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| **POSITION** | **LOCATION** | **REPORTING RELATIONSHIP** |
| **Chief Executive Officer** | **Broome, Western Australia** | **Reports to the NBY Board** |
| **ORGANISATIONAL CONTEXT** |
| *“Making mabu liyan real for all, always”**People, land, culture, prosperity*Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people. Our key objectives are:* To maintain our customary life
* To protect and manage our Country
* To nurture our culture
* To provide opportunity for Yawuru people
* To foster understanding and respect from others

**Vision:** *to build the Yawuru community, our people, our country, our culture and our economy, now and for the future.* |
| **PRIMARY FUNCTION** |
| The Chief Executive Officer, in partnership with the Yawuru Corporate Group Boards is responsible for the success of NBY through effective strategic planning, delivery of commercial and cultural objectives, board governance and the engagement of external stakeholders. This position will co-ordinate and operate in a collegiate manner across programs and projects in order to meet the corporations objectives. |
| **LINE MANAGEMENT RESPONSIBILITIES** | **COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES** |
| * Deputy Chief Executive Officer
* Executive Services Team
* Project Teams as required
 | * Government bodies
* Philanthropic institutions
* Private sector organisations
* Media
* NBY, PBC & MMY Boards
* NBY Investment and Risk Committees
* NBY Management team
* NBY Staff
* Yawuru community stakeholders
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| **KEY RESPONSIBILITIES** |
| **LEADERSHIP** * Lead the Yawuru Corporate Group in a way that embraces the Yawuru mission and vision and all of Yawuru's stakeholders, staff, contractors and advisors
* Be an effective public representative of the Yawuru Corporate Group in public and private functions, forums and the media in order to attract and secure revenue and achieve commercial imperatives
* Drive and achieve agreed Yawuru Corporate Group commercial objectives
* Embody the principles of cultural competency and community healing and ensure they are incorporated into all activities of the Yawuru Corporate Group
* Lead change across the organisation when required
* Build and maintain a high performance team with constructive relationships across the Yawuru Corporate Group with clear accountability and commitment to delivery of results
* Manage key strategic relationships to facilitate the achievement of the goals of the Yawuru Corporate Group
* Effectively communicate the organisation’s strategic direction and team expectations
* Provide coaching and mentoring to the DCEO
* Identifies opportunities and issues and addresses them

**STRATEGIC PLANNING & DELIVERY*** Review the Yawuru strategic plan as required to ensure the strategic objectives of the Yawuru Corporate Group are being met
* Translate corporate goals in to achievable steps to internal and external stakeholders
* Develop, review, and implement organisational strategies and systems aligned with NBY’s strategic plan
* Ensure delivery of outcomes from the Yawuru Corporate Group annual plan
* Lead strategic initiatives through successful due diligence and communication with the Board
* Encourage and facilitate a multi-skilled team approach and appropriate delegation of decision making authority
* Provide a safe working environment that encourages excellence and maximises the use of available resources
* Undertake other tasks, relevant to this position, as requested by the NBY Board

**BOARD PROCESSES*** Provide advice to the Yawuru Corporate Boards and ensure the compilation and quality assurance of suitable and regular reports to the Board covering all aspects of strategy, policy and risk management
* Brief relevant boards prior to board meetings on report content, management recommendations and proposals prior to Board meetings
* Facilitates optimum Board performance to arrive at the best thinking and involvement across Boards and committees

**STAKEHOLDER ENGAGEMENT*** Establish and maintain sound working relationships with the Yawuru Corporate Group's internal and external stakeholders, including with Yawuru community of native title holders, Yawuru Boards, State and Federal governments, non-government organisations and other relevant stakeholders
* Lead the development and implementation of a comprehensive communications and engagement strategy with external stakeholders
* Participates actively in cultivating and shaping commercial, cultural and community partnerships
* Facilitate the integration of the Yawuru Corporate Group into the fabric of the community by using effective marketing and communication activities
* Liaise with internal and external stakeholders to ensure the ongoing development and sustainability of the Yawuru Community
* Act as an advocate, within the public and private sectors, for issues relevant to the Yawuru community, culture and country programs

**INDIVIDUAL COMMITMENT** * Actively embrace and integrate NBY’s vision, mission and values into the role, and model appropriate behaviours
* Works collaboratively with the DCEO, Excutive Team, and staff across the business in support of NBY’s strategic objectives
* Maintain a professional approach in the workplace
* Conform to NBY’s conditions of employment, code of conduct, and organisational policies and procedures
* Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act
* Continuously identify and implement opportunities for improvement
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| **KEY OUTCOMES OF THIS POSITION** |
| **LEADERSHIP*** An organisational culture is established and maintained in alignment with NBY values
* NBY’s employer brand and reputation is established and maintained, revenue is attracted and commercial imperatives achieved
* Yawuru Corporate objectives are achieved within timeframes and budgets
* Communication between all levels of the organisation is consistent and transparent
* Changes across the Yawuru Corporate Group are managed smoothly
* Clear accountability demonstrated to diverse stakeholders for the accomplishment of the organisation’s purpose

**STRATEGIC PLANNING & DELIVERY*** The Yawuru Strategic Plan is maintained, updated and delivered including regularly reviewing objectives in order to adapt to changing environments
* NBY strategy and corporate goals are translated into achievable steps
* Risks are effectively identified and managed in line with NBY’s risk management framework
* NBY has effective systems to identify and act on legal issues and opportunities to protect the interests of the organisation and implement its Strategic Plan

**BOARD PROCESSES*** Boards are appropriately briefed on report content and management recommendations and proposals prior to Board meetings
* NBY has effective systems to continuously improve organisational governance
* Boards are informed regarding trends and policy positions that relate to the company
* All Boards are involved, engaged and operating at optimum levels

**STAKEHOLDER ENGAGEMENT*** Yawuru is positively represented and viewed by external stakeholders
* Opportunities are realised through the effective advocacy of the Yawuru community
* Positive commercial, cultural and community partnerships are fostered

**INDIVIDUAL COMMITMENT*** NBY’s vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies
* All activities are subject to a demonstrated cycle of continuous improvement
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| **ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES** |
| 1. Relevant tertiary qualifications – Bachelor’s degree in business or related field or working towards
2. Strong operational and management experience; ideally having worked in a senior management role for 10+ years in a similar sized organisation
3. Demonstrated experience in finance and analysis with previous experience overseeing and managing business operations in a medium sized company
4. Demonstrated success with stakeholder engagement and generating income
5. Strong communication skills with political, community and business influence
6. Skills in organisational development and strategic planning
7. Strong time management skills, including an ability to identify priorities and deliver multiple project to agreed specifications for time, cost and scope
8. Advanced interpersonal skills, including the ability to engage, influence, negotiate, and facilitate effectively with management, team members, staff, board directors and members of the Yawuru community
9. Demonstrated ability to identify and implement strategic responses to reoccurring problems
10. Personal qualities of integrity, credibility and commitment to NBY’s objectives
11. Demonstrated leadership, supervision and mentoring skills and the ability to work effectively in a team orientated environment
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| **DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS** |
| 1. MBA
2. Experience working with the complexities of Native Title or Social Enterprise
3. Experience working with cultural diversity
4. Knowledge of the barriers faced by Yawuru people and the Yawuru community as a whole
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| **PRE-EMPLOYMENT REQUIREMENTS** |
| 1. Current ‘C’ Class driver’s licence
2. National police clearance
3. Financial and business interests background checks
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| **CERTIFICATION** |
| Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.Chief Executive Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_Approved Delegate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ |