



## KOKATHA ABORIGINAL CORPORATION RNTBC (ICN 8093)

### POSITION DESCRIPTION

<b>Position Title:</b> Deputy Chief Executive Officer	<b>Business Unit:</b> Executive	
<b>Reports To:</b> Chief Executive Officer	<b>Direct Reports:</b> Community Support Officer	
<b>Primary Objective:</b>		
<p>The Kokatha People are the Traditional Owners of a large section of land in the north of South Australia. This area stretches from Lake Torrens in the East to the Gawler Ranges in the West. The Kokatha Traditional Owners' Native Title area encompasses significant mineral deposits which are subject to current mining operations and future potential mining activities. The Native Title area also includes the townships of Woomera, Roxby Downs and Andamooka which are major service centres for this part of regional South Australia.</p> <p>This focus of this position is to develop skills, experience and workplace leadership, and work for the benefit of all Kokatha People. This role aims to further strengthen the connection between Kokatha community and the corporation. Key objectives include:</p> <ol style="list-style-type: none"> <li>i. Work with the CEO to provide leadership, direction and guidance and oversee all functions within the organisation;</li> <li>ii. Manage the strategic development and implementation of partnerships across the organisation with a focus on community engagement and outcomes;</li> <li>iii. Establish and coordinate the KAC Communication Strategy, including the facilitation of community meetings</li> <li>iv. Provide operational support to KAC Corporate Services, Kokatha Pastoral Pty Ltd (<b>KP</b>) and Kokatha Mining Services Pty Ltd (<b>KMS</b>) and any other related entities.</li> <li>v. Support professional business operations, risk management and financial performance across the organisation;</li> <li>vi. Contribute to the development of relevant strategic plans and implement operational plans;</li> <li>vii. Oversee all Secretariat functions related to Kokatha Compensation and Charitable Trusts;</li> <li>viii. Support the embedding of core organisational values across the organisation;</li> <li>ix. Represent KAC with stakeholders and community representatives.</li> </ol>		
<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>	
<b>In consultation with CEO or others –</b> <ul style="list-style-type: none"> <li>• Operational expenditure within delegated limits</li> <li>• Implement strategic and operational plan</li> </ul>	<b>Contact/Organisation</b>	<b>Purpose/Frequency of Contact</b>
	Chief Executive Officer	Daily direction and leadership



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<ul style="list-style-type: none"> <li>• Organisational financial performance</li> </ul> <p><b>Referred to CEO –</b></p> <ul style="list-style-type: none"> <li>• Major capital expenditure</li> <li>• Strategic direction</li> <li>• Budget setting</li> </ul>	<p>Senior Management</p> <p>Team</p> <p>Stakeholders</p> <p>All staff</p>	<p>As required</p> <p>As required</p> <p>As needed and provide support where appropriate</p>
<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<p><b>1. Leadership</b></p>	<ul style="list-style-type: none"> <li>• Provide cultural leadership and embed cultural respect, protocols and recognition of Kokatha culture internally, with all Stakeholders and the community.</li> <li>• Work with the Heritage Services team to deliver cultural awareness workshops internally and externally.</li> <li>• Work collaboratively to drive culturally safe and responsive services for Kokatha people referencing the Code and Conduct and policy framework.</li> <li>• Support the CEO in the management, implementation, co-ordination and delivery of KAC Strategic Plan.</li> <li>• Contribute to the leadership, management and operation of the organisation including partner and regulator relationships, governance, compliance, finance and resource management, strategic planning and organisational development.</li> <li>• Management of senior level projects delivery including business development and community projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of identified key objectives</li> <li>• Demonstrated increase in positive community engagement</li> <li>• Survey results 360-degree review – quality of leadership</li> </ul>



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	<ul style="list-style-type: none"> <li>• Oversee all Secretariat functions and liaise with the Kokatha Compensation, Charitable and General Trust managers, boards and advisory groups.</li> <li>• Coordinate Community meetings and consultations.</li> </ul>	
<b>2. People Management</b>	<ul style="list-style-type: none"> <li>• Develop the strategic focus of the Community Support Officer role/s, with particular attention to community projects, funding and events that align to the KAC strategic plan.</li> <li>• Collaborate with the Kokatha Enterprise team to strengthen KAC Aboriginal workforce development, and to ensure KAC attracts, retains and maximise career progression opportunities for Kokatha people.</li> <li>• In partnership with other members of the management team, strengthen the inclusive organisational culture in alignment with the KAC strategic plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic direction is developed and implemented</li> <li>• 360-degree review – quality of leadership, organisational culture and staff support</li> <li>• Organisational survey results</li> <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> </ul>
<b>3. Stakeholder relationships</b>	<ul style="list-style-type: none"> <li>• Design and implement the KAC Communication and Community Engagement strategy.</li> <li>• Drive Kokatha participation and procurement to maximise outcomes in these areas.</li> <li>• Strengthen relationships with key Aboriginal leaders and networks, collaborating with Aboriginal communities, organisations and stakeholders.</li> <li>• Build and maintain a network of community leaders and organisations to inform KAC's practices.</li> </ul>	<ul style="list-style-type: none"> <li>• KAC Communication and Community Engagement strategy designed and implemented.</li> <li>• Positive feedback from stakeholders</li> <li>• Positive public relations feedback</li> </ul>



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	<ul style="list-style-type: none"> <li>• Liaise with the Kokatha Compensation, Charitable and General Trust managers, boards and advisory groups.</li> <li>• Co-ordinate corporate responses to external stakeholders on matters that impact the Kokatha community.</li> <li>• Develop strong community relationships and ensure community feedback is heard within the organisation.</li> <li>• Contribute to Kokatha' reputation as a professional organisation through effective public relations, partner relationship development and community and media outreach programs.</li> <li>• Develop, maintain and enhance partnerships with key government, community and other stakeholders to ensure that opportunities to benefit the organisation are identified and developed.</li> <li>• Ensure all stakeholders are informed and updated, as appropriate.</li> </ul>	
<p><b>4. Budgetary and financial Management</b></p>	<ul style="list-style-type: none"> <li>• Support the achievement of the business objectives while maintaining effective cost controls.</li> <li>• Ensure funding applications are developed in line with KAC financial requirements.</li> <li>• Seek and pursue external funding opportunities.</li> <li>• Contribute to the financial management of the organisation including planning, budgeting and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of budgetary requirements</li> <li>• Unqualified audit reports</li> </ul>



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<p><b>5. Operational Management</b></p>	<ul style="list-style-type: none"> <li>• Support the creation, implementation and maintenance of high-quality service standards and initiatives, ensuring that all organisational service and project outcomes are met.</li> <li>• Support Corporate Services Manager efficient management of KAC central administration functions including finance, office operations, human resources, staff induction, information technology, communications, and logistics.</li> <li>• Ensure appropriate risk identification and management systems are in place and monitored across the organisation.</li> <li>• Contribute to the leadership of policy and change management, including the development, direction, implementation and delivery of programs to achieve desired outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of performance targets</li> </ul>
<p><b>6. Compliance</b></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with statutory and regulatory requirements, funding agreements and performance standards.</li> <li>• Ensure all 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>
<p><b>7. Reports and Statistics</b></p>	<ul style="list-style-type: none"> <li>• Provide performance reporting on services and projects to the CEO and other stakeholders as required.</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>8. Systems, Policy and Procedure Development</b>	<ul style="list-style-type: none"> <li>Support the development of systems, policies and procedures to ensure high-quality services and effective project management in line with the organisation’s strategic objectives.</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: Qualifications &amp; Experience</b>
<ul style="list-style-type: none"> <li>Providing cultural leadership across the organisation</li> <li>Ensuring community voices are heard across diverse communities over a large geographical service footprint</li> <li>Creating strong partnerships and relationships with the local community; government and business stakeholders</li> <li>Increase Kokatha community communication, engagement and participation</li> <li>Build Kokatha community representation and leadership base</li> <li>Develop coordinated responses to intersecting issues</li> <li>Increase the cultural competency of the organisation</li> <li>Secure aligned external funding agreements</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginality</li> <li>Deep knowledge and understanding of Kokatha Native Title, heritage, language, lore and culture.</li> <li>Strong contemporary knowledge of Aboriginal culture, aspirations and self-determination and the ability to provide cultural leadership across the organisation, and among stakeholders and communities</li> <li>Tertiary qualification in a relevant discipline or relevant experience</li> <li>Ability to effectively engage and work with the Kokatha community for the benefit of all Kokatha people</li> <li>Demonstrated ability to build strong and productive relationships with Kokatha peoples and KAC stakeholder communities</li> <li>Understanding of and commitment good governance practices</li> <li>Experience in effectively leading services and/or projects including building partnerships with regulators and government agencies.</li> <li>Proven commercial management skills including managing budgets and financial reporting.</li> <li>Demonstrated ability to lead and manage teams, to mentor and empower staff and to build a culture of engagement and success.</li> <li>Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc.</li> <li>Willingness to undertake further training and study to enhance leadership skills and development</li> <li>Current valid Driver’s license, minimum of Class “C” or equivalent</li> </ul>



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I confirm that I have read this job description and acknowledge and understand my roles and responsibilities.

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Employee Signature

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Date

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Print Name