

Position Description

POSITION TITLE: Chief Executive Officer
TENURE: 2 years
LOCATION: Mount Isa, Queensland
SALARY RANGE: Salary Package Range- \$130,000 - 150,000 p.a.

REPORTS TO: Chair – Board of Directors

SOUTHERN GULF NRM

Southern Gulf NRM (SG NRM) is a not-for-profit community-based company responsible for planning and implementation of sustainable Natural Resource Management (NRM) in the southern Gulf of Carpentaria region of North West Queensland.

The Southern Gulf region covers 216,000 square kilometres and comprises the catchments of the Flinders-Cloncurry, Leichardt, Gregory-Nicholson Rivers, Settlement Creek and Morning Inlet, and the Wellesley Islands.

Southern Gulf NRM develops and delivers natural resource management programs to achieve the goals of the regional natural resource management plan. Funded mainly by a range of Australian and Queensland Government programs, regional projects are delivered collaboratively with a range of stakeholders including all levels of government, industry groups, Traditional Owners, and conservation groups.

SG NRM employs 10 staff. It is governed by a Board of Directors under the provisions of the *Corporations Act 2001* and the Constitution of Southern Gulf NRM.

For more information about Southern Gulf NRM visit www.southerngulf.com.au

Core Function

The CEO is responsible for implementing the existing plans and policies, ensuring successful management of the business and working with the Board of Directors to set future strategy. Working with the Board of Directors, the CEO also is to develop the organisations partnerships and relationships to support of the SG NRM vision and core objectives.

Key Challenges for SG NRM CEO include:

- Forging a strong partnership with the Chair of the Board, and the Board of Directors for sound governance delivery.
- Building SG NRM's capability and partnerships to maximize our NRM value add to our communities.
- Positively strengthen SG NRM's reputation with Government, industry and our communities.
- Build SG NRM's financial resilience.

Duties and Responsibilities**This position is accountable for:**

- Development and maintenance of reporting on achievements and progress of the SG NRM Regional Plan's delivery and work priorities.
- Managing the planning and delivery of priorities, projects and programs in accordance and within the bounds of agreed strategic plans, contracts, budgets, milestones and standards.
- Management of staff and contractors, as employed by the SG NRM.
- Representation of SG NRM at meetings, conferences, high level forums and committees and undertake negotiations with external stakeholders on complex issues.
- Collaborative working arrangements with the Chair and Board of Directors.
- Ensuring operational plans and budgets are aligned with organisational priorities, and effectively achieve contracted and strategic objectives.
- Managing, monitoring and reviewing SG NRM budget to ensure sound financial management.
- Ensuring policies, procedures and processes meet good governance standards and all applicable best practice benchmarks are identified, applied and achieved.

This position will contribute to:

- Coordination and execution of all activities relevant to the work accountabilities of SG NRM, specifically delivery of the SG NRM Regional Plan and agreed work program.
- Provide expert advice to the Chair and Board of Directors, to inform and influence effective decision making on SG NRM's work.
- Draw on your experience and understanding of the Natural Resource Management operating environment to manage delivery of the SG NRM Regional Plan and agreed work program.
- Ensuring collaborative planning and management to delivery SG NRM's activities with our communities.
- Creating strong relationships with members, funding bodies and stakeholders, promoting and raising the profile of SG NRM
- Providing timely advice, analysis and responses of NRM policy issues and opportunities for the SG NRM board and membership and regional NRM stakeholders.
- Identifying areas of risk and/or priority and providing high level advice on strategic responses to emerging issues, trends and opportunities impacting on SG NRM's performance and corporate obligations.

SELECTION CRITERIA

Short listing for the interview or other selection methods will be determined by how well applicants demonstrate and satisfy these selection criteria. Applicants should attach a cover letter to their Curriculum Vitae addressing each of the selection criteria. Failure to address the selection criteria may mean your application will not be considered.

SC1 – Supports strategic direction

- Extensive experience in management of broad-based service-delivery programs with multiple stakeholders and funding sources.
- Proven ability to identify strategic opportunities and spearhead collaborative responses which build reputation and impact.

SC2 – Achieves results

- Demonstrated ability to provide team leadership and operational planning and management to achieve targeted outcomes and office management on time and within budget.
- Management and workplace communication skills, with demonstrated capacity to monitor and manage performance and compliance with policies.

SC3 – Supports productive working relationships

- Highly developed interpersonal skills with the ability to effectively build and maintain relationships with community, industry and government stakeholders, and develop sound business relationships.

SC4 – Displays personal drive and integrity

- High level corporate governance knowledge and experience, with a track record of having led and met these requirements previously.

SC5 – Communicates with influence

- Demonstrated experience in fostering innovation and a culture of stakeholder engagement to ensure delivery of products and services as per expectations.
- Excellent written communication skills with experience in developing high quality reports, business cases and other materials, creating a difference.

ADDITIONAL FACTORS

This position requires a motivated individual, with demonstrated experience in leading change with positive outcomes.

Tertiary qualifications in a relevant discipline (Agricultural science, Environmental science, Environmental management, Natural Resource management) along with business related qualifications will be highly regarded.

Your response to the selection criteria should consider:

- knowledge of contemporary NRM issues relevant to the SG NRM region.
- Specific challenges unique to the Southern Gulf physical operating environment.

GENERAL CONDITIONS OF EMPLOYMENT

2-year contract which includes probation arrangements up to six months or as negotiated.

This is a full-time position (38hrs a week). SG NRM offers its employees opportunities for flexible working arrangements.

Travel

Frequent travel, both intra and interstate is a requirement of this position and may require planned time away from home.

The position will be required to travel throughout the region including significant distances on unsealed roads in remote areas. A four-wheel drive vehicle will be provided for this travel and experience in four-wheel driving would be an advantage.

Rent assistance

Rent assistance of \$5,200 per annum (pro-rata) is available as a part of the gross Salary Package.

Relocation Assistance

Relocation assistance is paid to an agreed amount.

Leave

Five (5) weeks annual leave with 17.5% loading is available. Up to 10 days study leave and negotiated financial assistance for approved relevant study pro-rata. Other leave provisions are detailed in SG NRM *Employee Policy Manual*.

Superannuation

Payment of an amount equivalent to 9.5% of the employee's salary to the fund of the employee's choice.

Vehicle

A vehicle will be provided for work and private usage.

Location

The position will be located in the SG NRM office at Mount Isa, Queensland.

Private Practice/Conflict of Interest

The successful applicant will not be permitted to engage in any trade, profession or business, which would be in conflict with the duties of his/her office. Potential employees must declare conflicts of interest prior to commencement and if any arises during the course of employment.

Smoking

SG NRM provides a smoke free work environment.

Driver's License

A current Provisional or Open (manual) Driver's license is essential to this position and must be produced prior to commencement, for verification.

Occupational Health and Safety

SG NRM is committed to Workplace Health and Safety and strictly enforces its policy to ensure protection of staff, equipment and third parties. This policy is strictly enforced and must be adhered to by all employees. It will be a requirement of employment that the employee be conversant with and adhere to the Workplace Health and Safety Policy.

Equal Opportunity

SG NRM is an equal opportunity employer.

Indigenous Cultural Awareness

Southern Gulf NRM staff are required to demonstrate Indigenous cultural awareness. If evidence of this cannot be provided at the time of appointment, staff must undertake appropriate training within six months of appointment.

International Applicants

International applications will not be considered unless evidence is provided of possession of the appropriate visa entitling the applicant to work in Australia. Southern Gulf NRM will not sponsor a visa for international applicants.

To apply for the position it is recommended that you submit:

1. Curriculum Vitae, no longer than 4 pages.
2. A covering letter – no longer than 3 pages addressing each of the selection criteria.

SG NRM

PO Box 2211

Mount Isa Qld 4825