



Position Description

Classification	
Position Title	Chief Executive officer
Salary	Remuneration package
Employment Type	Full Time 3 years Fixed Term
Operational Hours	8.00am – 4.00pm Monday – Friday
Reports To	Board of Directors
Direct Reports	• Chief Financial Officer, • Human Resources Manager, • AOD Services Manager, • Family & Community Services Manager
Location	Berrimah and Various (as per Service Requirements)

CAAPS Values

Caring for clients, culture, community and each other

Openness through honesty, accessibility and inclusiveness

Respect for the rights and values of everyone

Empowerment of others to be the best they can

Position Purpose

The Chief Executive Officer (CEO) is responsible for the strategic leadership, operational management, financial sustainability, governance, and overall performance of CAAPS.

Reporting directly to the Chairperson and Board of Directors, the CEO ensures the organisation operates in accordance with its strategic direction, cultural values, funding agreements, legislative obligations, accreditation requirements, and community expectations.

The CEO provides visible leadership across the organisation, drives a culture of excellence and accountability, strengthens relationships with stakeholders, advocates for Aboriginal and Torres Strait Islander peoples, and ensures culturally safe, high-quality services are delivered to clients, families, and communities.

The CEO actively contributes to the Executive Governance Team through:

- Building a stronger and more unified organisation.
- Driving strategic initiatives and organisational growth.
- Supporting advocacy and social justice initiatives.
- Ensuring compatibility of systems, governance and accountability processes.
- Providing leadership across all areas of organisational performance



Key Responsibilities

The CEO is accountable for:

1. Financial Resources and Infrastructure Management
2. Human Resources and People Management
3. Delivery of Strategic Direction
4. Quality Service Delivery and Continuous Improvement
5. Compliance and Reporting
6. Advocacy and Influence
7. Leadership and Governance
8. Cultural Safety and Social Inclusion
9. Workplace Health and Safety

Key Result Areas, Performance Measures and KPIs

Performance Area	Performance Measure	Key Performance Indicators (KPIs)
Strategic Leadership and Organisational Performance	Lead the strategic direction and overall performance of CAAPS.	• Strategic Plan actions delivered within agreed timeframes. • Regular strategic progress reports provided to the Board. • Organisational priorities aligned with annual operational plans. • New opportunities for growth, innovation and service development identified and progressed. • Organisational culture reflects CAAPS values and mission.
Financial Management and Sustainability	• Ensure financial sustainability and responsible management of organisational resources. • Ensure appropriate insurance cover and legal protections are maintained	• Annual budget developed and approved by the Board. • Financial performance monitored monthly and variances addressed proactively. • Financial targets achieved in accordance with Board



	for all aspects of CAAPS operations.	expectations. • Funding agreements and acquittals completed on time. • New funding, partnership and business development opportunities secured. • Assets, facilities and infrastructure maintained in safe and operational condition. • Insurance policies reviewed and maintained annually. • Material legal risks reported to the Board. • Property and tenure arrangements remain compliant and current.
People Leadership and Workforce Development	Develop, lead and support a high-performing workforce.	• Leadership team performance and development actively supported. • Monthly management meetings conducted. • Staff supervision and performance reviews completed in accordance with policy. • Workforce engagement initiatives implemented. • Aboriginal workforce attraction, retention and development strategies achieved. • Employee wellbeing and professional development opportunities promoted.
Service Quality and Continuous Improvement	• Ensure services are high quality, culturally safe and responsive to community needs.	• Client feedback is collected, analysed and acted upon. • Continuous improvement



	• Oversee the operation and effectiveness of the Logiqc Quality Management System and organisational continuous improvement framework.	- initiatives are implemented and monitored. • Program reviews completed according to schedule. • Service delivery outcomes are monitored and reported. • QIC Accreditation and quality standards maintained. • Organisational quality management systems effectively managed. • Risk and improvement registers reviewed monthly. • Continuous improvement actions completed within required timeframes. • Quality improvement activities reported to the Board. • Accreditation requirements supported through quality system monitoring.
Governance, Compliance and Risk Management	• Ensure compliance with legislation, funding obligations and governance requirements • Ensure CAAPS operates in accordance with the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act), Rule Book, Board policies and governance requirements. • Ensure implementation and continuous monitoring of the National Child Safe Principles across CAAPS programs, services and operations.	• Compliance with CATSI Act, funding agreements and regulatory requirements. • Bi-monthly Board reports are submitted on time. • Organisational risks identified, monitored and mitigated. • Policies and procedures reviewed and maintained. • Organisational records comply with accreditation and legislative requirements. • No significant compliance breaches occur. • Child Safe policies and procedures maintained and reviewed. • 100% of relevant staff maintain Child Safe and



		Mandatory Reporting compliance. • Child safety risks are identified and addressed. • Annual review of Child Safe compliance completed
Accreditation and Quality Standards	Ensure CAAPS maintains all required accreditation, certification and quality standards.	• QIC accreditation maintained. • Accreditation reviews completed within required timeframes. • Corrective actions implemented. • Quality improvement plans monitored and reported quarterly.
Advocacy, Partnerships and Stakeholder Engagement	Promote and represent CAAPS while building effective partnerships.	• CAAPS represented professionally at local, regional, state and national levels. • Strong relationships maintained with government, community and funding stakeholders. • Advocacy priorities identified and implemented. • Active participation in relevant Boards, Committees and Reference Groups. • Media and public engagement undertaken in accordance with Board direction and organisational policy. • Positive stakeholder feedback demonstrated.
Cultural Safety and Social Inclusion	Promote cultural safety, inclusion and community leadership throughout CAAPS.	• Cultural Safety Framework initiatives implemented. • Social Inclusion Framework activities completed annually. • Aboriginal and Torres Strait Islander participation supported across services



		and workforce. • Positive feedback received from clients, families and community stakeholders. • CAAPS recognised as a culturally safe and inclusive organisation. • Community engagement and partnerships strengthened.
Work Health and Safety (WHS)	Fulfil Officer obligations under the Work Health and Safety Act 2011 by exercising due diligence and promoting an organisational culture of safety.	• WHS Action Plan implemented and monitored. • WHS remains a standing agenda item at management and Board meetings. • Critical risks and incidents are reviewed and addressed promptly. • Adequate WHS resources, systems and controls are maintained. • Evidence of due diligence obligations being met is documented and reported
Board and Executive Leadership	Provide effective leadership, governance support and organisational accountability.	• Board receives timely, accurate and strategic advice. • Recommendations are provided to support informed Board decision-making. • Organisational performance is transparent and effectively reported. • CAAPS operates in accordance with its Rule Book, policies, values and strategic objectives. • Positive annual CEO performance review outcomes achieved.



Key Selection Criteria

Essential

- Relevant tertiary qualification in Business, Management, Social Sciences, Human Services, Community Services, Health or related discipline.
- Demonstrated executive leadership experience within a complex organisation.
- Proven ability to manage and motivate multidisciplinary teams.
- Demonstrated success in strategic planning, organisational growth and service innovation.
- Strong financial management and business acumen.
- Extensive experience within governance and regulatory frameworks.
- Demonstrated understanding of Aboriginal and Torres Strait Islander communities and issues.
- Exceptional stakeholder engagement, advocacy and negotiation skills.
- Extensive experience preparing and presenting reports to Boards and executive-level stakeholders.
- Demonstrated commitment to cultural safety, social justice and community development.

Desirable

- Postgraduate qualifications in a relevant field.
- Experience in human services, health, community services or alcohol and other drug sectors.
- Experience within an Aboriginal Community Controlled Organisation (ACCO).
- Experience within a not-for-profit environment.
- Knowledge of CATSI Act governance requirements.

Employment Conditions and Pre-Employment Requirements

Prior to commencement, the successful applicant must provide, obtain or successfully complete:

- A current NT Working with Children Clearance (Ochre Card) - Category E, or evidence of application and eligibility to commence under an approved exemption.
- A satisfactory National Criminal History Check issued within three (3) months prior to commencement.
- A current Northern Territory Driver Licence (minimum Class C) and the ability to maintain a licence throughout employment.
- A satisfactory pre-employment drug and alcohol screening result.
- Current Provide First Aid (HLTAID011) and Provide Cardiopulmonary Resuscitation (HLTAID009) certificates, or willingness to obtain within the timeframe specified by CAAPS.
- A current Northern Territory Mandatory Reporting Certificate, or willingness to obtain within the timeframe specified by CAAPS.



CAAPS Aboriginal Corporation

- Completion of all mandatory training relevant to the position, as identified in the CAAPS Training Matrix, within required organisational timeframes.
- Evidence of the right to work in Australia.

I hereby acknowledge that I have read and understood my responsibilities, as outlined in this position description.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Version :

Date created:

Last reviewed

Approved by