



**CULTURE  
COLLEGE**  
Arnhem Land

**CULTURE COLLEGE ARNHEM LAND ABORIGINAL CORPORATION  
(CCALAC)**

**POSITION DESCRIPTION**

<b>Position</b>	<b>Chief Executive Officer</b>
<b>Location</b>	L29/85 Castlereagh Street, Sydney / Q Station, Manly
<b>Reports to</b>	Chairperson, Culture College Arnhem Land Aboriginal Corporation
<b>Direct Reports</b>	Current: 1 x Operations Manager 1 x Education Manager 1 x Community and Cultural Manager – Part Time 1 x Chief Financial Officer – Part Time  1 x Grant Contractor 1 x Flight Manager Contractor  Future: (Sydney Campus) 1 x Operations Manager (Sydney Campus) 10-12 x Program Educators (casual – Sydney Campus)
<b>Employment Type/Term</b>	Permanent Full-time
<b>Date</b>	20 May 2024

**ORGANISATIONAL CONTEXT:**

**OUR VISION**

We exist to change in our history through education. Our vision is guided by the wisdom of our Elders, who are directed through the cultural vision and knowledge of the Djalkiri. We will be firm and strong for the land, and this will sustain the organisation moving forward. We instigate change, acknowledge, recognise, understand the weight and value of First Nations knowledge systems in equal partnership moving forward.

## **MAIN ROLE PURPOSE:**

The Chief Executive Officer (CEO) is responsible for the leadership and management of Culture College Arnhem Land Aboriginal Corporation in accordance and alignment with the spirit, mission, and vision of the Corporation and its strategic direction. This is an exciting point in time for CCALAC as the organisation is poised for growth, leveraging a solid foundation. Reporting to the Chairperson of the Board and working in collaboration with the Board and Culture College Team, it is critical the CEO maintains exceptional stakeholder and business relationships.

The CEO is expected to act in a manner consistent with the mission and vision of CCALAC:

### **Mission and Vision**

- Uphold, through word and actions, the mission and vision of CCALAC
- Ensure work activities are in accordance with the mission and vision of CCALAC
- Demonstrate a commitment to a deepening understanding of the spirit of the mission and vision of CCALAC
- Actively support the mission and vision of CCALAC
- Establish and maintain harmonious working relationships with colleagues and key stakeholders across the organisation

## **KEY ACCOUNTABILITIES:**

1. **Strategic Development and Growth, and Execution** of the CCALAC Business Plan with a strong focus on commercial sustainability aligned with CCALAC's strategic goals;
2. **Sustainable Operational Management** through assessing and prioritising needs, flexibly developing solutions, and effectively implementing them;
3. **People Leadership** through encouraging, supporting, and building capacity within a motivated and engaged team.
4. **Key Stakeholder Engagement**, enabling consultation, discernment, alignment, and care, as CCALAC grows and solidifies new On Country learning programs.

## **PRIMARY RESPONSIBILITIES**

### **Strategic leadership**

- Work with the Board to develop a high-quality strategic plan (with short- and long-term goals) and be responsible for its effective implementation.
- Develop robust financial and commercial plans, and budgets to support the strategic plan ensuring financial strength and growth.
- Develop and maintain a solid theory of change and case for support that will underpin the overarching strategy.
- Provide inspirational leadership to all stakeholders including staff, the Board, Indigenous partners, the education sector, corporate and philanthropic partners, governments and the community more broadly.
- Carefully consider opportunities for CCALAC to grow its operations, influence, reach and impact.

## **People leadership**

- Provide clear leadership and direction and act as a source of inspiration and motivation to the team, Board and stakeholders more broadly.
- Commit to hiring, developing and engaging the best people to work in and with CCALAC.
- Develop a beneficiary-centric culture to protect CCALAC's main priority as the needs of the individuals and communities for whom CCALAC exists to serve.
- Develop a culture of accountability and responsibility through a process of performance measures, continuous performance objectives and development review of employees, management systems and processes.
- CCALAC complies with HR legislative requirements.

## **Stakeholder engagement**

- Maintain excellent relationships with Indigenous communities and leaders, new and existing educational partners, philanthropic partners and relevant local, state and federal government representatives.
- Contribute to high level advocacy supporting Indigenous empowerment and advancement in support of the role CCALAC plays in the national agenda conversation.
- Be responsible for the appropriate and professional presentation of CCALAC's mission, impact and programs to convey a strong positive message to the organisation's stakeholders.
- Continue to build and engage the community of stakeholders as they invest their time, expertise, influence and money in helping to achieve the mission.
- Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards collective impact, particularly with individuals and organisations operating in the Indigenous sector.
- Continuously monitor client and partner expectations to deliver relevant and valuable services.

## **Operations**

- Be responsible for the delivery of both high quality and high value programs for Indigenous individuals, school groups, and communities.
- Be responsible for the organisation's systems, processes and use of technology to enable the effective and efficient delivery of its operations and strategy.
- Oversee all functions within the organisation (including HR, IT, Finance, Marketing, etc.) to achieve operational excellence.
- Effectively manage operational and reputational risk to safeguard CCALAC in the fulfilment of its regulatory, statutory and legal obligations.
- Manage the overall performance of CCALAC and monitor performance against objectives.
- Leading a positive culture of Safeguarding with particular focus on children and adults at risk.

- Proactively ensure the implementation of safeguarding policies and procedures.
- Develop and implement a digital strategy that takes into consideration short- and long-term goals, organisational change readiness and commercials. Oversee the procurement, set up, change management and training for new digital tools and systems that can support the CCALAC framework and program model.
- Working collegially with Managers in ensuring due diligence and effective records management for all company secretarial matters, transactions, compliance requirements, key operational actions and contractual arrangements relating to new initiatives or projects.

### **Working with the Board**

- Work with, engage and leverage the Board to support the mission and strategy of CCALAC and provide an interface between Board and Executive.
- Work with the Board to develop a culture of excellence supported by good governance and robust debate.
- Report on the progress of the organisation on all matters relevant to the delivery of responsibilities at Board meetings, including updates on general operations, presentation of management and financial accounts and exceptions, and opportunities, trends etc.
- Support the administrative requirements of the Board including the timely preparation of structured agendas, briefing papers, reports, and recommendations for the Board meetings.

### **Financial management**

- Develop and maintain effective budgets and cash flows and management systems.
- Take responsibility for the P&L, balance sheet, and achievement of financial objectives set out in the business strategy and plans.
- Periodically review policy frameworks, including delegations, asset management, auditing, and bequests and donations.
- Develop engaging relationships with existing and potential funders to convert to short-, medium- and long-term funding opportunities.
- Be responsible for the appropriate management of all financial, tax, compliance and risk requirements across the organisation and Culture College locations.
- Manage all requirements relating to compliance with the Australian Charities & Not for Profit Commission (ACNC) and the Australian Securities and Investment Committee (ASIC).

### **Marketing / Communications**

- Oversee the development and maintenance of a clear and relevant marketing / communications plan to ensure clear and consistent messaging.
- Be responsible for the relevance and clarity of all marketing / communications materials, so that they are relevant, engaging and clearly articulate the mission and service offering of CCALAC to a broad audience.

## **EXPERIENCE, SKILLS AND PERSONAL ATTRIBUTES:**

### **Experience**

- Relevant professional qualifications and evidence of ongoing professional development.
- Significant and relevant leadership experience.
- Experience gained in complex organisations, ideally in the First Nations/not-for-profit sector.
- Successful modern-day project management experience and proven business transformation expertise.
- Demonstrated record of success in facilitating progressive organisational change and development.
- Ability to lead and manage an organisation in an integrated sustainable way.

### **Skills**

- An effective business leader and the ability to assess risks and design innovative and creative solutions.
- System focused, innovative and future oriented in problem solving.
- Ability to face challenging situations, take the most appropriate position, and manage conflict if/when necessary.
- A strong communicator who is visible, approachable and a good listener.
- Demonstrated exceptional written, verbal, interpersonal and presentation skills.
- Work collaboratively and collegially with all stakeholders.
- Build capacity within the team by mentoring and coaching staff with diverse levels of expertise and background.
- Ability to access a network of experts relevant to the operations of CCALAC
- Meet personal and professional goals through ongoing education and review.
- Ability to consult, negotiate, persuade, influence, engage and attain consensus in an appropriate manner.
- Ability to manage change processes.

### **Personal Attributes**

- High levels of emotional intelligence and cultural sensitivity
- An affinity with the mission and vision of CCALAC
- A collaborative and proactive team leader who can positively and productively impact both strategic and operational initiatives.
- Demonstrated ability to efficiently effectively assess a situation, grasp the messages provided by the data, identify key areas to be addressed and develop future-focused strategies.
- Self-reliant, able to multitask and lead by example.

Successful applicants will be required to consent to a national criminal history check and/or working with children check.