



# YAMATJI SOUTHERN REGIONAL CORPORATION LTD

PO Box 552  
GERALDTON WA 6531

ABN 93 638 346 684

## POSITION DESCRIPTION

<b>Position Title:</b>	General Manager
<b>Reports to:</b>	Chief Executive Officer
<b>Direct Reports:</b>	TBC
<b>Location:</b>	Geraldton
<b>Basis of Employment:</b>	Full-Time, 3 year contract
<b>Salary:</b>	Negotiable

### ABOUT THE YAMATJI SOUTHERN REGIONAL CORPORATION

The Yamatji Southern Regional Corporation Ltd (YSRC) was established in January 2020, as part of the historic Yamatji Nation Indigenous Land Use Agreement (ILUA) with the State of Western Australia. The YSRC is the parent entity of the Yamatji Nation governance structure which includes the Prescribed Body Corporate, Bundi Yamatji Aboriginal Corporation (BYAC), Yamatji Enterprises Limited and the Joint Trustee established under the ILUA.

YSRC has established a Strategic Plan and vision, based on utilising the benefits of the ILUA. The YSRC is a growing team, working out of the Geraldton Headquarters with responsibility to implement the Strategic Plan and undertake day-to-day management of activities associated with its objectives.

YSRC promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice, and opportunity for Yamatji people. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

### POSITION PURPOSE

The General Manager is a senior management role with oversight of day-to-day operations of YSRC's administrative and corporate staff in accordance with YSRC's ILUA obligations, Strategic Plan, Operational Plan, and Group Charter. The General Manager will also provide support to the YSRC related entities with administrative, corporate and governance performance reporting.

This position creates a valuable opportunity to plan, direct and coordinate the operations of an organisation and establish operational policies and processes for organisational management during an important stage of ILUA implementation. The General Manager will assist the CEO to build and coordinate the YSRC team and its culture. The General Manager, with the collaboration of the executive team, is responsible for operationalising strategy, developing business plans and executing certain projects in support of the Yamatji economic arm and Yamatji Nation Trust. The position will also engage with a range of stakeholders and responds to the regulated environment in which YSRC operates.

## **Key Responsibilities**

- Manage the day-to-day operations of the Corporation and its subsidiaries in accordance with the agreed Strategy and annual Operational Plan.
- Provide visible leadership across the organisation to support the CEO and the executive team and the Board.
- Build and develop people capability across the organisation and nurture a positive work culture including membership support culture.
- Build the organisational structure and mobilizing staff, creating systems, developing budgets, managing resources, monitoring financial outcomes and providing scorecard and compliance metrics.
- Be a key driver of operational and business planning.
- Develop budgets to support efforts to ensure the long-term financial sustainability of the Corporation and its subsidiaries; and manage within agreed budgets.
- Assist the CEO and leadership team develop standards, policies and procedures that are well understood and adhered to in the organisation.
- Implement and review the agreed policies and procedures in regard to resources (HR, accommodation and vehicles, finance and risk, governance, IT, records) of the Corporation and its subsidiaries.
- Develop and maintain strong relationships with key stakeholders, as directed by the CEO, which will include Members, local communities, government, regulators, NGOs and industry.
- Support the governance of YSRC by ensuring the CEO and leadership team is kept fully informed of performance and outcomes of operations and business of the Corporation and compliance, measured to agreed expectations.
- Ensure that activities are compliant within statutory responsibilities and administration of the Corporation and its group of entities under the *Corporations Act 2001*, the Australian Charities and Not-for-profits Commission (ACNC) and the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) for the relevant entities concerned.
- Other duties as determined by the CEO.

## **SELECTION CRITERIA**

### **Demonstrated ability to:**

- Develop and deliver short and long-term strategic/operational plans and budgets that clearly articulate the strategic direction of the Corporation to all stakeholders.
- Work respectfully and effectively with Indigenous people and undertake values-based stakeholder engagement.
- Identify, develop and build business opportunities.
- Establish organisational structures, frameworks, policies and procedures that support the strategic direction of the Corporation.
- Represent and advocate for the Corporation in a manner that portrays a positive profile in order to gain funding and support from Government, commerce and NGOs.
- Clearly identify funding streams that are relevant and conform to the strategic direction of the Corporation.
- Report on performance, including monitoring and management of agreements.
- Develop timely communications, an annual report, newsletters and other medium that highlight the focus and goals of the Corporation.
- Understand and manage complex agreements, including the ability to manage required legal requirements and obligations.

**Knowledge, skills and experience:**

- Strong leadership skills, based on underlying knowledge, communication both internal and external and adherence to the Corporation vision, including supervising multi-disciplinary team.
- Strong conflict management skills, recognising the high degree of conflict of interest that may arise in a community-based organisation.
- Strong financial, legal or commercial acumen with a good working knowledge of a member-based organisations and the capacity to manage competing demands.
- Able to deliver operational outcomes through effective delegation following the recruitment, retention and development of skilled employees.
- Oversee the engagement and management of service providers and consultants.
- Strong financial management with an ability to gain an unqualified audit based on the adherence to developed budgets, policies and procedures.
- Knowledge of Aboriginal culture, Native Title, the issues facing Aboriginal communities.
- Manage projects through their project lifecycle from initial contact, enquiries and tenders/sales, through to project delivery.
- Demonstrated experience as a CEO or General Manager at an operational level for an organisation of similar size and nature.
- Have some organisation start up experience for an organization of similar size and nature.
- Relevant tertiary qualifications in business management, finance, legal, or executive management disciplines.
- Exhibit high levels of integrity and meet the due diligence standards set by the Corporation (National Police Clearance, current drivers' licence, no disqualifications as a director, no bankruptcies).
- Demonstration of a positive commitment to equal opportunity, occupational health & safety principles and ethical practice.

**Desirable:**

- Aboriginal and/or Torres Strait Islander applicants are encouraged to apply.
- Negotiates and works in partnerships and joint ventures.
- Understands statutory compliance regimes and accountability reporting.
- Understands governance and has worked with boards and committees.
- Understands complex agreements and ability to provide in-house legal counsel to these.