

Position: Deputy Chief Executive Officer

NPYWC Program: Directorate

Employment Details: Permanent, Full Time

Location: Alice Springs based with regular travel to the NPY region

Base Salary: \$144,928 - \$156,072 (plus salary packaging and superannuation)

Due to the nature of this role, applicants are required to be female and Aboriginal or Torres Strait Islander.

Our Purpose:

We are an Anangu led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

Your Team:

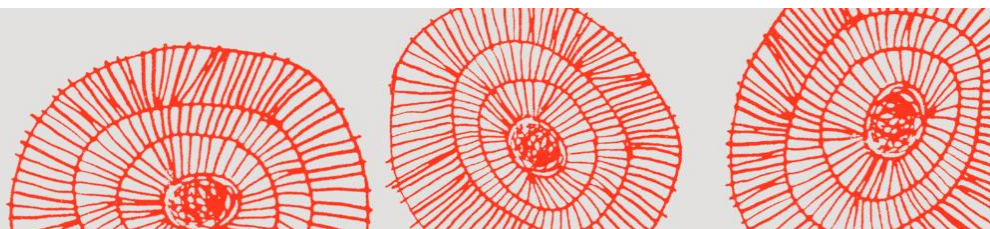
The Directorate team is responsible for the overall running of the organisation, ensuring that services provided to women and their families in the NPY region are evidence based and responsive to the needs of Anangu. The team works in close consultation with the Directors ensuring that the voices of the women of the NPY region are being heard.

Your Role:

Reporting directly to the CEO, The Deputy Chief Executive Officer provides leadership and governance to the management team and contributes to the strategic vision and growth of NPY Women's Council.

- Providing strategic direction to the leadership team.
- Overseeing a highly skilled and empowered workforce throughout the organisation.
- Oversee operational functions of the organisation and lead decisions around innovation/efficiencies/best practice.
- Representing NPY Women's Council both regionally and nationally and working with top level government stakeholders.

Working alongside the Chief Executive Officer this role ensures that NPY Women's Council



continues to be a high quality Aboriginal Community Controlled organisation delivering excellent services and outcomes for families in the NPY region.

Your Responsibilities:

Operational

- Co-ordinate the efficient delivery of NPYWC services provided under Commonwealth, State and philanthropic funding agreements and grants.
- Liaise with elected representatives, government departments, funding bodies, and other community organisations in matters relating to NPYWC's concerns and represent NPYWC in a professional manner.
- Ensure effective communication flow of relevant information between Directors, senior management, staff and key stakeholders including government, community organisations other non-government organisations.

Leadership

- Support and provide guidance to the leadership team in dealing with staff and operational matters.
- Contribute advice to the organisation in implementing, reviewing, and revising the organisation's strategic aims and directions.

Corporate

- Support the corporate service functions of the organisation.

Finance

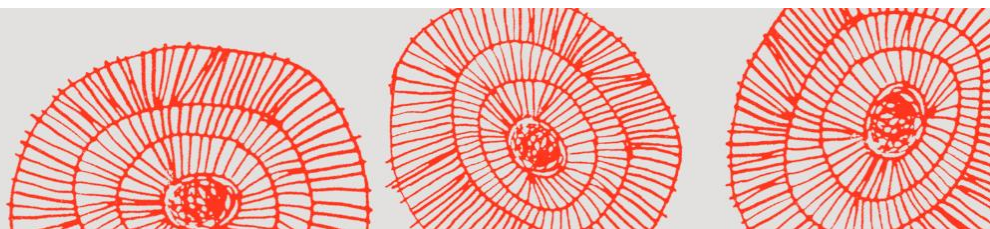
- Support the organisation's financial management functions.
- Other duties as required for the role from time to time.

Skills and Experience:

- Knowledge of Indigenous issues in and affecting remote communities, gender and development issues, and a broad comprehensive understanding of the major issues affecting the NPY region.
- Previous experience in a similar role or the desire and ambition to take that next step up within an Aboriginal Controlled organisation.
- Excellent interpersonal and negotiation skills and the ability to communicate effectively with a wide range of people including NPYWC staff, Directors,

Personal Attributes:

- Operating from a trauma informed practice framework.
- Team player - general culture of group decision making.
- Ambiguity- the ability to slow down and be comfortable with the unknown. Dealing with and being comfortable with this.
- The willingness to learn and ability to show vulnerability whilst maintaining a position in leadership and respect.



members and clients, external agencies both government and non-government.

- Demonstrated ability to supervise and support staff in a fair and transparent manner and oversee program budgets and service delivery.
- Ability to exercise independent initiative appropriately in a consultative manner, to develop work plans and set priorities to achieve results and to complete allocated tasks with attention to detail.
- Financial management knowledge and experience.
- High-level written communication skills, ability to prepare clear and concise reports, submissions and general correspondence.
- Ability to manage conflict and resolution processes.
- Ability to appreciate and encourage the efforts of other staff.
- Honesty, integrity, diplomacy and a sense of fairness.

Qualifications:

- Relevant tertiary qualifications in an area such as social services, health, human services, community development.

Remuneration:

- \$144,928 - \$156,072 base salary (negotiable based on experience)
- 9.5% Superannuation
- Generous leave entitlements
- Salary Packaging Benefits
- Total remuneration package consists of base salary, 9.5% superannuation, generous leave entitlements, retention bonus and salary sacrifice tax benefits to increase your weekly take home pay.

Employment Conditions:

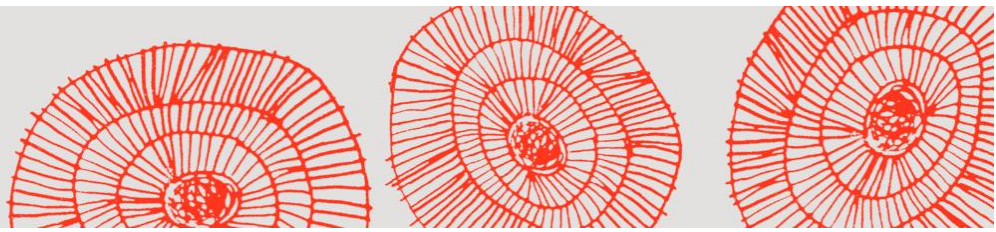
- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



To find out more about this position, please contact Sinead O'Connell on 08 8958 2329 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

APPROVED COPY

Signed:

Date: April, 2021

Liza Balmer, CEO

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date