



# Ngunga Group Women's Aboriginal Corporations

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## General Manager

Ngunga Womens Group is a not-for-profit, Indigenous Community-based and managed charitable organisation governed by a Board, all of whom are elected by members of the organisation. Ngunga Womens has been operating in the Derby/Malarabah Region for the past 25 years. Ngunga Group Womens Aboriginal Corporation delivers a Tenancy Support Program, Mobile Playgroup Program and Financial Counselling Program, strategic business development and enterprise opportunities for local Indigenous people.

The primary role of the Manager is to provide leadership and management of the Corporation, working across all levels of the organisation and with external stakeholders, and partnered Aboriginal Corporation.

An attractive **SALARY PACKAGE** will include:

- ✓ A competitive base salary;
- ✓ District allowance;
- ✓ Annual airfare allowance;
- ✓ 4-weeks annual leave Plus 1-week remote leave;
- ✓ 17.5% leave loading on the 4-week's annual leave;
- ✓ 9.5% SGC,

For information regarding this position please contact Ben Burton via email or phone 91931600 [osm.emamanguda@bigpond.com](mailto:osm.emamanguda@bigpond.com)

### Must:

- **Covering Letter**
- **Address Selection Criteria**
- **Current Resume**
- **3 Current Reference**

Addressing all the above to: Ben Burton, email Address:  
[osm.emamanguda@bigpond.com](mailto:osm.emamanguda@bigpond.com)

Closing Date: 07/01/2019

**INDIGENOUS LADIES ARE STRONGLY ENCOURAGED TO APPLY**

## NGUNGA GROUP WOMEN'S ABORIGINAL CORPORATION

### POSITION DESCRIPTION

#### GENERAL MANAGER

#### JOB DESCRIPTION

The General Manager is responsible for the successful execution of the strategic direction established by the Ngunga Group Women's Board of Directors. The General Manager will work with the Board of Directors to ensure that the most appropriate and effective services are implemented to support and encourage Aboriginal people residing within the Shire of Derby West Kimberley. Particular significance will be placed on assisting Aboriginal women in their pursuit of self-reliance.

The General Manager is accountable for the corporation's:

1. Delivery of all government and non-government contracts and other services;
2. Financial viability;
3. Compliance with all legislative requirements;
4. Management and development of all staff members, and;
5. Promotion of community development and self-management.

#### DUTY STATEMENT

##### **Financial Management**

- Develop budgets and monitor performance
- Produce financial reports on a monthly basis and/or as directed by the Board
- Ensure all of the Corporations assets are registered, secured, maintained and insured

##### **Compliance**

- Manage overall contract compliance, product and service delivery to ensure the services and programs are compliant with all federal and state legislation, funding regulations/requirements, certifications and licensing requirements.
- Maintain appropriate internal financial controls that comply with:
  - The Constitution of the Organization
  - All the relevant Acts of Incorporation
  - The terms and conditions of all grants
- Establish, implement, maintain and communicate an effective WHS strategy
- Ensure that the financial records of the organization are accurate and up to date
- Manage and maintain computer data systems ensuring weekly backups of all the corporations' computers and maintain offsite storage.
- Ensure that adequate records are kept regarding all areas of activity of the organization

##### **Performance**

- Develop and implement an operational plan which incorporates goals and objectives that work towards achieving the Board's strategic plan

- Lead on all people related issues; including recruitment, development of comprehensive job descriptions, staff development, staff reviews, performance management, staff meetings, an effective grievance process etc.
- Align the KPIs of all staff to support the delivery of the business strategies and operational plans
- Drive continuous quality improvement for all services and programs, focused on simplifying systems, process improvement and effective use of technology to deliver a cost effective and sustainable service

### **Stakeholder engagement**

- Liaise with key service providers in the human services industry
- Attend, support and promote community initiatives / events/ meetings regarding family issues
- Network with local and state agencies regarding family issues
- Promote the services provided by Ngunga Group Women's within the human services industry
- Liaise with relevant service providers and government organizations.

### **Other requirements**

- Monitor the implementation of education and training initiatives / strategies regarding young people and their families.
- Report to the relevant government bodies and the wider community regarding identified gaps in services provided to Aboriginal women and their families.
- Prepare relevant documentation for the effective operation of the service, e.g. program reports, funding submissions.
- Maintain and evaluate data regarding project outcomes and client usage.

## SELECTION CRITERIA

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### Qualifications

1. Degree in Social Work/Social Science or Community Studies or Business Administration
2. Minimum of two years' experience at a senior level of management or a role which demonstrates the ability to manage a small to large team

### Essential Skills and Experience

1. Business acumen; including experience developing business plans and risk management strategies
2. Financial management skills; including experience managing profit and loss, establishing budgets and targets, managing assets etc.
3. Demonstrated experience leading people; including recruitment, staff reviews, development and performance management
4. Demonstrated ability to build and maintain strong, lasting relationships with a broad range of stakeholders including PM&C, local agencies and services
5. Demonstrated ability to manage risk and comply with Quality Control and Assurance frameworks, Government and legislative requirements
6. Excellent communication and interpersonal skills
7. Experience in delivering customer focused services aligned to contract requirements
8. Experience with tender/grant submissions
9. Knowledge of the Acts of Incorporation
4. Demonstrated experience, working knowledge and understanding of Indigenous culture and issues
12. Demonstrated knowledge of local issues and needs of individuals with multiple non-vocational barriers
13. Proficient with Microsoft Office
14. Must Have:
  - A valid Driver's Licence
  - Police Clearance or be able to obtain one
  - Working for Children Check or be able to obtain one

### Desirable

1. Indigenous Australian Female
2. MYOB experience
3. Experience developing and writing policy & procedures
4. Co-ordination of community events
5. Keeps current with local/national news regarding Govt priorities, communities and funding

### Salary Package Details (per annum figures)

A base salary is offered at Level 10.1 from \$90,318 to 10.3 of \$98,303 per annum (pro rata) (depending on qualifications, skills and experience).

<b>Salary lvl 10.1</b>	\$90,318	<b>Salary lvl 10.3</b>	\$98,303
<b>District Allowance</b>	\$3,900 single or \$7,800 double	<b>District Allowance</b>	\$3,900 single or \$7,800 double
<b>Rent Subsidy</b>	\$7,800	<b>Rent Subsidy</b>	\$7,800
<b>Superannuation</b>	Statutory rate	<b>Superannuation</b>	Statutory rate

### Hours of Work

This position is required to work 37.5 hours per fortnight, working 7.5 hours per day. The current operating hours are 8:15 am to 4.30 pm, inclusive of a break of 45 minutes for lunch. From time-to-time it is expected that this position performs out of hours work to meet the required duties.

### Overtime

No overtime is payable unless it has had prior approval from your Manager.

### Annual Leave

Employees will be entitled to 25 DAYS annual leave after twelve months' continuous service. In addition, a 17.5% loading is paid after twelve months' service on four (4) weeks both in proportion to the hours worked.

### Probationary Period

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Board of Directors for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

### Performance Reviews

Reviews are undertaken annually by the Manager.