



## **POSITION DESCRIPTION: DEPUTY DIRECTOR**

**RESPONSIBLE TO: EXECUTIVE DIRECTOR OF KAIELA INSTITUTE**

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### **CONTEXT**

The Kaiela Institute supports collaboration between Aboriginal and non-Aboriginal leaders to envision, design and implement an inclusive future for all people in the Goulburn Murray region.

The Institute has been established to provide a place and a process to encourage and support our leaders and institutions to collaborate and take a more strategic approach to building the future of our community. It gives us the chance to move from the necessities of crisis intervention to the potential of a real design of future.

The core project of the Kaiela Institute is the implementation of the Empowered Communities project in the Goulburn-Murray region. The purpose of Empowered Communities is to facilitate Indigenous people taking greater responsibility, by developing and leading their own plans for change. We have just started the second three-year funding round of the Commonwealth Government.

In the Goulburn-Murray, the regional governance structure for leadership as part of Empowered Communities is called the *Algabonyah*, and the Kaiela Institute is the nominated secretariat for the *Algabonyah*, responsible for driving the reform and building a collaborative approach to Aboriginal and regional prosperity.

The Institute also manages other related programs, which contribute to the success of the core project and are funded by the Victorian Government and other sources.

### **POSITION SUMMARY**

The primary responsibilities of the Deputy Director will be to work closely with the Executive Director and to manage a small team to develop innovative strategies and plans, and to implement agreed projects around the central focus of driving reforms to achieve greater empowerment and prosperity.

Success will require the ability to manage people and projects to successful completion, lead policy and program analysis and research, demonstrate excellent interpersonal skills, utilise experience in community engagement, and outstanding abilities in translating complex models and concepts to a grassroots level. A strong grasp of the Federal and State/Territory government way of working will also be essential, as will be the ability to develop strong relationships with members of the Empowered Communities Leadership Group.

Fundamentally, this role is about executing a broad and ambitious community reform agenda through a collective impact model. This position requires an approach, which draws on the principle of community development, and has a deep understanding of Aboriginal-led decision-making.

## **STATEMENT OF RESPONSIBILITIES**

### ***General Responsibilities***

The key responsibilities of this position are to:

- ❖ Manage, mentor and support a small team of passionate Indigenous and non-Indigenous people who have a broad variety of skills working together to achieve community aspirations
- ❖ Support the Executive Director to manage key strategic relationships: within and across Indigenous community, Commonwealth, State and Local governments, universities, corporates, NGOs, regional and local businesses
- ❖ Work with the Empowered Communities Regional Coordinator to engage community leaders, organisations, and members of the community in the region in the implementation and reporting on the Empowered Communities project in the Goulburn Murray, including the development of a governance model.
- ❖ Establish and ensure ongoing communication and negotiation mechanisms between the Algabonyah and government, corporate and non-government partners
- ❖ Oversee the creation and implementation of a comprehensive regional prosperity plan, in collaboration subject matter experts and ensure buy-in from regional communities and partners.
- ❖ Manage a community-led data management approach to monitor and evaluate the Empowered Communities project as well as report on progress of the Aboriginal community against key indicators.
- ❖ Manage the regional economic development agenda of the Algabonyah, building a partnership with key employers, the Algabonyah partners and government
- ❖ Lead the design and development of the Kaiela Institute's new and evolving policy and program initiatives

### ***Organisational leadership responsibilities***

This key role will be responsible for the following organisational leadership duties by working with the team to:

- ❖ Lead (in consultation with the Executive Director) the planning, implementation, monitoring and evaluation of Kaiela Institute's strategic plan.
- ❖ Provide effective leadership, mentoring, support and supervision to the permanent and casual staff, contractors, secondees and volunteers
- ❖ Prepare and manage annual budgets
- ❖ Meet the requirements of funding agreements in relation to key deliverables and financial management
- ❖ Ensure that staff work within policy guidelines at all times
- ❖ Lead (in consultation with the Executive Director) the staff recruitment process
- ❖ Provide written bi-monthly reports to the Executive Director on the progress of the team and all other matters of concern to the Board, analysed in relation to internally and externally determined performance measures

- ❖ Research and develop new potential sources of funding for the organisation as needed.
- ❖ Collaborate on major events (Dungala Kaiela Oration, Roundtables) with key partners
- ❖ Resource and attend Board, Algabonyah, and subcommittee meetings as required by the Executive Chair
- ❖ Undertake other duties as required

### ***Variations to the Statement of Duties***

The details of this statement of duties may be varied from time to time by the Executive Chair to meet organisational requirements. Any variation shall be done in consultation with the position incumbent.

### **SELECTION CRITERIA**

Applicants for the position of Deputy Director should be able to meet all of the following criteria. You should address all of the essential and desirable criteria in your written application. You will be asked to expand on your understanding, skills and experience in each area if you are selected to attend an interview. The desirable criteria will be taken into account in the final selection of interviewed applicants.

#### ***Essential selection criteria***

- ❖ Experience leading complex policy analysis and research projects, preferably in Indigenous Affairs
- ❖ Proven experience in leading and coaching a team in a complex environment
- ❖ Demonstrated ability to influence and negotiate to achieve a high order of policy and development objectives.
- ❖ Experience working with and in Indigenous communities and with senior Indigenous leaders on social or economic reform initiatives
- ❖ Extensive experience driving stakeholder and community engagement on complex issues
- ❖ Ability to quickly acquire understanding of complex policy concepts and distil key messages from complex concepts
- ❖ A strong grasp of the Federal and State/Territory government way of working
- ❖ Ability to understand multiple and divergent viewpoints and broker agreement
- ❖ Ability to communicate clearly, influence and motivate staff
- ❖ Ability to engage Indigenous cultural frameworks and practices into daily operations to ensure Kaiela Institute continues to follow celebrate and practice culture, language, protocols and traditions.

#### ***Desirable selection criteria***

- ❖ An appropriate tertiary and/or post graduate qualification with relevant experience, e.g. Law, Commerce, Economics or Political Science
- ❖ Demonstrated experience and knowledge of issues facing local Yorta Yorta people and the Goulburn-Murray region
- ❖ Executive experience in a community-based policy organisation

- ❖ Experience in data analysis and financial analysis, e.g. cost-benefit analysis
- ❖ Experience in program evaluation and monitoring
- ❖ Experience providing strategic media advice
- ❖ Possession of a current Victorian Driver's License.

### **CONDITIONS OF EMPLOYMENT**

1. The position is available 38 hours per week.
2. Pre-employment checks including proof of identity, qualification, driver's licence and two referees are required. The successful applicant will be required to undergo a criminal records check.
3. The position is subject to the satisfactory completion of a three month probationary period
4. Evening and weekend work may be required.

### **APPLICATION PROCESS**

We have engaged a search consultant, Terri Ward, of Towardco, to assist with this process.

Please submit your Resume, a short cover letter outlining why you are interested in the role and your response to all of the selection criteria to: [admin@towardco.com](mailto:admin@towardco.com)

Please quote KIDD20 in the subject line of your email.

**APPLICATIONS CLOSE: 11pm, 30 March 2020**