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Web: [www.absec.org.au](http://www.absec.org.au)



# Chief Executive Officer

(ABORIGINAL IDENTIFIED POSITION)

## Candidate Application Package

### Closing Date:

9.00am on Wednesday,  
7 October 2020

## INTRODUCTION

NSW Child, Family and Community Peak Aboriginal Corporation (**AbSec**) is the NSW Aboriginal child and family peak organisation, working to empower Aboriginal children, young people, families and communities impacted by the child protection system, as well as support a quality Aboriginal community controlled child and family sector to deliver needed supports in Aboriginal communities across the state.

AbSec provides child protection and out-of-home care policy advice on issues affecting Aboriginal children, young people, families and carers, and we are informed by our membership base and community to ensure that Aboriginal viewpoints are included in government policy and reform directions.

## OUR VISION

Our vision is that all Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture, surrounded by holistic supports.

In working towards our vision, we are guided by our *Strategic Plan 2019–2022*, which sets out the strategic direction 2019-2022.

## OUR OBJECTIVES

- Work towards achieving self-determination for all Aboriginal people and communities, and building a safe, secure and caring environment for their children and young people that is surrounded by culture
- Support Aboriginal organisations in delivering quality holistic supports for all Aboriginal children, young people, families and carers, people with disability and communities
- Provide and support opportunities for continual improvement, learning, growth and change for organisations delivering for Aboriginal children, young people, families, people with disability and their communities, recognising the principles of self-determination
- Represent and inform government and key stakeholders on the issues facing Aboriginal children, young people, families, carers and communities, particularly in accessing quality holistic supports for lifelong wellbeing surrounded by culture
- Support Aboriginal workforce development to ensure a strong and capable workforce for supporting Aboriginal children, young people, families, people with disability and their communities

## PRINCIPLES THAT GUIDE US

**ACKNOWLEDGEMENT AND RESPECT** – we will acknowledge the diversity of all Aboriginal nations and respect traditional owners of the land, with our actions being informed by the voices of Elders and the cultural knowledge of communities

**PROFESSIONALISM AND INTEGRITY** – we will act with the highest of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally-responsive and culturally accessible supports

**SELF-DETERMINATION** – we will ensure that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives; recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do

**INDEPENDENCE AND SOLUTIONS-FOCUS** – we will serve the interests of Aboriginal children, young people, families, communities and the organisations that support them to deliver holistic approaches to issues affecting them

**TRANSPARENCY AND COMMITMENT** – we will remain committed to our Aboriginal children, families and organisations in everything we do, ensuring their interests are promoted at every opportunity, and that our actions towards achieving this is always clear and transparent

## THE ROLE

AbSec has recently undergone a period of renewal and is seeking a new CEO to focus strongly on advocacy and programs.

This is a fantastic opportunity for a passionate, highly skilled CEO with outstanding advocacy skills and drive to make a real difference to Aboriginal children, young people, families and communities.

In this role you will report directly to Board of Directors and, in consultation with the sector, develop and implement an AbSec advocacy strategy to effect real change.

The key objectives of the role also include to:

- Develop and maintain key stakeholder relationships within the sector;
- Develop and implement key programs and provide support to member organisations;
- Oversee all functions within the organisation and provide direction and guidance to the organisation as a whole; and
- Lead the development of the AbSec Philanthropic program;
- Ensure and contribute to the operational and strategic decision-making process and provide authoritative advice to the Board of Directors in relation to operational matters and company performance.

An understanding of Aboriginal issues and the importance of cultural connections for Aboriginal children, young people, families and communities is essential as is extensive experience in management at a senior leadership level, preferably with an Aboriginal community-controlled organisation.

If you also have:

- Aboriginality with a demonstrated understanding of the issues facing Aboriginal families in the delivery of quality services to meet outcomes for children in a sustainable and viable way.
- Tertiary qualification in Community Services, Communication, Management, Finance, Health or similar discipline
- Outstanding advocacy skills with a proven record of results.
- 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
- Demonstrated ability to work proactively and in partnership with a Board of Directors to achieve organisational objectives
- High level of computer literacy; sound working knowledge of Microsoft Office software
- Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc.

We would love to hear from you.

A generous salary of up to \$155,000 plus superannuation, motor vehicle, mobile telephone and laptop is available. As a non-profit organisation AbSec can provide salary packaging benefits meaning you increase your take home pay.

To find out more please go to [www.absec.org.au](http://www.absec.org.au) or contact Kelli Dragos on 0419 419 554.

Application is via maximum 2-page cover letter summarising how you meet the selection criteria and a resume no more than 4 pages long.

Applications close at **9am on Wednesday, 7 October 2020**. All applications will be received via [seek.com.au](http://seek.com.au).

## 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 maximum 2-page cover letter summarising how you meet the selection criteria and a resume no more than 4 pages long.
- Applications close at 9am on Wednesday, 7 October 2020.
- Short-listed candidates will be invited to more comprehensively address the selection criteria.
- Candidates will then be selected for first round interview. First round interviews will take place either by telephone or Zoom video link.
- Final short-listed candidates will then be invited for interview by the AbSec Selection Panel.
- Interviews will take place in person or 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.



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## POSITION DESCRIPTION

<b>Position Title:</b> Chief Executive Officer	<b>Business Unit:</b> Executive
<b>Reports To:</b> AbSec Board of Directors	<b>Direct Reports:</b> Executive Assistant, Executive Officer Finance/Corporate, Executive Leader Commissioning & Quality, Executive Leader Regional Implementation & Engagement
<p><b>Primary Objective:</b></p> <p>NSW Child, Family and Community Peak Aboriginal Corporation (<b>AbSec</b>) is a not- for-profit incorporated Aboriginal controlled organisation. AbSec is the NSW Aboriginal child and family peak organisation, working to empower Aboriginal children, young people, families and communities impacted by the child protection system, as well as support a quality Aboriginal community controlled child and family sector to deliver needed supports in Aboriginal communities across the state. AbSec provides child protection and out-of-home care policy advice on issues affecting Aboriginal children, young people, families and carers, and we are informed by our membership base and community to ensure that Aboriginal viewpoints are included in government policy and reform directions.</p> <p>This position is responsible for the overall strategic direction and management of the organisation to position AbSec as the leading voice within the sector. Key objectives include:</p> <ol style="list-style-type: none"> <li>i. In consultation with the sector, develop and implement an AbSec advocacy strategy to communicate key messages to government and other stakeholders.</li> <li>ii. Develop and maintain key stakeholder relationships within the sector;</li> <li>iii. Develop and implement key programs and provide support to member organisations where appropriate;</li> <li>iv. Lead the development of the AbSec Philanthropic program;</li> <li>v. Oversee all functions within the organisation and provide direction and guidance to the organisation as a whole; and</li> <li>vi. Ensure and contribute to the operational and strategic decision-making process and provide authoritative advice to the Board of Directors in relation to operational matters and company performance.</li> </ol>	

Position Dimension & Decision Making Authority:		Key Communication Contacts:	
<b>Without referral to Board but in consultation with managers or others –</b> <ul style="list-style-type: none"> <li>Operational expenditure within delegated limits</li> <li>Implement strategic and operational plan</li> <li>Organisational financial performance</li> <li>Budget management</li> </ul> <b>Referred to Board –</b> <ul style="list-style-type: none"> <li>Major Capital expenditure</li> <li>Strategic direction</li> <li>Budget setting</li> </ul>		<b>Contact/Organisation</b>  Minister/Office of Minister  Other NSW Government Agencies  Board of Directors  Executive Team  All staff	<b>Purpose/Frequency of Contact</b>  Consult directly with the relevant Minister, providing accurate information, professional advice and timely responses to issues  Establish effective high-level networks to enable performance benchmarking, monitor industry trends to maintain currency, and collaborate on common response to emerging issues  Monthly – Accepting direction and reporting performance  Daily – Direction and leadership  As needed – Support where appropriate
Key Accountabilities			
Key Result Area	Major Activities	Performance Measures:	
<b>1. Strategic Plan and Direction</b>	<ul style="list-style-type: none"> <li>Development and implementation of the AbSec Strategic Plan to ensure the achievement of the company strategic direction and goals.</li> <li>Liaise with the Board of Directors and the Executive Team to develop and implement the AbSec Strategic Plan and business unit strategies to ensure the achievement of the company strategic direction and goals.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of Strategic Plans</li> <li>Achievement of Strategic Objectives</li> </ul>	



	<ul style="list-style-type: none"> <li>• Advise the Board on culturally-appropriate strategic opportunities.</li> <li>• Work proactively and in partnership with the Board of Directors to achieve organisational objectives</li> </ul>	
<b>2. Advocacy</b>	<ul style="list-style-type: none"> <li>• In consultation with the sector, develop and implement an AbSec advocacy strategy to communicate key messages to government and other stakeholders.</li> <li>• Provide advice and information to stakeholders on issues impacting Aboriginal children, young people, families and communities including development of policy and relevant papers.</li> <li>• Lead the development of the AbSec Philanthropic program including raising the organisation's profile, generating new opportunities and providing appropriate reporting to the Board;</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• AbSec is recognised as the leading voice within the sector.</li> <li>• AbSec Philanthropic program is meeting set milestones</li> </ul>
<b>3. Programs</b>	<ul style="list-style-type: none"> <li>• Develop and implement key programs and provide support to member organisations where appropriate.</li> <li>•</li> <li>• Ensure programs are delivered against contracts and appropriately acquitted.</li> <li>• Provide capacity building support to member organisations as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Programs achieve measurable results within budget and in a timely manner</li> </ul>
<b>4. Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Develop AbSec Learning and Development (<b>AbSec LDC</b>), as a business opportunity providing high quality, tailored training to the sector.</li> </ul>	<ul style="list-style-type: none"> <li>• AbSec LDC achieves compliance and accreditation requirements</li> <li>• Positive feedback from sector on quality of training</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee compliance and accreditation of AbSec LDC.</li> <li>• Ensure AbSec LDC becomes self-sustainable and provides a high-quality service to frontline workers and organisations in the sector.</li> <li>• Ensure quality Cultural Connections Workshops continue to be provided to the sector.</li> <li>• Source and develop new business opportunities and ensure AbSec LDC maintains profitability.</li> </ul>	
<b>5. Leadership and People Management</b>	<ul style="list-style-type: none"> <li>• Provide leadership to ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation strategic objectives.</li> <li>• Ensure all appropriate human resources systems and processes are in place and appropriately utilised.</li> <li>• Implement an Indigenous succession plan for all non-identified positions.</li> <li>• Ensure that all employees are complying with relevant WH&amp;S legislation and that any issues are identified and resolved appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• HR metrics data, such as retention, unexplained absences are within KPI limits.</li> <li>• Performance plans and learning and development plans are in place for all team members.</li> <li>• HR systems and processes are in place and operating effectively</li> </ul>
<b>6. Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Ensure that AbSec maintains effective, collaborative relationships and partnerships</li> <li>• Establish effective high-level networks to enable performance benchmarking, monitor industry trends to maintain currency, and collaborate on common response to emerging issues</li> </ul>	<ul style="list-style-type: none"> <li>• Membership requirements are appropriately managed.</li> <li>• Effective relationships with stakeholders are developed and maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• Establish effective communications processes and protocols</li> <li>• Manage relationships to ensure that programs and services are high quality and targeted to meet evolving needs</li> <li>• Liaison with Commonwealth and State Government departments and agencies, and Aboriginal organisation to develop relationships and partnerships.</li> <li>• Ensure all membership requirements are managed in line with AbSec's Rule Book.</li> <li>• Facilitate a positive relationship between the Board and staff of AbSec.</li> <li>• Organise board meetings to ensure all relevant documentation is prepared and issued, information is tabled and records and accurate minutes are taken and retained.</li> </ul>	
<p><b>7. Budgetary and Financial Management</b></p>	<ul style="list-style-type: none"> <li>• Devise and ensure achievement of the Organisation Financial Plan, to ensure that achievement of the business objectives while maintaining effective cost controls.</li> <li>• Ensure funding applications are developed in line with the Organisations financial and operational requirements</li> <li>• Ensure funded programs are appropriately managed and acquitted.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of budgetary requirements</li> <li>• Unqualified audit reports</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all expenditure is appropriately allocated and reported to the Board.</li> </ul>	
<b>8 .Operational Management</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate risk identification and management systems are in place and monitored across the organisation.</li> <li>• Ensure all organisational program and practice targets are implemented and met, and that all funding bodies are advised of the achievement of such targets.</li> <li>• Create, implement and maintain high quality and service performance standards and develop systems to build key relationships and improve operational efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of performance targets</li> </ul>
<b>9. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Ensure all AbSec practices are professional, ethical, and comply with relevant legislative requirements and professional standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil compliance issues</li> </ul>
<b>10. Reports and Statistics</b>	<ul style="list-style-type: none"> <li>• Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, program and statutory requirements including analysis, reporting of results and supporting recommendations.</li> <li>• Prepare the Annual report, Board reports and other statutory reporting to ensure the Board is informed on all relevant organisational activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> </ul>

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<b>11. Systems, Policy and Procedure Development</b>	<ul style="list-style-type: none"><li>• Develop Business Services policies and procedures to ensure that the functions are demonstrating consistent practices in line with strategic objectives.</li><li>• Comply with and promote EEO across the organisation.</li></ul>	<ul style="list-style-type: none"><li>• Development of systems to provide consistent and high standards of compliance with policies and best practice</li></ul>
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<b>Key Challenges:</b>	<b>Person Specification:</b>
<ul style="list-style-type: none"> <li>• Achieving real and positive change through advocacy</li> <li>• Implementing the Board’s stated vision and strategic objectives</li> <li>• Achieving high quality and profitability for AbSec LDC.</li> <li>• Development and implementation of the Organisational Strategic Plans.</li> <li>• Implementing budgetary accountabilities</li> <li>• Developing and implementing risk management systems and operational plans</li> <li>• Creating strong partnerships and relationships with relevant stakeholders.</li> <li>• Working with the Board to achieve clear and transparent governance processes</li> </ul>	<p><b>Qualifications &amp; Experience –</b></p> <ul style="list-style-type: none"> <li>• Aboriginality with a demonstrated understanding of the issues facing Aboriginal families in the delivery of quality services to meet outcomes for children in a sustainable and viable way.</li> <li>• Tertiary qualification in Community Services, Communication, Management, Finance, Health or similar discipline</li> <li>• Outstanding advocacy skills with a proven record of results.</li> <li>• Extensive experience in management at a senior leadership level preferably with an Aboriginal community-controlled organisation</li> <li>• Understanding of Aboriginal issues and the importance of cultural connections for Aboriginal children, young people, families and communities.</li> <li>• Demonstrated ability to work proactively and in partnership with a Board of Directors to achieve organisational objectives.</li> <li>• Demonstrated knowledge of strategic planning and achievement of strategic objectives</li> <li>• Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation</li> <li>• Demonstrated ability to lead and develop a team at a senior level</li> <li>• High level of computer literacy; sound working knowledge of Microsoft Office software</li> <li>• Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc.</li> <li>• Current valid Driver’s license, minimum of Class “c” or equivalent</li> </ul>