

Strategic direction, major financial commitments and Board-level matters are shared with the Co-CEOs, as is consistent with any senior leadership role. Cultural integrity at Curijo is exercised collaboratively, shared, relational and accountable, which the General Manager will lead by example.

Who We Are Looking For

Essential

- Demonstrated senior leadership experience in a small to medium organisation, with responsibility for whole-of-business operations.
- Strong understanding of Aboriginal community contexts, cultural governance and the principles of self-determination.
- Proven track record leading multidisciplinary teams, with a people-centred and accountable approach.
- Experience in consulting, program delivery, evaluation, education, social services or community-based services.
- Strong commercial, financial and operational management capability.
- High-level communication, relationship-building and negotiation skills across diverse stakeholders.
- Commitment to culturally responsive, trauma-informed, strengths-based and ethical practice.

Desirable

- Experience with government clients, ACCOs and funded service environments.
- Background in policy, social services, child safety, health, justice or education sectors.
- Knowledge of quality assurance or project management frameworks (e.g. PMBOK-aligned).
- Experience contributing to tenders, funding submissions or strategic partnerships.
- Experience leading organisational change or growth phases.

Capabilities and Attributes

The right person for this role will demonstrate:

- Strategic thinking and practical execution, able to hold the big picture while getting things done.
- Calm, relational leadership that builds trust across diverse teams and stakeholders.
- High emotional intelligence and sound professional judgement.
- Confidence managing complexity, ambiguity and competing priorities.
- Commercial acumen and operational discipline.
- Cultural knowledge, integrity and accountability.
- Ability to hold cultural, community, commercial and operational considerations together without compromise.

What We Offer

Joining Curijo means stepping into a leadership role where the work genuinely matters. In addition to a competitive package, we offer:

- Salary of \$170,000 – \$190,000 + superannuation, negotiated based on experience. (profit-sharing performance bonuses may apply)
- Flexible working arrangements, including location flexibility for the right candidate.
- Cultural leave and wellbeing supports.
- Professional development and senior leadership support.
- A values-driven organisation with a clear vision, purpose and strong sector reputation.
- The opportunity to shape a growing business at a pivotal point in its journey.

Our Values

The General Manager is expected to actively embody Curijo's four values in how they lead, decide and engage:

- Culture – leading and sharing in all we do.
- Courage – challenging, learning and growing.
- Creativity – innovating now and into the future.
- Connection – staying connected to purpose, people and communities.