



***Blue Mountains Aboriginal  
Culture & Resource Centre  
(ACRC)  
An Aboriginal Corporation***

**ABN 72 778 150 873  
ICN 2827**

14 Oak Street  
Katoomba NSW 2780

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KATOOMBA NSW 2780

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**CEO, BLUE MOUNTAINS ABORIGINAL CULTURE AND RESOURCE CENTRE (ACRC)**

**POSITION DESCRIPTION**

**JOB TITLE:** CEO, Blue Mountains Aboriginal Culture and Resource Centre

**CLASSIFICATION:** Non-award Contract

**TYPE OF APPOINTMENT:** Ongoing, full-time, upon successful completion of a six-month probation period.

**LOCATION:** 14 Oak Street, Katoomba, NSW.

**POSITION REPORTS TO:** Board of Directors, ACRC.

**SALARY RANGE (Dependent upon qualifications and skills)** \$100,000 to \$110,000 p.a. (to be continuously adjusted in line with semi-annual Fair Work announcements regarding inflationary trend).

**CLOSING DATE FOR APPLICATIONS:** 5pm, Friday 20<sup>th</sup> November 2020.

**APPLICATIONS:** Applicants must:

1. Obtain the information package, including the position description.
2. Address each of the essential criteria outlined in Section 4 of the position description (page #6 of this document).
3. Include a current resume with their application and provide three referees. (Referees will be contacted, and applicants' former places of work may be contacted by the interview panel, in the event the applicant progresses through the interview and the panel needs to undertake relevant background checks.)
4. Send applications by email to [manager@acrc.org.au](mailto:manager@acrc.org.au) **or mail** hard copy applications marked:

Confidential – for the Manager of ACRC  
Blue Mountains Aboriginal Culture and  
Resource Centre  
PO Box 334  
Katoomba NSW 2780

**INQUIRIES;** To request an information package or for any questions related to the position, email [manager@acrc.org.au](mailto:manager@acrc.org.au) or phone 02 4782 9402 and ask staff to leave your message for the Manager for a return call..

## **1. SUMMARY OF MAIN DUTIES/RESPONSIBILITIES:**

- Strategic leadership and coordination of the operations of ACRC, its assets and financial resources, ensuring it meets its legal requirements and works according to social justice principles
- Provision of support and sound policy, administration and financial advice to ACRC's Board of Directors
- Initiation, implementation, monitoring and reporting of ACRC plans, including strategic, financial and business planning; working with the Board to develop and achieve ACRC's objectives
- Ensure a focus on programs and services that share culture and develop skills that strengthen the Blue Mountains Aboriginal community
- Effective planning, co-ordination and management of staff and volunteers
- Development, coordination and monitoring of ACRC's delivery of services and programs, projects and activities
- Administration, monitoring and reporting re budgets and multiple funding streams
- Development and maintenance of networks and partnerships with key Aboriginal community and mainstream groups and organisations
- Enabling good governance; facilitating the organisation of Board meetings and ACRC's Annual General Meeting (AGM) and general meetings and implementing Board decisions
- Other tasks as directed by the Board

## **2. REPORTING AND WORK RELATIONSHIPS**

**2.1.** The CEO reports directly to ACRC's Board of Directors. In particular, the CEO will work closely and constructively with ACRC's Chairperson, as well as the Board Executive as required.

ACRC's Board members and the Manager are expected to support each other to:

- Build ACRC's capacity around good governance
- Maintain a clear delineation between governance and operations
- Develop a culture of transparency and timely, effective communication
- Foster a culture of respect, collaboration, inclusion, sharing resources, skills and information

**2.2.** All employees and volunteers of ACRC have clearly defined reporting lines with the CEO at the ultimate level. Current staff positions include:

- \* Assistant Mgr Culture and Operations
- \* Social Support worker, Elders
- \* Social Support worker, Families and Children
- \* Office Administrator and Transport Co-ordinator
- \* Casual drivers x2

**2.3.** The CEO will develop, encourage and maintain constructive, close and equitable working relationships with:

- Key Aboriginal community groups from across the Blue Mountains
- Relevant local and other (state and national) Aboriginal organisations and groups
- Mainstream community organisations and agencies
- Relevant local, state and federal government representatives

### **3. DUTIES OF THE POSITION**

#### **3.1. Leadership**

- Strategic, stable, inclusive and solutions focused leadership of ACRC
- Ensure ACRC works according to social justice principles and facilitates an open, welcoming Centre for Blue Mountains Aboriginal community
- Ensure a focus on programs and services that share culture and develop skills that strengthen the Blue Mountains Aboriginal community

#### **3.2. Operations and compliance**

- Initiation, implementation, monitoring and reporting of ACRC plans, including strategic, financial and business planning
- Application of sound policies, procedures and systems that enable the effective, efficient operation of ACRC
- Development, coordination and review of ACRC's delivery of services and programs, projects and activities
- Ongoing development, implementation and review of ACRC policies and procedures and ensuring their compliance with relevant legal and funding requirements, current sector practice and community standards
- Administration, monitoring and reporting re budgets and multiple funding streams
- Effective planning, co-ordination and monitoring of the Centre's assets and financial resources, including management and maintenance of the premises
- Ensuring ACRC remains in compliance with legal, governance, financial and regulatory obligations, and funding body, tenancy and other contracts or agreements
- Maintaining effective, secure record keeping procedures and practice, including keeping an up to date compliance register
- Timely, thorough preparation for the end of financial year audit and any other reporting requirements
- Co-ordinate preparation of ACRC's Annual Report

#### **3.3. Human resources and staff and team related responsibilities**

- Planning and co-ordination of staff and volunteers
- Human resources management for staff and volunteers, including:
  - Application of human resources management related policies, practices and procedures
  - Hiring, orientation, management, performance appraisal (as per staff position descriptions) of staff and volunteers and related tasks
  - Ensuring staff, volunteer and Board codes of conduct are upheld
  - Application of Award and contract conditions as applicable to staff
- Ensuring adherence to relevant industrial relations laws, for example:
  - Fair Work Act, National Employment Standards and other applicable industrial relations legislation
  - Work, Health and Safety legislation
- Supporting, training and resourcing staff to deliver ACRC services in line with social justice principles and funding agreements
- Recruiting, training and support of volunteers
- Staying up-to-date with current training, professional development and conference opportunities for the CEO, staff, volunteers and Board, that meet ACRC's objectives
- Ensure regular management and team meetings

- Ensure ACRC maintains a strong culture amongst all staff and volunteers of respect, collaboration, inclusion, sharing resources, skills and ideas
- Facilitate, as appropriate, effective and beneficial team building activities

### **3.4. Governance**

- Work with the Board to develop and achieve ACRC's objectives
- Ensuring ACRC's compliance with the *Corporations Aboriginal and Torres Strait Islander (CATSI) Act 2006* and with ACRC's Rule Book
- Deliver reliable, timely policy, administration and financial advice to the Board
- Provide timely support, information, resources, training and information to the Board to assist it with its governance responsibilities
- Facilitate collaboration and timely communication between ACRC's Bookkeeper and the Board
- Organise and attend all Board meetings, ACRC's Annual General Meeting (AGM) and general meetings
- Provide timely secretariat support to the Board of Directors, including:
  - Collaborating with the delegated Board Chair and Secretary
  - Forwarding agenda, minutes and attachments
  - Writing and presenting the CEO's report; facilitating and tabling staff reports for each ACRC service
  - Preparation of briefing papers as required
  - Facilitating and supporting proper, secure record keeping procedures regarding Board and Corporation business, including:
    - ACRC's Corporation Register, and Register of Members and Former Members are securely kept on site and up to date
    - Maintaining Office of the Registrar of Indigenous Corporations (ORIC) online records for ACRC
    - Collaborating with ACRC's delegated ORIC Contact Person (formerly known as the Public Officer) as required
- Ensuring Board decisions are implemented as intended and in a timely manner
- Other tasks as directed by the Board

### **3.5. Networking, lobbying, advocacy, promotion and resourcing**

- Ensure ACRC maintains an open, stable presence among Aboriginal residents of the Blue Mountains; raising awareness in community of ACRCs available services
- Development and maintenance of networks and collaborations for the benefit of ACRC, with key local Aboriginal community groups, other Aboriginal organisations and groups and key mainstream community organisations and agencies
- Ensure ACRC maintains a presence and collaborates with key local committees, agencies, social and local planning processes, forums and groups that have potential to benefit Aboriginal residents of the Blue Mountains
- Advocate and lobby on behalf of Aboriginal residents of the Blue Mountains to relevant agencies and other groups, and all levels of government
- Ensure ACRC has an active and visible involvement in local annual events, including and in particular, NAIDOC week
- Ensure ACRC's visibility in the general local community by promoting the organisation's initiatives, services and current community concerns
- Develop ACRC resource base and revise as required

### **3.6. Other tasks as directed by the ACRC Board of Directors**

#### 4. CRITERIA

##### **Note - Assessment criteria**

In assessing candidates against the essential criteria, the Board will be matching competency for the CEO position by considering the written responses against the following values:

- Substantial experience working effectively with Aboriginal communities.
- Experience managing an organisation, effectively managing operations across a range of programs and multiple funding streams.
- Tertiary qualifications in Management, Community Management, Business, Finance or related fields; or evidence demonstrating equivalent experience.
- Experience providing sound, objective advice and support to a Board of Directors or senior management, including regarding policy, operations finances and governance
- Experience in the development and implementation of organisation related plans - including strategic, business and plans of operations.
- Proven experience in overseeing the delivery of programs, services and projects within budget and agreed timeframes, including:
  - o Planning and implementation
  - o Monitoring, evaluation and reporting
  - o Quality improvement
- Experience in funding submission preparation
- Knowledge of financial reporting requirements and acquittal procedures
- Knowledge of human resources management procedures and relevant industrial relations laws needed to properly manage a community organisation and comply with industrial relations requirements
- Proven capacity to effectively manage staff, including reviewing and managing staff performance against agreed objectives.
- Demonstrated stable and inclusive leadership skills and qualities, for example:
  - o Developing a culturally secure, welcoming, inclusive and safe environment for clients, members, staff, volunteers and other community members
  - o Providing strong, positive advocacy on issues affecting clients and members
  - o Fostering a positive workplace culture with a co-operative team environment
  - o Mentoring and motivation to encourage staff and volunteers to work effectively
  - o Managing change, increasing the effectiveness and accountability of services
  - o Highly developed lateral thinking and practical problem-solving skills
- Demonstrated clear, effective verbal and written communication skills at levels appropriate to the target audience, including community, clients, members, staff, Board, other agencies and government
- Proven capacity to negotiate with funding bodies, government, non-profit and private sectors to achieve an organisation and/or a community group's objectives.
- Sound personal organisation skills used on a day to day basis, including a demonstrated ability to meet deadlines.
- Knowledge of historic, social and emotional wellbeing, health, economic and equity and access issues experienced by Aboriginal communities and understanding of their impact on individuals and across communities.
- High level computer skills inclusive of Microsoft Office and the internet

**Applicants must address each of the Essential Criteria for the CEO position, as set out below.**

**4.1. Essential Criteria:**

1. Aboriginality is a genuine qualification and is authorised by *Section 14 of the Anti-Discrimination Act, 1977.*
2. Exceptional skill in business and corporate management
3. Understanding of the needs and aspirations of the Aboriginal community, particularly of the Blue Mountains
4. Familiarity with Government and industry schemes for Aboriginal issues (like Targeted Early Intervention, CHSP and Closing the Gap etc.)
5. A strong track record in staff, program and project management
6. A deep commitment to, and demonstrated experience with, co-operative and collaborative teamwork in working towards community goals, including both participating within, and in leading, teams.
7. Appropriate clearances in relation to Working with Children, Criminal Record and Bankruptcy, or a statement to the effect that the applicant will provide such documentation should he or she be considered for interview for the position.
8. Current drivers licence and willingness to drive in the course of the duties of the CEO
9. A current first aid certificate or the willingness to obtain one.

**4.2. Desirable**

1. Sound understanding of the issues affecting Aboriginal and Torres Strait Islander residents of the Blue Mountains Local Government Area (LGA).
2. Knowledge of, and/or established networks with relevant service providers and the wider community sector, in the Blue Mountains LGA.
3. Knowledge of funding opportunities applicable to organisations like ACRC across all levels of government and the private sector.
4. Familiarity with management and accounting software and how it is used in an NGO setting, for example comprehension of MYOB, as well as the use of online portals for reporting as well as other electronic interactions, across multiple funding bodies.
5. Understanding of computer networks in an office setting, including ability to assess problems and respond as required, and to provide advice regarding renewal of office devices and networks, to remain compliant with funding contracts.
6. Commitment to ongoing skills development and training, in order to keep skills relevant to the CEO position up to date.