



Position: Executive Manager
Empowered Communities Program: Regional Secretariat (auspiced by NPY Women's Council)
Classification: Permanent, Full Time (38 hours per week)
Location: Alice Springs with some travel to the NPY member communities in NT, SA & WA
Base Salary: \$118,954.46 - \$135,241.80 (depending on experience) plus 10% superannuation

<h2>Our Purpose:</h2> <p>To support Anangu to lead healthy and meaningful lives in safe and positive communities where people have improved life choices, while maintaining culture and language.</p>	<h2>Our Values:</h2> <p>We are an Anangu-led alliance. We are guided by our core values of Tjukurpa (law), Walytja (family), Manta (land) and Wangka (language).</p> <p>Our work is based on Anangu-led decision making and community empowerment, and our approach is strengths-based and place-based. We work together, with Anangu in the lead, for the best outcome for families and communities – wiru (proper) way.</p>
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<h2>Your Team:</h2> <p>The NPY Empowered Communities (EC) Secretariat is a critical is the key operational unit for EC management and coordination.</p> <p>In the NPY region, the Secretariat focuses on supporting the Empowered Communities Regional Steering Committee (RSC) and Anangu and Yarnangu in this important work. This work includes:</p> <ul style="list-style-type: none"> ▪ strategic planning, communications, community engagement, negotiation, and data management; ▪ facilitating the delivery of EC initiatives that align with the NPY EC Regional Development Roadmap; ▪ facilitating monitoring, evaluation, learning and adaptation (MELA) of EC priorities in the NPY region; ▪ working closely and collaboratively with a broad range of stakeholders and; ▪ facilitating partnerships with the aim of achieving collective impact to achieve the collective success of this regional effort. 	<h2>Your role:</h2> <p>Empowered Communities is seeking a passionate, committed and entrepreneurial Executive Manager to lead its secretariat for the Ngaanyatjarra Pitjantjatjara Yankunytjatjara lands.</p> <p>The Executive Manager is a visionary, values driven, dynamic leader who can grow and lead the regional secretariat, work strategically, closely and collaboratively with a broad range of partners and stakeholders and serve as a public representative for Empowered Communities.</p> <p>The Executive Manager will drive Empowered Communities internal and external functions including strategy, communications, community engagement, negotiation, delivery oversight and data functions with the Regional Steering Committee and Anangu Anangu-tjuta) of the NPY Lands</p>
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<h2>Your Responsibilities:</h2> <p>The Executive Manager works closely with the NPY Empowered Communities Regional Steering Committee and other key Anangu and community representatives, government and corporate partners to develop and deliver the vision of reforming how Indigenous policies and programs are designed and delivered.</p>

The Executive Manager manages and is responsible for staff and systems and provides high-level strategic thinking and facilitation of the regional and national Empowered Communities effort.

Key responsibilities include:

Leadership:

- Organisational
 - Establishing, facilitating, and executing effective and open communication with staff, the Empowered Communities Regional Steering Committee, community and other stakeholders;
 - Deliver a high performing, operational Secretariat which:
 - Manages the provision of services and is accountable for all functions including budget, finances, regional development, project and business planning
 - Manages the engagement and opt-in process for new member organisations, so the leadership group can make informed decisions on opt-in candidates
 - Supervise and lead secretariat staff;
- Manage and design first priorities initiatives, regional governance arrangements, regional development roadmap, partnership and regional accords and delivery plans;
- Overseeing daily operations and establishing and maintaining appropriate systems for measuring necessary aspects of operational management and;
- Assist the Regional Steering Committee, communities, government and other stakeholders and interested parties to understand and incorporate the Empowered Communities design, principles, priorities and approach.

Strategy:

- With key partners and stakeholders, regional and national, contribute to the development of the national agenda including policy and funding recommendations;
- Oversee the development of strategies that will drive transformative change in the region;
- Work in partnership with the Commonwealth NT, SA and WA Governments to plan and deliver a regional NPY EC strategic agenda;
- Provide direction and support to service delivery providers aligning their work to the regional agenda and;
- Facilitate positive working relationships and agreements among stakeholders, workgroups etc and/or Regional Steering Committee;

Support committee and working group meetings

- Provide support to the Regional Steering Committee and working groups to facilitate, prepare for and document meetings;
- Facilitate strategic advice to the Regional Steering Committee on policy and political issues including providing negotiation strategy advice for Regional Development Accords and;
- Strategic priorities and risk advisor to leadership group

Funding and financial management

- Identify potential funding sources and oversee budget and related acquittals.
- Provide support and guidance to partner and service delivery organisations in aligning resources to Empowered Communities agenda; and
- Provide regular and detailed reporting on the Secretariat funding, costs and performance against budget.

Stakeholder management

- Coordinating engagement, priority setting, research and other activities with partners to align strategies and actions, including conducting individual outreach and education;
- Identify and engage potential opt in organisations facilitate their participation in Empowered Communities;
- Develop a representative model for a regional voice;
- Establish and ensure ongoing negotiation mechanisms between the leadership group and government, corporate and non-government partners;
- Build the Secretariat's identity as a respected, neutral convener among stakeholders and;

- Identify and recruit additional cross-sector stakeholders to participate in the Empowered Communities work.

Communications:

- Communicate Empowered Communities objectives to Anangu, communities and potential opt ins or other partners;
- Create regular summary reports and presentations of Empowered Communities progress for Regional Steering Committee, Anangu community representatives, government and external audiences;
- Oversee the develop of communications strategies and collateral including media and social media, summary documents, brochures and FAQs.

Data collection, analysis, and reporting:

- Oversee the development and implementation of agreed data to inform the Regional Development Roadmap, a regional investment strategy and the development of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement;
- Coordinating indicator development, refinement and analysis with workgroups and Steering Committee;
- Support the development and embedding of comprehensive monitoring, evaluation and adaption structures and approaches into all the work of EC;
- Ensuring all partners are aware of targets and indicators, and integrate them into all planning and activities;
- Creating or managing creation of yearly summary reports of Empowered Communities progress for Steering Committee and external audiences.

Skills and Experience:

- Commitment to the mission, goals and key design elements of Empowered Communities;
- High level proven relevant work experience including managing teams in a complex and adaptable not for profit social enterprise, or business environment;
- Demonstrated experience in financial management and success in cultivating relationships with funding bodies, clients and/or partners;
- Demonstrated ability to undertake work with a high level of complexity or sensitivity and operate under broad direction;
- Demonstrated ability to influence and negotiate to achieve a high order of policy and development objectives;
- Demonstrated experience working effectively in an ambiguous multi-stakeholder environment;
- Existing relationships with, or ability to build relationships with, a cross-cultural and/or cross-sectoral range of stakeholders in the local or regional area, including senior Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara leaders, senior bureaucrats and senior corporate executives;
- A track record of leading, inspiring, and developing high performance teams;

Qualifications:

- Advanced degree in business, education, policy, or related field.

Remuneration:

- Base Salary: \$118,954.46 - \$135,241.80 (depending on experience)
- 10% Superannuation
- Generous leave entitlements
- Salary packaging benefits
- Retention bonus

- Highly developed oral and written communication and influencing skills to facilitate collaboration between multiple partners and stakeholders;
- Build, maintain and restore relationships in a politically sensitive context;
- Demonstrated high-level decision-making and judgement capabilities;
- High levels of motivation and self-awareness;
- Advanced strategy and planning skills, including an ability to think strategically on both organisational and systemic levels over multi-year horizons;
- Strong data acumen and ability to oversee complex shared-measurement systems;
- Strong facilitation and presentation skills before multiple types of audiences; and
- Experience with complex project management and stakeholder management.
- Experience leading organisational change or transformation projects **(desired)**.
- Experience working in remote contexts, multiple jurisdictions, working with and for Aboriginal communities **(desired)**.

Employment Conditions:

- Work in a manner consistent with NPY Women’s Council (NPYWC) Values, Code of Conduct, Rules and advocacy positions.
- Positions at NPYWC (and the NPYWC Empowered Communities Secretariat) are subject to funding.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- The incumbent will ensure that the welfare of all staff is maintained at the highest possible level through the promotion and implementation of WHS and EO policies, legislation and practices.
- 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.
- Willingness to travel to and work in remote communities on an ad-hoc basis, including out of hours and overnight absences.
- Have or be willing to obtain a satisfactory criminal history check.
- If required, have or be willing to obtain a current Ochre Card (Northern Territory Working with Children check), DCSI Working with Children Check and / or a Western Australia Working with Children Check or preparedness to obtain.
- All employees are required to meet the relevant state and territory mandatory vaccination requirements.
- Have a current Australian driver’s licence.
- Experience in operating a 4WD vehicle or a willingness to undertake training.
- Understanding and acceptance of the values, principles and responsibilities of the NPY EC Secretariat

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.

To find out more about this position, please contact Peter Riley, NPY EC Secretariat, on 08 8958 2312 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

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