



Njernda Aboriginal Corporation

NJERENDA ABORIGINAL CORPORATION

CANDIDATE APPLICATION PACKAGE

JANUARY 2022

ABOUT US

Located in Echuca on the beautiful Murray River in Northern Victoria, Njernda Aboriginal Corporation Health Service (**Njernda**) aims to deliver community controlled, holistic services and programs which improve the physical, emotional, cultural and spiritual wellbeing of the Aboriginal Community of Echuca and surrounding areas.

For more information please see our website www.njernda.com.au

THE ROLE

Reporting initially to the Special Administrators and then the Board of Directors, this executive role will focus on the overall strategic direction and management of the organisation to ensure the achievement of the established strategic goals.

Your key objectives include:

- ensuring that the organisation is a leader in delivering efficient and effective business operations, risk management and financial performance;
- ensuring compliance with all applicable laws, regulations and funding requirements;
- establishment of core organisational values in conjunction with the Board of Directors and ensuring these values are reflected in all aspects of the organisation and communicated to all stakeholders;
- creating, implementing and maintaining high quality and service performance standards and developing systems to build key relationships and improve operational efficiency;
- overseeing all functions within the organisation and providing direction and guidance to the organisation as a whole;
- ensuring and contributing to the operational and strategic decision-making process and providing authoritative advice to the Special Administrators/Board of Directors in relation to operational matters and performance;
- Identifying, developing, and implementing new initiatives or continuous improvement activities across the organisation; and
- undertaking duties relevant to the Aboriginal Children in Aboriginal Care program, as per Section 18 of the Children, Youth and Families Act (2005).

ABOUT YOU

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

You will be in an executive level role with extensive experience in management at a senior leadership level, preferably with an Aboriginal community-controlled organisation. You will need demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities as well as:

- Post Graduate Tertiary qualification in Business, Commerce, Management, Finance, Health or similar discipline
- Demonstrated knowledge of strategic planning and achievement of strategic objectives
- Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation
- Demonstrated ability to lead and develop a team at a senior level
- Exceptional communication skills to work effectively and positively with a wide variety of external stakeholders, community members and internal staff
- High level of computer literacy; sound working knowledge of Microsoft Office software
- Experience in children's services, particularly related to out of home care or the Aboriginal Children in Aboriginal Care program would be highly regarded, but not essential provided you can demonstrate an understanding of this process
- Current valid Driver's license, minimum of Class "c" or equivalent

Appointment to this position will be subject to a National Criminal History Record Check clearance and Working with Children Check . Two reference checks will be required including one recent supervisor.

We offer an excellent range of benefits including:

- \$200,000-\$210,000 salary range plus super
- Company vehicle with private use
- Non-profit status with salary sacrifice available to reduce tax and increase your take home pay

- Housing can be provided (rent payable)
- An opportunity to shape the organisation and really make a difference to the communities we serve

To find out more please contact Kelli Dragos, Abundance Human Resources on 0419 419 554.

The closing date for this role is 9.00am on Monday, 7 February 2022.



APPLICATION PROCESS

A merit-based recruitment and selection process will be undertaken.

This includes:

- Applications will be received via seek.com.au. Application is via a 1-2 page cover letter and a resume no more than 4 pages long. Applications close at 9.00am on Monday, 7 February 2022.
- All applications must address the key selection criteria.
- Candidates may be selected for first round interview. First round interviews will take place either by telephone or Zoom video link.
- Short-listed candidates will then be invited for interview by the Njernda Selection Panel.
- Interviews will take place via Zoom video link.
- Comprehensive reference checks will be undertaken on the preferred candidate with two referees required. At least one referee must be a recent supervisor.
- Police and Working with Children (WWCC) checks will be undertaken. Candidates should be prepared to provide suitable identification to undertake a Police Check and provide a current WWCC number valid for paid work.
- Original copies of qualifications will be requested from the preferred candidate.

POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

- Base/Location:** Njernda Aboriginal Corporation, Echuca
- Reports To:** Board of Management and on day-to-day basis to the Chairperson
- Hours:** Full Time
- Position Scope:** The role of the CEO is to manage the operations of Njernda Aboriginal Corporation in line with its commitment to be a community controlled Aboriginal organisation. The position involves all aspects of the management and administration of the Corporation. Working collaboratively with service managers, the CEO will provide effective leadership and drive development of existing and new programs and services.

Organisational Values:

- **CULTURAL SENSITIVITY** – Welcoming and serving our community with understanding and without judgment
- **RESPECT** – Establishing relationships based on respect and trust
- **ADVOCACY** – Working to transform the disadvantaged and challenge the causes that impact on our community
- **RESILIENCE** – Encouraging cultural and spiritual growth to enable personal growth
- **ACCOUNTABILITY** – taking ownership and initiative of Njernda values to ensure trusted collaborations are formed

Key Duties and Responsibilities:

- Understand and promote the philosophy of a community controlled Aboriginal service and need for an Aboriginal health and family service
- Manage the operations of the Corporation, consistent with the philosophy of Njernda Aboriginal Corporation and the needs of the Aboriginal Community
- Manage the operations of the Corporation ensuring compliance with all applicable laws and regulations and funding body requirements.
- Be responsible for the development and implementation of all operational policies and procedures
- Be responsible for the management of the Corporation's funds including the preparation of budgets and financial reports to the Board and funding bodies.
- Ensure the Board is provided with the support information and expertise required to effectively meet their statutory and governance responsibilities.

- Report to the Board on the overall management and operations of the Njernda Aboriginal Corporations programs and services, particularly their strengths and weakness, opportunities, and threats.
- Foster positive working relationships with government, funding, and other sector bodies.
- Work in partnership with other agencies to deliver programs and services.
- Have a working knowledge of funding sources and position the organisation to take maximum advantage of funding opportunities as they arise.
- Participate in the work of Aboriginal peak bodies such as NACCHO, VACCHO and LMARG
- Develop and maintain a positive image and relations between the Corporation and the Aboriginal and broader communities
- Work collaboratively with service managers, provide effective leadership and drive development of existing and new programs and services
- Foster a strong team spirit within the organisation
- Ensure that programs and services are consistent with the Corporation's philosophy, funding body requirements and relevant service standards
- Ensure that the Njernda Aboriginal Corporations programs and services are effectively co-ordinated and integrated with outside services and Agencies,
- Ensure that appropriate systems are in place for employment, supervision, and training
- Participate in ongoing training and development
- Always ensure the confidentiality of Corporation and client information
- Other duties as directed by the Board of Directors.
- Act, always, in a professional manner in accordance with the policies and practices of the Corporation.

Key selection criteria:

- Extensive experience in management at a senior leadership level, preferably with an Aboriginal community-controlled organisation.
- Demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities
- Post Graduate Tertiary qualification in Business, Commerce, Management, Finance, Health or similar discipline
- Demonstrated knowledge of strategic planning and achievement of strategic objectives
- Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation
- Demonstrated ability to lead and develop a team at a senior level
- Exceptional communication skills to work effectively and positively with a wide variety of external stakeholders, community members and internal staff
- High level of computer literacy; sound working knowledge of Microsoft Office software

- Experience in children's services, particularly related to out of home care or the Aboriginal Children in Aboriginal Care program would be highly regarded, but not essential provided you can demonstrate an understanding of this process
- Current valid Driver's license, minimum of Class "c" or equivalent

Other relevant information:

- Appointment is subject to a satisfactory Police check & Working with Children check.
- Commitment to equal opportunity and occupational health and safety principles and practices are required.
- You will need to disclose any pre-existing illness or injury you know about which could be affected by the described work duties. Under section 82 (7) of the Accident Compensation Act, failure to disclose such a pre-existing illness or injury will mean that, if employed, you will not be paid compensation for that condition.