



Chief Executive Officer (CEO)

Position Description

AWARD CLASSIFICATION:	Award Free, Common-Law Contract
SALARY BAND:	\$220,000 - \$240,000
EMPLOYMENT STATUS:	Full Time
DEPARTMENT:	Corporate
REPORTS TO:	Board of Directors
SUPERVISES:	Executive Assistant to the CEO and Board of Directors Senior Management Team Specific Program Managers
LOCATION:	Berrimah
OUR VISION:	Changing lives –one story at a time.
OUR VALUES:	Commitment, Integrity, Collaboration, Courage, and Respect

Position Overview and Requirements:

The Chief Executive Officer (CEO) is responsible for the overall leadership, strategic direction, and management of the organisation. Serving as the primary link between the board of directors, the executive team, and business operations, the CEO is accountable for executing the strategy set by the board and ensuring the organisation's structure, processes, and resources support its strategic goals and cultural values.

The CEO oversees the organisation's operational programmes, governance, and financial health, ensuring these areas are managed to the highest professional standards. By promoting collaboration, innovation, and efficiency, the CEO drives the organisation's long-term sustainability and achievement of both short- and long-term objectives. Additionally, the CEO champions the organisation's core values, ensuring they are integrated into the organisation's daily operations and decision-making processes. The CEO is also responsible for overseeing the necessary infrastructure and support systems to maintain ethical standards, financial stability, and continued organisational success.



Key Responsibilities

Governance

- Drive good governance and decision-making by providing leadership, insight, and timely advice to the Board and management team.
- Ensure compliance with all regulatory requirements, internal policies, and industry standards, while maintaining transparency and accountability in all organisational operations.
- **Measurable Outcome:** Demonstrate consistent adherence to regulatory and policy requirements. Report any governance-related issues promptly to the Board, and ensure that all governance-related tasks are completed on time, with no major compliance breaches.

Leadership

- Lead, inspire, and develop a professional, high-performing management team and staff to build a dynamic, client-focused organisation.
- Cultivate a workplace culture that reflects Ironbark's mission and values, promoting a positive and inclusive environment where staff are empowered to deliver high-quality services.
- Ensure that Ironbark is recognised as a leading community-based organisation for its client service, program delivery, and social impact.
- **Measurable Outcome:** Achieve positive staff engagement results and successfully execute leadership development initiatives.

Stakeholder Relationships

- Develop and maintain strong, collaborative relationships with key stakeholders, including community groups, Indigenous organisations, peak bodies, businesses, not-for-profit organisations, government departments, and other strategic partners.
- Ensure these relationships are built on trust, integrity, and shared values, with clear benefits aligned to Ironbark's objectives.
- **Measurable Outcome:** Ensure tracking of stakeholder engagement through regular feedback and surveys, aiming for improved collaboration. Establish and maintain new partnerships that align with organisational objectives, measuring relationship success through joint initiatives or secured funding opportunities.



Strategic Planning

- Lead the development, implementation, and ongoing review of Ironbark's strategic plan, ensuring alignment with the Board's direction and organisational priorities.
- Encourage an inclusive and participatory strategic planning process, engaging staff and stakeholders to create a shared vision for the future.
- Provide timely and comprehensive reports to the Board on progress against strategic objectives and performance indicators.
- **Measurable Outcome:** Ensure that the strategic plan is updated at regular intervals and that all significant milestones or objectives are achieved within agreed timeframes. Track performance against strategic goals, with adjustments made as necessary to address any areas of concern.

Financial Accountability

- Ensure the long-term financial sustainability of the organisation by overseeing sound financial management practices, including the efficient allocation of resources.
- Provide regular financial reports to the Board, ensuring transparency and highlighting any variances against budget and performance targets.
- Lead the development of financial strategies and oversee the management of grants, donations, and other revenue streams to support the organisation's financial health.
- **Measurable Outcome:** Achieve a balanced budget and align actual financial performance within an agreed margin of variance from the forecasted budget. Oversee the securing of new funding sources and revenue streams, ensuring financial diversification.

Resource Management

- Ensure development and implementation of a planning and delivery framework that integrates asset planning, service delivery, and budget development to optimise organisational performance.
- Regularly review the organisational structure, roles, and capabilities to ensure the workforce remains flexible, skilled, and responsive to evolving needs.
- Ensure that resources are used efficiently and effectively to meet organisational goals, improve service delivery, and maximise impact.
- **Measurable Outcome:** Review and adapt organisational structures or roles in response to changing needs. Maintain operational flexibility by ensuring that resource allocation remains



aligned with organisational goals, and evaluate efficiency improvements in resource management annually.

Business Development

- Collaborate with Senior Management Team to identify and develop new business opportunities that support economic growth and enhance employment prospects.
- Promote Ironbark's range of services and programs, seeking new opportunities for funding, collaboration, and expansion.
- **Measurable Outcome:** Ensure the identification of new business or funding opportunities, aiming to secure key contracts or partnerships that meet revenue goals. Regularly assess the success of business development efforts through metrics such as successful funding proposals, increased service uptake, or business expansion.

Marketing and Public Relations

- Oversee the development of a comprehensive, costed marketing and public relations plan to raise Ironbark's profile, build brand awareness, and attract new clients, partners, and supporters.
- Ensure that Ironbark's message is consistently communicated through media, social platforms, and other public channels, enhancing its public image and visibility.
- Facilitate the creation of a strong, consistent brand identity that reflects Ironbark's mission, values, and services.
- Ensure that internal and external communication strategies are clear, effective, and aligned with organisational goals.
- **Measurable Outcome:** Ensure tracking of the reach and impact of marketing initiatives, aiming for increased visibility within target communities. Enhance media presence and public relations efforts, with measurable outcomes such as press coverage, social media engagement, or attendance at key public events.

Risk Management and Compliance

- Regularly review the organisational risk management strategy to identify, assess, and mitigate risks across all operational areas.
- Ensure the effective management of organisational knowledge, including information related to proposals, submissions, tenders, and corporate documentation.
- **Measurable Outcome:** Ensure regular risk assessments are conducted and risk management plans updated as necessary, ensuring key risks are mitigated. Ensure the tracking and



resolution of any compliance-related issues in a timely manner, reducing potential operational or legal risks.

Commercial Operations

- Lead the optimisation and strategic direction of commercial operations to drive revenue growth and operational excellence.
- Ensure alignment of commercial strategies with the organisation's overall goals, financial sustainability, and client satisfaction.
- Ensure the development of pricing strategies, contracts, and service agreements to enhance profitability and business performance.
- **Measurable Outcome:** Oversee the achievement of sustained growth in commercial revenue, maintain strong profitability margins, and deliver key operational KPIs aligned with strategic objectives.

Other Duties

- Represent Ironbark in public forums, conferences, and industry events to raise the organisation's profile and advocate for its mission.
- Work with the management team to establish and maintain policy guidelines that align with best practices and legal requirements.
- Promote a culture of continuous professional development through participation in industry conferences, workshops, and training opportunities.
- Provide timely and accurate reports to the Board on all operational, financial, and strategic aspects of the organisation.
- Chair regular leadership team meetings, overseeing the Senior Management Team and ensuring alignment with organisational priorities.
- Engage external consultants or partners as needed to support specific project work or initiatives that require specialised expertise.
- Identify and assess potential partnerships and alliances, evaluating the benefits of collaboration in terms of operational effectiveness, service delivery, and community impact.
- **Measurable Outcome:** Attend relevant public forums or industry events to represent the organisation and strengthen its public profile. Continuously assess and identify opportunities for new partnerships or external collaborations that support organisational growth and impact.



Selection Criteria Essential

- 7+ years senior management experience in business, employment services, vocational training sectors.
- 5+ years working with Indigenous Australians in community development, vocational training, or employment services.
- Commercial business management experience, including overseeing budgets, financial planning, and operational efficiency to drive business growth and profitability.
- Experience managing performance-based government contracts, ensuring compliance and outcomes.
- Expertise in developing, implementing, and reviewing strategic and operational objectives aligned with organisational goals.
- HR management experience, including recruitment, performance management, professional development, industrial relations, and WH&S.
- Demonstrated experience leading organisational change, fostering adaptability and growth.
- Outstanding communication, negotiation, and advocacy skills, with a demonstrated ability to build rapport quickly and resolve conflicts effectively.
- Proven conflict resolution skills with a strong client focus in sensitive, politically charged environments.
- Exceptional organisational and time management skills, the ability to meet non-negotiable deadlines.
- Advanced proficiency in Microsoft Office Suite and other essential digital tools.

Highly desirable

- Degree or graduate degree in the discipline of either Business, Management or Community Services and/or relevant experience
- Demonstrated experience in developing, coordinating and implementing plans, policies and procedures in support of organisational strategic objectives.
- Experience in multi-disciplinary organisations
- Ability to think creatively and develop and implement innovative solutions within a business context
- Current knowledge or ability to gain knowledge of local labour market conditions/ opportunities
- Knowledge of issues impacting on Aboriginal and Torres Strait Islanders organisations, particularly in rural/ remote locations
- Previous experience working in non-profit or not-for profit organisations



Employee Acknowledgement & Agreement

I acknowledge and agree that I have read, understood and accept the above position description of **Chief Executive Officer** as part of the terms and conditions of my employment with Ironbark Aboriginal Corporation.

I further understand that the position description is designed to provide a general understanding of the role and may encompass additional responsibilities within my experience in order to meet the organisations objectives.

I will maintain a Working with Children Card, a current NT Driver's Licence, and a Police Clearance to ensure compliance with industry standards and legal requirements. These credentials will enable me to work effectively in roles involving direct interaction with vulnerable groups, including children and community members, while also supporting travel for work-related responsibilities. My commitment to maintaining these essential checks reflects my dedication to safety, integrity, and professionalism.

Printed Name

Signature

Date

Board of Directors Representative

Signature

Date

Document Control			
Document Creator	Corporate Services	Date	November 2024
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Changes	Rewrite of Position Description	Approved by	Board of Directors