

trans

PO BOX 762

ALICE SPRINGS NT 0871

P: 0419 599 617 E: trans@transremote.com.au W: transremote.com.au

**Mulan Aboriginal Corporation
Chief Executive Officer
August 2010**

Responsible to

Special Administrator (Appointed)

On termination of the Special Administration in December 2010, the position will be responsible to the Board of Directors of Mulan Aboriginal Corporation

Responsible for

Essential Services Officer
Municipal Services Officer
CDEP Supervisor
Centrelink Officer
Other program delivery staff

The Mulan Aboriginal Corporation (MAC) was incorporated on the 12th December 1979, and is registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (the Act)

The corporation is based in the Mulan community which is situated near Lake Gregory about 280 klms south of Halls Creek in Western Australia. There are about 200 residents in the community.

The objectives of the corporation mainly involve improving the social and economical wellbeing of the corporation's members. In practical terms the corporation oversees and/or manages all of the services provided to the community.

MAC has been placed under Special Administration by the Registrar of Indigenous Corporations, pursuant to Section 487-1 of the CATSI Act. It is anticipated that the Terms of Reference of the Special Administration will be completed by the end of December 2010, at which time the Special Administration will be terminated and control of the corporation returned to the Board of Directors.

The CEO is responsible for the day-to-day management of MAC), for providing overall leadership and for the implementation of MAC's strategic directions. Other primary responsibilities include risk management, establishing and improving relationships with key stakeholders, financial management, marketing and overall staff management.

Key duties

The CEO's key duties include, but are not limited to, the following

Operational duties

- Manage the day to day operations of MAC in consultation with the Special Administrator (and Directors, following termination of the Special Administration in December 2010).
- Contribute to the strategic leadership and management of the Community.
- Oversee the operation of activities relating to the core funded programs including:
 - Municipal Services
 - Centrelink Service
 - Aged Care
 - Other directly ad hoc funded programs
 - CDEP, through a contractual arrangement with the regional CDEP service provider
- Ensure core funded programs are operated efficiently and in line with funding agreements.
- Negotiate MOUs with community agencies and visiting agencies to increase funding opportunities.
- Organise and supervise the maintenance and security of MAC assets including buildings, motor vehicles, machinery, plant and equipment.
- Develop, implement and evaluate improvement programs within the Mulan community.
- Identify sources of funding for improvement programs within the Mulan community.
- Identify opportunities for new funded community projects and business activity, to identify sources of funding and secure funding in consultation with the Directors of the corporation.
- Liaise with funding bodies and stakeholders.
- Liaise with the non-government bodies and agencies within the Mulan community.
- Manage community projects as required.
- Produce Performance Indicator Reports outlined in MAC's funding agreements in consultation with the Special Administrator (and Directors, when appropriate).
- Implement and monitor sound financial control procedures.
- Provide operational and financial reports to the Directors at each Directors' meeting.
- Ensure records are maintained for all aspects of operations and statutory requirements are kept current.
- Ensure purchase orders are completed and authorised before ordering any goods and/or services. and
- Perform other functions as required

Community duties

- Communicate effectively with community members, government representatives (Federal, State and Local) and non-government organisations.

- Work collaboratively with funding bodies and consultants to initiate strategies and projects to develop governance capacity of community members.

Selection Criteria

Skills/Experience

- Current drivers licence.
- Significant experience in a senior management position.
- Recent experience in working in an inter-cultural environment.
- Relevant experience in the management of funded programs.
- Demonstrated human resources management skills.
- Demonstrated financial management skills.
- Strong written and oral communication skills.
- Familiarity with administration and management computerised systems.
- Ability to develop, co-ordinate and implement training and planning programs.
- Proven experience in multi-level liaison, including the NGO, government and corporate sectors.

Knowledge

- Knowledge of Aboriginal culture and a good understanding of the political, social and economic factors that affect them.
- Sound knowledge of procedures and protocols when working with Aboriginal people.
- Knowledge of government funding agreements, including acquittal processes.
- Sound knowledge of Equal Employment Opportunity, Industrial Relations and Occupational Health and Safety requirements.
- A sound knowledge of corporate governance and management best practice.

Personal and Interpersonal Attributes

- Commitment to Aboriginal self-management and community empowerment.
- Ability to work effectively in a team.

Qualifications / Education

Tertiary qualification in a relevant degree with a community management or development component.

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A record of achievement at an executive / senior level in a community based organisation.

Conditions and benefits

Salary

- \$70 000

Annual Leave

- 4 weeks, with 17.5% leave loading

TOIL

- 3 weeks per annum, to be taken as follows :

1 week after 3 months employment

1 week after 6 months employment

1 week after 9 months employment

This leave cannot be accumulated.

Remote Leave

- 7 days per annum

Annual Airfares

- An annual return airfare is provided for the incumbent and partner to/from the place of recruitment at the completion of 12 month's continuous service. Only valid if leave is taken during term of employment and is not cumulative.

Probation

- A probation of three (3) months applies from commencement.

Contract

- 12 months, renewable (subject to funding arrangements)

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Hours

- This is a full time position (38 hours per week). Some out-of-hours work will be required.

Starting date

- ASAP.

Relocation

- Relocation costs (appointee and partner, and personal effects) up to a maximum of \$2500

Accommodation

- Furnished house at a rental rate of \$20 per person per week (this rate is subject to periodic review).

Vehicle

- A vehicle is not currently available.

Criminal History Check

- Applicants must supply evidence of a recent Australian Federal Police criminal history check before being short-listed for interview.

Applications

Accepted via to: trans@transremote.com.au or via www.transremote.com.au/jobs/apply.htm.