



POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

Classification/Award:	Individual Contract
Status:	Full-time
Base:	Perth
Reports to:	NWS Board

Organisation

Nyoongar Wellbeing & Sports (NWS) is an Aboriginal controlled health promotion charity, working to build health and well-being in the Nyoongar community. NWS's responsibility is to develop partnerships that maximise opportunities for Aboriginal Australians (specifically in Nyoongar Country) to participate in sports and active recreational activities in order to produce health, education, social and cultural benefits for individuals and their respective communities.

The Nyoongar people are the Traditional Owners of the Southwest of Western Australia. Noongar Boodja – country covers the entire South Western portion of Western Australia.

NWS Values

Community and family focus
Strengths focus
Nyoongar respect and pride

Integrity and trust
Collaborative partnerships

Scope

Number of employees: 10

Primarily Funded by Prime Minister and Cabinet

NWS also provides fee for service

NWS programmes:

Children and Schooling:

- Young Achievers Club: Ashfield Primary School (PS), West Beechboro PS, East Maddington PS, Moorditj Noongar Community College, Midvale PS, Arbor Grove PS, Leda PS, Orelia PS. Young Aboriginal Girls Program Mirrabooka

Community Safety and Wellbeing

- Beatball (Mirrabooka, Northam, Kwinana), One Step Closer, Good Spirit Learning, Regional School Holiday Program, RUAH Women's Business

Job purpose and accountabilities:

The CEO will bring their own 'stamp' on the organisation, working under the general direction of the Board, leading the NWS team in taking NWS forward and in so doing, deliver its vision for the future.

The CEO will proactively work with the Board to achieve the effective governance of the organisation. It will operate with limited Board direction and within established NWS guidelines, policies and procedures. The role may exert a high degree of autonomy in:

1. Board administration and support

- To support the operations and administration of the Board by setting Board meeting agendas, organising frequency and attendance, advising and informing Board members.
- To provide an effective interface between the Board and NWS employees.
- To ensure that the Board is provided with timely, strategically focussed reports well in advance of each monthly Board meeting.
- To ensure that the Board is well and fully informed on all aspects of the functioning of NWS including proactively advising the Board of any risks to the organisation.
- To represent the position and views of NWS to all relevant internal and external stakeholders in a way that enhances the reputation of the organisation.

2. Programme, product and delivery

- To oversee the design and submission of funding submissions and programme strategies that maximise funds that allow NWS to better meet the needs of the Nyoongar community.
- To oversee the design, marketing, promotion, delivery and quality of programmes and services that NWS offers.
- Management of high quality NWS operations and activities that operate within the legal and constitutional boundaries of NWS.
- To deliver policies, procedures and business plans that are aligned to the organisation's strategic plan.
- To implement appropriate monitoring and evaluation mechanisms that ensure quality programmes are consistently delivered.

3. Financial, tax, risk, OHS and facilities management

- To ensure the financial viability and sustainability of the business, securing funding and revenue streams that enable the sustainable provision of services to the community and future expansion.
- To oversee the effective financial management of NWS, including the preparation of the annual budget, maintenance of accounting and financial records in accordance with accepted accounting standards, managing expenditure against all revenue streams, financial reporting to internal and external stakeholders.
- To ensure compliance with all requirements for capturing data and information relating to NWS business.
- To ensure corporate, regulatory and reporting compliance.
- To ensure ongoing compliance and development of OH&S policies and procedures.
- To exercise discretion and to maintain confidentiality in dealing with all sensitive and high level issues.

- To ensure occupational health and safety by ensuring all employees and contractors work in a safe manner and do not knowingly do anything that will adversely affect the safety or health of any other person and promptly report any hazards or unsafe conditions.

4. Human Resources

The CEO is a role model for all employees, presenting the highest standards of ethics, behaviour, performance and adherence to NWS values, policies and procedures at all times.

- Effectively manage NWS human resources in a way that maximises morale, motivation and engagement, developing capabilities, behaviours and skills for the benefit of individuals and the business.
- To prepare for succession in senior roles and conforms to legislative requirements.
- To ensure that equal opportunities employment legislation requirements are observed at all times.
- To provide strategic leadership to the NWS team to achieve NWS objectives and strategic plan.
- To lead a team of high quality employees that delivers/supports the core programmes of the business.
- To effectively manage employee performance, ensuring the completion of probation and performance reviews.
- To comply with and ensure employee compliance with all NWS policies and procedures.
- To model leadership that will positively influence team culture and business performance.
- To implement and maintain appropriate and efficient staffing structures that foster a culture of continuous improvement.
- To contribute to a productive workplace through commitment to Equal Opportunities legislation and ethical business practices.

5. Community and Public Relations

- To present NWS in a strong and positive way to the community and relevant stakeholders.
- To build and strengthen the reputation and profile of NWS within the Nyoongar community.
- To advocate and implement strategies to Federal and State Government departments and to local authorities that promote the health and wellbeing of Aboriginal Australians.
- To identify and build strong and productive working relationships with relevant government, private and not for profit organisations and agencies.

6. Strategy, future funding and sustainability

- To develop and implement the NWS strategic plan.
- To continually evaluate streams of income for NWS, ensuring new opportunities are seized e.g. corporate partnerships, bequest programmes, funding.
- To establish strategies to secure funding, to submit tenders and proposals professionally and in good time to ensure the sustainability and growth of NWS.
- To maintain effective relationships that secure continuing revenue sources.
- To establish and sustain strong and productive working relationships with all stakeholders, including in State and Federal Government departments, local authorities, non-government agencies, schools and other educational institutions, funding committees, sponsors and the wider business and community to ensure the ongoing sustainability and reputation of NWS.

Key relationships and reporting:

- The CEO reports directly to the Board.
- The CEO has responsibility for the supervision of all NWS employees and contractors.
- The CEO is responsible for effective relationships with relevant State and Federal Government departments, local authorities, other not-for-profit organisations, schools and other educational institutions, the community and its key influencers, funding bodies and sponsors.

Essential knowledge, skills, qualifications and attributes:

Experience operating at a strategic and leadership level, the CEO will have demonstrated expertise in communicating, promoting, negotiating and liaising at a senior level. They will have demonstrated success in tendering and securing funding/sponsorship within a competitive tendering environment. The job holder will have a proven high level of interpersonal skills in managing an organisation ethically and to a high standard with staff from diverse backgrounds (both culturally and professionally). Additionally, the successful applicant for the role will have proven:

(SELECTION CRITERIA)

- High level leadership skills and experience (minimum of five years' in a similar level role).
- General management skills.
- Financial management skills with experience managing a budget.
- Strategic and business planning skills and experience.
- Excellent communication skills.
- The ability to manage competing demands and excellent time management skills.
- High level IT competence and experience with the Microsoft Suite of products.
- High level understanding of the Aboriginal people and Nyoongar community.
- Federal Police clearance.
- Valid Driver's License.
- Working With Children permit (or have no impediment to gaining one).
- Aboriginality.
- Relevant qualifications to the role.

Conditions of employment and Performance:

The CEO must not engage in any activity that interferes with their ability to perform the contractual obligations of the role or that conflict with their responsibilities or the business interests of NWS. There may be opportunities to engage in adhoc professional activities outside NWS providing that upon each instance of such activity, the CEO consults with the Board prior to any undertaking.

Tenure will be initially for a fixed term of three years subject to the appropriate level of performance and the ongoing needs of NWS. Tenure may be extended for a further term by mutual agreement.

The Board Executive will conduct an initial probationary review at six months and then performance appraisals at 12-month intervals.

Sign off:

Position Description approved by:

Name:

Role:

Date:

Signed:

Accepted by employee/job holder:

Name:

Date:

Signed: