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| **POSITION DESCRIPTION**  |
| **Role Title:**  | Executive Manager Corporate Services  |
| **Classification:**  | Salary  | **Date Approved:**  | 24th July 2017 |
| **Reports to:**  | Chief Executive Officer  | **Unit:** | Corporate Services Division  |

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| **ORGANISATIONAL CONTEXT**  |
| Julalikari Council Aboriginal Corporation (JCAC) is governed by an elected body representing the Aboriginal community of Tennant Creek and the surrounding Barkly region. JCAC’s functions and services include delivery of civic services, an Arts and Culture Centre, construction projects and building maintenance, land management and nursery, and employment and community services. Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services. This has helped JCAC pioneer the design and delivery of many programs which are now adopted by governments and other Aboriginal service providers across Australia.**Our Vision****Manu Anyula Parkamarri Wilyangka***Our Country, us mob, hold it strongly***Mappungku Anyula Maputarri***Together we will build***Yiwaji Pinangkaltinjiki***Pathways to learning* **Our Values****Respect:** Our Country, to treat one another and others with respect.**Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one another and others. **Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make. **Unity:** Together We will Build, to speak and act as together hearing all people.**Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do.  |

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| **PRIMARY PURPOSE AND FUNCTION OF THE ROLE**  |
| As a member of the Executive Leadership Team, the Corporate Services Executive Manager provides visionary and effective leadership to the Corporate Services department. The Executive Manager will lead a professional team to ensure the provision of high quality corporate support within Julalikari. The Executive Manager will ensure these services are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Julalikari policies and procedures.  |

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| **KEY RESPONSIBILITES**  | **KEY PERFORMANCE INDICATORS**  |
| **Corporate Risk and Quality Management** * Prepare Julalikari’s Corporate Business Plan.
* Develop and manage the Internal Quality Auditing Function.
* Develop and support the organisations Risk Management System.
* Monitor business planning, strategy and activities throughout the organisation to identify unforeseen risk and initiate risk evaluation and management.
* Undertake and implement policy development.
* Ascertain the extent of compliance with established policies, plans and procedures. Investigate and recommend action to be taken when there are weaknesses in financial control.
* Manage the Quality Management System and implement across the organisation.
* Lead the implementation of corporate branding.
 | * Develop the risk management policies, practices and standards for application and educate and advise on their implementation.
* Establish contact with all levels of management to ensure approved audit report recommendations are consolidated into the continuous improvement register and ensure compliance with audit requirements.
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| **Human Resources** * Lead Julalikari in the delivery of quality Human Resource services and values, change management and organisational culture.
* Provides strategic direction and vision in the field of Human Resources and plan, direct and coordinate all activities forming part of this unit.
* Lead the policy design, implementation, monitoring and review processes.
* Provide considered guidance and support to deliver individual and broad employee relations outcomes with regards to performance, grievances, disciplinary matters and workplace investigations.
* Provide or obtain specialist advice regarding instrument provisions, legislative matters and structural reform processes.
* Manage and maintain human resource records.
 | * Lead the development and implementation of strategic and operational plans, policies and project relating to human resources.
* Build partnerships with managers (at all levels) to coach, mentor and positively influence employee relations and business unit outcomes.
* Promote organisational values and objectives through effective communication of code of conduct, policies and procedures.
* Human resources records are maintained through Julalikari’s Quality Management System.
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| **Fleet Management** * Implement and monitor a preventative maintenance program for all Julalikari vehicles.
* Develop and implement fleet management policies and procedures.
* Manage fleet lease agreements and compliance obligations.
 | * Fleet management plans and policy and procedures are implemented across the organisation.
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| **KEY RESPONSIBILITES**  | **KEY PERFORMANCE INDICATORS**  |
| **Health, Safety and Environmental Management** * Provide effective leadership of the HSE function across the organisation.
* Develop and implement the Julalikari HSE strategy and associated programs to improve HSE outcomes.
* Work with, advise and provide support to each division on a range of complex health, safety, environmental and security matters.
* Support and implement improvements across areas such as HSE policies and procedures, HSE systems and Worker Compensation.
* Work with the Safety and Asset Manager to maintain the currency and management of state regulatory authorities, contract requirement and notices as required.
* Implement and facilitate workplace programs such as hazard identification, risk management, wellbeing and HSE competence.
 | * Develop, implement and manage HSE systems to support line management accountability and employee buy in to deliver a safer workplace.
* Coach and support a step for change in safety planning, implementation and outcomes for the organisation.
* Health and safety performance measures are established and deliver a continuous improvement culture.
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| **Asset Management** * Lead the development and implementation of asset management strategies supported by asset and property management policies and systems.
* Lead implementation of the asset management program.
* Develop reactive, scheduled and periodic maintenance plans for Julalikari housing properties and buildings.
* Lead the provision of tenancy management for housing properties and buildings.
 | * Develop and implement Julalikari’s asset management plans and strategy.
* Create a high level of compliance with asset management policy across all areas of the organisation.
* Property assets will be appropriately used and maintained.
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| **Information Technology** * Review and maintain an up to date knowledge of Julalikari’s needs in the area of IT in general.
* Ensure security and continuity of Julalikari information systems in maximizing productively.
* Facilitate the development and implementation of the IT strategy and supporting plans and documentation.
 | * Ensure Julalikari’s IT Framework provides a high level of effective management of data, information and technology and provide adequate controls, security and functionality to support the deliverables of the corporate objectives.
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| **Contracting and Procurement** * Lead the development and implementation of the procurement and contract management, policies and procedures.
 | * Provide leadership, direction and support in delivering efficient and compliant procurement and contract management arrangements.
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| **KEY RELATIONSHIP/REPORTING LINES**  |
| **Accountability**This position is accountable to the Chief Executive Officer **Executive Management**This position works with the Executive Management Team.**Direct Reports**The position has the following direct reports:* Administration Officer
* Corporate Services Support Officer (Human Resources)
* Corporate Services Support Officer (Information Technology)
* Safety and Asset Manager

**General Relationships**Build effective relationships across the organisation with Local, State and Federal Governments, business and community groups.  |

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| **ESSENTIAL EMPLOYMENT REQUIREMENTS**  |
| * Current NT Driver’s license
* Ochre Card
* National Police Certificate Clearance
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| **SELECTION CRITERIA**  |
| *Candidates for the position of Executive Manager Corporate Services must address the following selection criteria:***Essential Criteria*** Degree, graduate degree or proven high-level experience in the disciplines of business, management or relevant related field.
* Minimum five (5) years experience working with Indigenous Australians in senior management roles in community based organisation sectors.
* A comprehensive knowledge of legislation, regulations, standards, guidelines, codes and frameworks applicable to Julalikari.
* Sound knowledge of Work, Health and Safety practices.
* Highly developed conceptual and analytical skills, including the ability to identify emerging trends, trends and risks, and impacts and the expertise to resolve complex operational program and service delivery issues.
* Demonstrated ability in initiating and managing change processes and performance management.

**Desirable** * Post graduate qualifications in human resources, business management or risk management
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| **APPROVAL**  |
| **Employee Name:****Employee Signature:** | **Date:** |
| **Managers Name:****Managers Signature:**  | **Date:** |

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| **REVISION HISTORY**  |
| **Document Number** | DOC\_244 | **Approved By** | Chief Executive Officer  |
| **Approval Date** | 24.07.2017 | **Implementation Date** | 24.07.2017 |
| **Created By** | Corporate and Community Services Manager  | **Review Due** | 24.07.2019 |