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## Chief Executive Officer

Employment length	Ongoing		
Hours	Full time		
AbSec Salary Average	\$150,000.00		
SCHCADS Level	8		
SCHCADS Min	\$101,050.12	SCHCADS Max	\$105,024.04

### About AbSec

**AbSec – NSW Child, Family and Community Peak Aboriginal Corporation**, or commonly referred to as **AbSec**, is a not-for-profit incorporated Aboriginal controlled organisation. We are 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.

### About AbSec

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.

### OUR PRINCIPLES

- **Acknowledgement and respect** — We acknowledge the diversity of all Aboriginal nations and respect traditional owners of the land, constantly reminded by their Elders, and cultural knowledge of communities to inform our action
- **Independence and solutions focused** — We serve the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Professionalism and integrity** — We 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 accessible supports
- **Self-determination** — We 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
- **Transparency and commitment** — We remain committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

## Position purpose

Manage the day to day operations of AbSec including staff and resources. The role also implements the strategy approved by the Board and ensures AbSec's structure and process meet the strategic and cultural needs of AbSec.

## Key Tasks

1. The CEO should at all times be guided by the principles and outcomes contained in AbSec's current strategic plan;
2. Represent AbSec at community and government functions; Prepare and give information sessions, key note address and/or speeches on topics relevant to AbSec as required;
3. Build and strengthen relationships with key governmental and non-government agencies; Seek out and engage new appropriate relationships within the public and private sector;
4. Have overall management of all AbSec employees in line with the management structure contained in the current approved AbSec organisational structure. This will including if necessary undertake performance management;
5. Maintain a thorough knowledge of policy, legislation and proposed legislation that are directly related to AbSec's core business;
6. Oversee the programs offered by AbSec and ensure that they are carried out within budget and to a standard acceptable to the funding bodies, membership and community;
7. Oversee and coordinate any hiring of new staff in accordance with the board's directions; Ensure recruitment meets compliance with the approved AbSec budget;
8. Report to the board on financial, personnel, strategic and other issues; Prepare monthly board reports;
9. Raise the positive profile and community awareness of AbSec and its work in the broader community;
10. Operate in accordance with the board's decisions and directions;
11. Foster a culture of collaborative team work within the AbSec office;
12. Support the board to carry out strategic planning for the short, medium and long term of AbSec;
13. The CEO is at all times work within a framework that demonstrates cultural awareness, knowledge and sensitivity.

## Key relationships

Ministerial	Minister/Office of Minister	<ul style="list-style-type: none"><li>• Consult directly with the relevant Minister, providing accurate information, professional advice and timely responses to issues</li><li>• Collaborate and maintain open relationships to expedite responses and information transfer</li></ul>
Internal	Direct Reports	<ul style="list-style-type: none"><li>• Provide clarity around strategic direction and goals, inspire performance driven team culture, and evaluate Agency outcomes and achievements</li><li>• Drive effective planning, decision making and financial governance frameworks within the Agency</li></ul>
External	Other NSW Government Agencies	<ul style="list-style-type: none"><li>• Ensure that the Agency 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</li></ul>

	to emerging issues
	<ul style="list-style-type: none"> <li>• Establish effective communications processes and protocols</li> </ul>
Secretary (NSW Government Agencies)	<ul style="list-style-type: none"> <li>• Ensure that the Agency 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> <li>• Establish effective communications processes and protocols</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Manage relationships to ensure that programs and services are high quality and targeted to meet evolving needs</li> </ul>

## Selection Criteria

### Essential

- 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.
- Minimum of two years' experience in a similar role or relevant industry experience.
- Sound understanding with demonstrated experience in successfully working to build capacity of a service system in a sustainable way, ensuring alignment with organisational directions and objectives, and demonstrated knowledge of funding procurement.
- Demonstrated experience and skills of financial management and systems.
- Ability to manage priorities and deadlines in a time-sensitive, resource-scarce environment.
- Demonstrated capacity to manage staff and maintain relationships within internal and external stakeholders
- Strong communication, interpersonal and negotiation skills with the ability to develop and maintain effective relationships within internal and external stakeholders.
- Demonstrated ability to engage with Aboriginal children, families, organisations and stakeholders to inform project objectives.
- Understanding of Aboriginal issues and the importance of cultural connections for Aboriginal children, young people, families and communities.

### Desirable

- Understanding of government / public service operations.

## Notes

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be required to provide a current Criminal Record Check and Working With Children Check. This is a core requirement of this role.
- The successful applicant will be subject to a probationary period.
- The successful applicant will be required to follow AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the Anti-Discrimination Act 1977 (NSW) and documentation may be required to demonstrate.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills and experience.