

SCHEDULE TWO: JOB DESCRIPTION – CHIEF EXECUTIVE OFFICER

SECTION 1: ORGANISATION OVERVIEW

Banjima Native Title Aboriginal Corporation RNTBC (BNTAC) is the prescribed body corporate holding native title on trust for the Banjima People.

The Banjima native title determination area covers a large area of land and waters in the Pilbara region of Western Australia. There are approximately 600 adult Banjima People and many more Banjima children. BNTAC core prescribed body corporate functions include:

- a) The protection and preservation of Banjima cultural heritage
- b) Representing and upholding the rights and interests of Banjima people in activities that impact their aspirations and wellbeing and;
- c) Overseeing the compliance to, and realisation of benefits from, Banjima's agreements with proponents to access, disturb and undertake activity on Banjima country.

As well as its roles and responsibilities as a PBC, BNTAC works closely with the Trustee to provide relief for disadvantaged Banjima people, maintain and support traditions, laws, language, and culture of Banjima people, as well as provide economic, social and cultural benefits, including housing, training and education.

SECTION 2: POSITION IDENTIFICATION

Position:	Chief Executive Officer	Classification:	Level: 10
Region:	Western Australia		
Location of position:	Perth Office	Award/Conditions:	Aboriginal Communities and Organisations Western Australian Interim Award 2011
Hours:	37.5 hours per week plus additional hours reasonably required		

SECTION 3: REPORTING RELATIONSHIPS

Responsible to: BNTAC Chairperson on behalf of Board of Directors

Staff reporting to this position:

Chief Financial Officer
 General Manager Operations
 Human Resources Manager

Communications Manager
 Community Services Manager
 Member Services Team Leader
 Member Engagement Officer
 Executive Support Officer

SECTION 4: ORGANISATION BACKGROUND / VISION

This role with BNTAC carries responsibility to actively promote the key organisational vision:

The Banjima people are healthy, secure, and independent with diverse life choices and the ability to determine their own future. The foundation is a proud entity centred on strong culture, community unity and effective governance.

SECTION 5: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

All employees have responsibility for Occupational Health and Safety. Chief Executive Officer shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice, BNTAC Workplace Health and Safety Policies and Procedures, and Employee Handbook.

The employee shall also comply with instructions given by the Board of Directors in the respect of the Health and Safety of themselves, and the Health and Safety of other persons.

SECTION 6: PRIMARY OBJECTIVES OF THIS POSITION

Providing Leadership to the organisation in the management of human, legal, financial, technical, funding and marketing resources on behalf of the BNTAC Board of Directors, within established strategic plans, policies, and procedures.

SECTION 7: KEY RESPONSIBILITIES, GOALS OR OBJECTIVES

Duties and responsibilities include, but are not limited to:

1. BNTAC operations:
 - a. Undertake performance reviews for all direct reports on a regular basis
 - b. Ensure a safe workplace for all employees and contractors
2. Ensure the rights and interests of Banjima people are upheld in the negotiation and management of new and existing agreements
3. Manage and operate the Executive Office function for the Banjima Benefits Management Structure in accordance with the Trust Deeds, and if applicable existing Executive Office agreements between BNTAC and the Trustee.
4. Manage the effectiveness and efficiency of the administration of BNTAC

5. Oversee the implementation of the Banjima Strategic Plan and service agreements
6. Secure and ensure ongoing funding including funding submissions, budgeting, and compliance with reporting obligations.
7. Other Responsibilities:
 - a. Support existing and emerging Banjima leaders
 - b. Manage consultants
 - c. Ensure performance reviews and reviews of KPI's and position description take place in accordance with this agreement.
 - d. Be accountable for and lead in maintaining relationships with and between all stakeholders with the support from relevant Managers, staff responsible, service providers, consultants, the board, committees, Elders and members.
8. Manage and ensure compliance with key Banjima agreements/documents, including:
 - i. The BNTAC Rulebook
 - ii. The Banjima/BHP Billiton Comprehensive Agreement and associated Sub Fund Agreements
 - iii. The Banjima/RTIO Participation Agreement and associated Sub Fund Agreements
 - iv. The IBN MAC Agreement and associated agreements
 - v. The Banjima Internal Settlement Deed
 - vi. The Banjima Charitable Trust Deed, Banjima Direct Benefits Trust Deed, and Yaramarri Banjima Direct Benefits Trust Deed
 - vii. The Trustee Services Agreement
 - b. Primary Communications with key external stakeholders (e.g., BHP, RTIO, AET)
 - c. Heritage Management (Heritage Manager currently Karijini Development)
 - d. Communications (including complaints) from members which are to be directed to the Board.
 - e. ORIC Compliance

SECTION 8: KEY PERFORMANCE INDICATORS

- Lead and manage operations of the Executive Office function, including recruitment of appropriate staff, core business systems, processes, and procedures for Executive office
- Delivery of the annual budget
- Continue to encourage the Elders to work together on resolving Cultural Authority Mapping
- Work collaboratively with the Board to plan and implement a successful AGM
- Work collaboratively with the Board to plan and implement a successful annual Karijini Experience event
- Creating and sourcing employment opportunities for Banjima people with our partners. The opportunities would count towards the 25% employment target
- Compliance with the Mining Agreements
- Progression of the modernisation of the Agreements
- Progression of the Benefits Management Structure review

- Lobby government to effect a reversal if the extinguishment of Native Title in Karijini National Park
- Development of a succession plan to CEO position for a Banjima person
- Review the effectiveness of the communications program to the members, ensuring that communications are reaching both IB and MIB Banjima equally
- Creation of a Women's Council
- Delivery of the Pilbara Water Forum
- Refresh the infographic tools that explain the Trustee structure to members
- Advising and servicing the Board of Directors and Elders Council
- Protect BNTAC's reputation and brand with professional representation
- Ensure BNTAC complies with relevant OH&S legislation

SECTION 9: LEVELS OF AUTHORITY

This authority should be exercised in a responsible, legitimate and appropriate manner in the most ethical and commercial interests of the corporation. This authority must not conflict with any BNTAC policy statements, procedures, objectives and instructions.

SECTION 10: SELECTION CRITERIA

ESSENTIAL

- Tertiary qualifications in a relevant discipline
- Understanding of the responsibilities of RNTBCs, Native Title and issues pertaining to cultural heritage preservation
- Cross-cultural competencies and demonstrated commitment to building capability, prospects and wellbeing of Aboriginal People
- Experience in advising, servicing and reporting to a Board of Directors
- Track record of authentic leadership
- Ability to establish effective relationships with internal and external stakeholders
- Success in compliance regimes and meeting regulatory standards
- Skill in negotiation and agreement management
- Willingness to travel across Regional WA areas
- **Preferred**
- Experience in community-based service delivery organisations
- Experience working in an Aboriginal Corporation and Trustee
- An understanding of the issues and opportunities within the relationship between the mining industry, Government and Traditional Owners

SECTION 11: CERTIFICATION

I have reviewed and confirm my full understanding of the role of and agree that this is an accurate position description of that role.

Employee Name:	Sign:	Date:
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I can confirm that the above staff member has reviewed and discussed the position description and fully understands the requirements of the role.

Manager Name:	Sign:	Date:
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