



Overview:

This position is open to Aboriginal and Non-Aboriginal people, Aboriginal people are strongly encouraged to apply.

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| Role: | Executive Officer |
| Team: | Stolen Generations Council |
| Hours: | Full time (35 hours/week) |
| Location: | 21 Carrington Road Marrickville NSW 2204 |
| Contract Type: | Fixed Term until 30 June 2021 with the possibility of extension subject to funding |
| Salary: | \$118,500.00 per annum, plus superannuation and salary packaging options |

About Stolen Generations Council NSW.ACT

Our mission: is to direct accessible support services and culturally suitable counselling choices to members of the Stolen Generations and their families.

Our Aims:

- To assist Aboriginal communities in their goal of achieving self determination
- To assist Aboriginal organisations to provide quality services for Aboriginal members of the Stolen Generations
- To provide support, information and networking opportunities for Aboriginal members of the Stolen Generations
- To inform Government departments, key organisations and other agencies on issues affecting the members of the Stolen Generations
- To advocate on issues of concern included in the broader aims and objectives to Aboriginal members of the Stolen Generations and their descendants, including financial and other reparations

About the Role

The Executive Officer is responsible for managing the business operations of the Stolen Generations Council under the direction of its Board and auspice partner.

Leading the program and services team, provide a range of activities which link service supports to the needs of Stolen Generation survivors, their families and descendants.





Role

key

accountabilities – you will be an integral member of the programs and services team to deliver:

- Develops and implements processes and systems to ensure smooth day to day operations and good corporate governance.
- Regular work location is situated at the Board's office at which liaison with members and Community visitors to be appropriately undertaken including responding face to face interaction, telephone and written enquiries, referring matters to the Board and other parties promptly and courteously.
- Prepare and monitors the Council's budget and provides regular budget updates and reports to the board. Coordinates annual auditing activities including the preparation of financial reports for other interest parties in accordance with Board directions
- Manages key projects identified by the Board for the benefits of its members in accordance with Board decisions and the Council's Business Plan and annual Service Plan
- Preparation of outward correspondence, submissions and reports and assessing inward correspondence for and on behalf of the Board as directed.
- Identifies, coordinates and implements external funding programs and or grants providing regular advice to the Board about progress and any reporting requirements
- Provides and or coordinates timely and accurate secretariat services to the Board including meeting notes, minutes of meetings and the dissemination of information to members
- Coordinates external specialist providers engaged by the Board, for example, consultants, accountants, guest presenters, counselling services etc and ensures that the Board received timely information regarding emerging issues
- Liaises with Aboriginal Elders, Government agencies, Aboriginal Land Councils, Aboriginal organisations, private companies and the not-for-profit sector on a range of matter's relating to the business of the Board and its members.
- Manage and coordinate the planning, reporting and performance (including risk management) of the Council's administration.
- Utilising organisational skills, reporting and stakeholder management skills to ensure appropriate communications.
- Manage and coordinate administrative functions, including office procedures, purchasing and records management and ensure compliance with the Councils administrative policies and procedures.

Your key capabilities

Individual leadership:

- *Improving performance* – Works with others and offers suggestions to find ways of doing the job more effectively





- *Owning the job* – Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a “can do” attitude to levels of excellence
- *Perseverance* – Remains committed to completing the job in the face of obstacles and barriers
- *Timeliness of Work* – Sets achievable timeframes and works to complete projects, task and duties on time.

Financial Management:

- Progress and performance is monitored on an ongoing basis and financial targets achieved as established by the annual budget and service plan process
- Activities within the scope of responsibility are performed in accordance with relevant budget allocations, funding contracts, policy and auspice partnership agreement

Operational Processes:

- Applicable projects/initiatives are delivered on brief, on time and within budget
- All stakeholders are constantly communicated with and remain informed and involved in appropriate aspects and projects of the performance of your team or area

Client Management:

- Effective client relationships in place and stakeholders indicate high levels of satisfaction with service delivery
- Client feedback shows sustained improvement
- Client feedback indicates their respect for services (work) provided and a good working relationship with you and your team

People Management:

- Feedback from the Board and Members confirms your demonstrated leadership
- Feedback from colleagues and the team confirms your contribution to collaborative SGC.
- Safety reports confirm WHS as a priority and effective management
- Standards of professional behaviour demonstrate alignment with SGC values and are effectively role modelled in all workforce interactions
- Staff engagement survey indicates high level of engagement from the team and endorses your role as leader
- Formal annual performance reviews are conducted against agreed KPI's for all direct reports and position descriptions are reviewed and updated annually
- Whilst the auspicing agency has overall employment and management responsibility of SGC, staff you will be required to supervise staff on a day to day basis and report performance issues to the auspicing agency

Qualifications & Experience:

Minimum Diploma or equivalent qualification in Social Science, Management or other related field and/or a minimum 5 years either in Operational Management or high level complex Project Management with significant cultural standing in the sector and community.





You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your capacity of programs officer. It is expected that you will be developing good skills at navigating a complex and sensitive need, forging respectful relationships, and managing through influence rather than direct authority as required.

Selection Criteria

Essential:

- Minimum Diploma or equivalent qualification in Social Science, Management or other related field and/or minimum 5 years' experience in either Operational Management or high level complex project management with Significant cultural understanding in the sector and community
- Demonstrated cultural leadership and capacity to lead with influence
- Experience in building the cultural and professional capacity of individuals, teams and programs
- Demonstrated experience or capacity to assume experience in the development, implementation and delivery of services for Aboriginal people, families and communities
- Ability to develop and maintain quality internal and external partnerships and networks with key stakeholders including government departments, auspice partner, community agencies and groups
- Ability to engage and influence a variety of stakeholders to work together to achieve outputs and measurable positive outcomes
- Experience in service design, evaluation and capacity to negotiate contracts and budgets
- Exceptional communication skills including ability to present information effectively in both written and verbal formats
- Proven ability to operate in a diverse work environment with people from a variety of levels and disciplines
- High proficiency IT/computer literacy including a working knowledge of Microsoft Office 365 programs
- Ability to travel across NSW/ACT as required
- NSW Driver's Licence

Desirable:

- Aboriginality





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.
- 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.

To apply, interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

Applications can be emailed to: recruitment@absec.org.au

Applications Close: 5.00pm 15 January 2021

