

Position Description

POSITION TITLE:	Director
ORGANISATION:	Kaiela Institute
RESPONSIBLE TO:	Executive Chairperson
LOCATION:	Shepparton

Position outline

The position is responsible for leading the organisation's policy and program initiatives aimed at driving community reform, and building greater empowerment and prosperity for First Nations communities.

The role will drive the implementation of the organisation's core Empowered Communities project in the Goulburn-Murray region, the purpose of which is to facilitate First Nations people taking greater responsibility by developing and leading their own plans for change.

The position will execute this broad and ambitious reform agenda through a collective impact model which draws on the principle of Aboriginal led decision-making and community development. This involves collaborating across all levels of government, corporate and non-government partners to develop innovative strategies and plans, and implement agreed projects.

Duties and responsibilities

This position is responsible for the following:

- Lead the coordination, planning, implementation, monitoring and evaluation of the organisation's strategic plan and operations, including new and evolving policy and program initiatives.
- Support the Executive Chairperson to manage the organisation's regional development agenda, building a partnership with key partners and government.
- Engage and collaborate with organisations, and community members and leaders to implement the Empowered Communities project, including governance activities.
- Monitor and evaluate the Empowered Communities project and report on progress against key indicators using a community-led data management approach.
- Manage key strategic relationships within and across First Nation communities, government, universities, corporates, NGOs, and regional and local businesses.
- Lead, manage, and mentor a small diverse team of staff, contractors, secondees and volunteers, including performance management activities.
- Prepare and manage annual budgets, including meeting the financial requirements of funding agreements and key deliverables.

- Research, establish and develop new potential sources of funding for the organisation.
- Manage contractual and ad hoc reporting obligations, and report to the executive board and subcommittees.
- Establish and maintain ongoing communication and negotiation mechanisms between the executive board, and government, corporate and non-government partners.

Key skills and personal attributes required

Ability to:

- Establish, build, and maintain strong working relationships with key internal and external stakeholders with diverse backgrounds.
- Engage and work collaboratively with others to achieve common goals.
- Think strategically and align operational activity accordingly.
- Engage and incorporate cultural frameworks and practices into daily operations.
- Understand complex policy concepts and divergent viewpoints, distil key messages, and broker agreement.
- Manage, mentor and guide staff, including performance management activities.
- Communicate clearly and with influence, including negotiating with stakeholders.
- Work in and adapt to a changing environment.
- Make decisions based on professional judgement, risk evaluation and in the context of the environment.

Knowledge required

Knowledge and understanding of:

- Issues facing First Nations people in the Goulburn-Murray region.
- Cultural frameworks and practices, including culture, language, protocols and traditions.
- Federal and State Governments, and local/regional business and economic networks and structures.
- Technical co-design, project planning, and project management concepts and models.

Qualifications or Experience required

Essential

- Relevant tertiary qualifications or professional experience, for example Law, Commerce, Economics or Political Science.

- Experience working in First Nation communities, including with senior leaders, on social or economic reform initiatives.
- Experience in driving stakeholder and community engagement on complex issues.
- Experience in leading complex policy analysis and research projects (preferably in Indigenous affairs), including program evaluation and monitoring.
- Experience in leading and coaching a team in a complex environment.

Highly Desirable

- Experience working in First Nation communities, including with senior leaders, on social or economic reform initiatives.
- Executive experience in a community-based policy organisation.
- Experience in data analysis and/or financial analysis.
- Experience in providing strategic media advice.

Working conditions

- A full and current driver's license valid for driving in Victoria is essential.

Position description created and endorsed: 15/06/21