



KOKATHA ABORIGINAL CORPORATION

CANDIDATE APPLICATION PACKAGE

FEBRUARY 2022



ABOUT US

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.

For more information please see our website <https://kokatha.com.au/>

THE ROLE

Reporting to the Kokatha Aboriginal Corporation (**KAC**) Board of Directors, the focus of this position is the overall strategic direction and management of the organisation for the benefit of all Kokatha People.

Your key objectives include:

- Provide leadership, direction and guidance and oversee all functions within the organisation; and
- Provide operational oversight to KAC, Kokatha Pastoral Pty Ltd and Kokatha Mining Services Pty Ltd, and any other related entities.
- Deliver effective, professional business operations, risk management and financial performance;
- Contribute to the development of relevant strategic plans and implement operational plans;
- Provide sound advice to the Board of Directors in relation to operational matters and company performance;
- Oversee all Secretariat functions related to Kokatha General, Compensation and Charitable Trusts;
- Establish core organisational values in conjunction with the Board of Directors and ensure values are reflected across the organisation; and
- Represent KAC with stakeholders and community representatives.

ABOUT YOU

You will need significant experience in a Chief Executive position preferably with an Aboriginal community-controlled organisation.

You will also need:

- Tertiary qualification in Business, Commerce, Management, Finance, Health or relevant discipline is desirable but not essential
- Demonstrated knowledge and understanding of issues impacting upon Aboriginal communities
- Demonstrated cultural competency and the ability to work successfully with Aboriginal people
- 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
- Willingness to engage in professional development that aligns with the organisation's needs
- High level of computer literacy; sound working knowledge of Microsoft Office software
- 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. Two reference checks will be required including one recent supervisor.

We offer an excellent range of benefits including:

- \$180,000-\$200,000 salary range plus super
- Non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- 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 Friday, 4 March 2022.

APPLICATION PROCESS

A merit-based recruitment and selection process will be undertaken in accordance with the KAC Recruitment Policy.

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 Friday, 4 March 2022.**
- Short-listed candidates will be invited for interview by the KAC Selection Panel. A second interview will take place for the top 1-2 candidates.
- Interviews will undertaken where possible 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

Position Title: Chief Executive Officer	Business Unit: Executive
Reports To: Kokatha Aboriginal Corporation (KAC) Board of Directors and subsidiary Board of Directors	Direct Reports: Kokatha Enterprise Manager, Corporate Services Manager, Heritage Services Manager, Kokatha Pastoral Operations Manager, Principal Advisor (Contractor), Board & Trust Secretariats, Community Co-ordinator
Primary Objective:	
<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 position is responsible for the overall strategic direction and management of the organisation for the benefit of all Kokatha People. Key objectives include:</p> <ol style="list-style-type: none"> i. Provide leadership, direction and guidance and oversee all functions within the organisation; and ii. Provide operational oversight to KAC, Kokatha Pastoral Pty Ltd (KP) and Kokatha Mining Services Pty Ltd (KMS) and any other related entities. iii. Deliver effective, professional business operations, risk management and financial performance; iv. Contribute to the development of relevant strategic plans and implement operational plans; v. Provide sound advice to the Board of Directors in relation to operational matters and company performance; vi. Oversee all Secretariat functions related to Kokatha General, Compensation and Charitable Trusts; vii. Establish core organisational values in conjunction with the Board of Directors and ensure values are reflected across the organisation; viii. Represent KAC with stakeholders and community representatives. 	

Position Dimension & Decision Making Authority:		Key Communication Contacts:	
Without referral to Board but in consultation with managers/others – <ul style="list-style-type: none"> Operational expenditure and agreements and contracts within delegated limits Staff management, recruitment, performance and termination Implement strategic and operational plan Organisational financial performance Budget management Referred to Board – <ul style="list-style-type: none"> Major Capital expenditure Strategic direction Budget setting Contracts above delegated limits Any issues that may create a significant risk to the organisation 		Contact/Organisation Board of Directors Executive Team External Consultants All staff	Purpose/Frequency of Contact Monthly – Accepting direction and reporting performance Daily – Direction and leadership As required – Sourcing expertise As needed – Support where appropriate
Key Accountabilities			
Key Result Area	Major Activities	Performance Measures:	
1. Strategic Plan and Direction	<ul style="list-style-type: none"> Support the Board of Directors to develop the Organisational Strategic Plan for KAC, KMS and KP. Implement operational plans for KAC, KMS and KP to ensure the achievement of strategic direction and goals. Advise the Board on culturally-appropriate strategic opportunities. Establish core organisational values in conjunction with the Board of Directors and ensure values are reflected 	<ul style="list-style-type: none"> Quality of KAC, KMS and KP Strategic Plans Achievement of Strategic Objectives 	

	across the organisation.	
2. Leadership and People Management	<ul style="list-style-type: none"> • Provide leadership, direction and guidance across the KAC, KMS and KP. • Ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation strategic objectives. • Implement a Kokatha succession plan for all positions not held by Kokatha people. • Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately. 	<ul style="list-style-type: none"> • Aboriginal and Kokatha employment and other relevant HR metrics are within KPI limits. • Performance plans and learning and development plans are in place for all team members. • Achievement of KPIs that demonstrate improved capacity of Kokatha people to work at all levels of the organisation.
3 . Operational Management	<ul style="list-style-type: none"> • Manage all KAC, KMS and KP operational functions of the organisation in a professional and efficient manner. • Ensure appropriate risk identification and management systems are in place and monitored across the organisation. • Ensure all business goals and plans are implemented and met, and that all stakeholders and community representatives are appropriately informed. • Implement, maintain and strengthen high quality and service performance standards and develop systems to build key relationships and improve operational efficiency. • Oversee all Secretariat functions related to Kokatha General, Compensation and Charitable Trusts. 	<ul style="list-style-type: none"> • Achievement of performance targets

	<ul style="list-style-type: none"> • Ensure that the RARB principles and policies are implemented in accordance with the Corporation's responsibilities in consultation with the Culture & Heritage Group. • Demonstrate a culture of continuous quality improvement across all areas of the Corporation's operations and governance. 	
4. Budgetary and Financial Management	<ul style="list-style-type: none"> • Work closely with the KAC Finance Sub-Committee to ensure financial goals are achieved. • Ensure achievement of a KAC, KMS and KP financial plan and budgets to ensure that achievement of the business objectives while maintaining effective cost controls. • Ensure business agreements and funding applications are developed in line with the KAC, KMS and KPs' financial requirements. 	<ul style="list-style-type: none"> • Achievement of KAC, KMS and KP budgetary requirements • Unqualified audit reports
5. Stakeholder Management	<ul style="list-style-type: none"> • Maintain and enhance partnerships with resource, pastoral and defence sectors, community and other stakeholders to ensure that opportunities to benefit the Corporation are identified and developed. • Liaise with all relevant stakeholders in relation to existing and new business or funding opportunities and ensure that all agreements are developed and maintained. • Attend Board meetings and ensure all relevant documentation is prepared and issued, information is 	<ul style="list-style-type: none"> • All KAC, KMS and KP agreements and business opportunities are managed in accordance with overall strategic direction.

	<p>tabled and records and accurate minutes are taken and retained.</p> <ul style="list-style-type: none"> Engage with the community as appropriate to ensure KAC is for the benefit for all Kokatha people. 	
6. Compliance	<ul style="list-style-type: none"> Comply with all relevant legislation and regulatory standards. Ensure all KAC, KMS and KP practices are professional, ethical, and comply with relevant legislative requirements and professional standards. 	<ul style="list-style-type: none"> Nil compliance issues. All regulatory requirements, legislation and any other obligations are met.
7. Reports and Statistics	<ul style="list-style-type: none"> Ensure that KAC, KMS and KP management, statistical and other reports are provided to relevant stakeholders on organisational, program and statutory requirements including analysis, reporting of results and supporting recommendations. Prepare the Annual report, Board reports and other statutory reporting to ensure the Board is informed on all relevant organisational activities. 	<ul style="list-style-type: none"> Accuracy and timeliness of qualitative reports Accuracy and timeliness of statistical reports
8. Systems, Policy and Procedure Development	<ul style="list-style-type: none"> Develop, maintain and strengthen policies and procedures to ensure that the functions are demonstrating consistent practices nationally and is in line with strategic objectives. Comply with and promote EEO across the organisation. 	<ul style="list-style-type: none"> Development, maintenance and strengthening of systems to provide consistent and high standards of compliance with policies and governance practices.

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Implementing the Board’s vision and strategic objectives • Be continually responsive and effective in a changing environment whilst maintaining quality, stability and governance. • Developing and implementing the KAC, KMS and KP Organisational Strategic Plans. • Demonstrate budgetary accountabilities • Maintaining and strengthening risk management systems and operational plans • Advocating and lobbying for business opportunities and funding to benefit Kokatha people • Maintaining and strengthening partnerships and relationships with the local community, and resource, pastoral and defence sectors. • Working with the Board to achieve clear and transparent governance processes • Communicating the Board’s (who represent the Community) feedback and vision to all staff • Managing Community expectations to be in alignment with the approved strategic plan and organisational capacity 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Tertiary qualification in Business, Commerce, Management, Finance, Health or relevant discipline is desirable but not essential • Significant experience in a Chief Executive position preferably with an Aboriginal community-controlled organisation • Demonstrated knowledge and understanding of issues impacting upon Aboriginal communities • Demonstrated cultural competency and the ability to work successfully with Aboriginal people • 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 • Willingness to engage in professional development that aligns with the organisation’s needs • 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. • Current valid Driver’s license, minimum of Class “c” or equivalent