



27 April 2018

Dear Applicant

**Application Kit – Chief Executive Officer**

Thank you for your interest in applying for the Chief Executive Officer position with Cape York Natural Resource Management. This is a full-time fixed term position based at our Atherton Office.

Our standard employment conditions include:

- 9.5% Superannuation.
- Flexible working conditions.
- 4 weeks annual leave (pro rata) with 17.5% leave loading.

Other CEO salary package benefits will be negotiated on appointment. The fixed term of the agreement will be negotiated with the successful applicant.

The application process requires the submission of the following:

1. Cover letter
2. Resume (maximum 5 pages)
3. A separate document addressing the selection criteria (maximum two pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

Applications must be emailed to [kelly.okane@corporatenature.org.au](mailto:kelly.okane@corporatenature.org.au).

The closing date for applications is **Monday 14 May 2018** and your application must be submitted by 4:00 PM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Kelly O’Kane on 0428 278 265. It is anticipated that interviews will be conducted during the week beginning **21 May 2018**.

For further information on this position, please email enquiries to Emma Jackson ([emma.nevillejackson@gmail.com](mailto:emma.nevillejackson@gmail.com)).

All applications will be treated with the utmost confidentiality.

Kind Regards

A handwritten signature in black ink, appearing to read "Emma Jackson", with a long horizontal flourish extending to the right.

Emma Jackson  
Cape York NRM - Chairperson



## POSITION DESCRIPTION

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<b>Position:</b>	<b>Chief Executive Officer</b>
<b>Reports to:</b>	Cape York NRM Board via the Chairperson
<b>Location:</b>	This is geographically specific and must be fulfilled from the Cape York NRM Atherton office location.
<b>Employment terms:</b>	Fixed Term (negotiable) Full-time (75 hours per fortnight)
<b>Salary Range:</b>	\$134,283 - \$145,351 per annum
<b>Other Benefits:</b>	To be negotiated.
<b>Contact officer:</b>	Emma Jackson   emma.nevillejackson@gmail.com

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### Position Context and Capability Statement

Cape York Natural Resource Management Ltd (Cape York NRM) is a member owned Limited Liability Company. The not for profit objectives for which Cape York NRM is established are to carry out the role of a regional Natural Resource Management body for the Cape York Region by:

- Working with the people of the Cape York Region to develop and deliver natural resource management activities for the purpose of protecting, enhancing or improving the natural environment or a significant aspect of the natural environment of the Cape York Region.
- Building the capacity of people and organisations within the Cape York Region to care for the natural environment and to practice sustainable use of natural resources.
- Promoting the recognition and protection of the unique cultural heritage of Cape York including its sites, structures and objects of cultural significance as well as the intellectual property inherent in the traditional knowledge and practices of its Indigenous people.
- To support and facilitate the ecological sustainability and viability of industry to improve quality of life for the community.

### Organisational Structure

The organisational structure of Cape York NRM includes:

- A board of directors representative of the region's indigenous, conservation, community, tourism, small business, mining, and primary industries sectors.
- A leadership team who oversee the company's operations and staff.
- Specialist GIS, MERI Communications, Engagement and IT staff who provide guidance and advice and deal with complex specific tasks within their area of expertise.
- Project delivery staff.

Cape York NRM has office locations in Cooktown, Atherton and Cairns, and has contracted its corporate services functions to Corporate Nature. Corporate Nature provides corporate support, administration, finance, human resources and Board support.

The CEO will deliver their role in accordance with the company’s Corporate and Annual Business Plans and its contracted obligations, and will provide support and advice to the Board in relation to business and project delivery functions.

### How the role works

Position	Chief Executive Officer
Broad Description	<p>The CEO is responsible for the attainment of the Company’s mission and business growth, viability and service level objectives through leadership that inspires staff to efficiently and effectively execute the company’s corporate and business plans in accordance with the values that guide the company’s work.</p> <p>The specific responsibilities that make up the role of the CEO are expanded upon in the Key Accountabilities section below.</p>
How the role works	The Chief Executive Officer works with the Board of Directors providing leadership and support to staff within Cape York NRM and delivery partners.
Key Relationships	This position is responsible for building and maintaining high level relationships with all staff, the Board, delivery partners and suppliers (including the General Manager and staff of Corporate Nature), funding bodies, other Regional NRM bodies and stakeholders.
Expected outcomes	The position is expected to lead the delivery of cost effective operational outcomes, within the framework of the company’s Corporate and Annual Business Plans, policies and strategies and its legal and contractual obligations.

The CEO is responsible for the attainment of the Company’s mission and business growth, viability and service level objectives through leadership that inspires people to efficiently and effectively execute strategic, tactical and action plans in accordance with the values that guide our work.

### POSITION PURPOSE

The CEO is responsible for working with the Board, and providing leadership and support to staff and delivery partners to maintain:

- Good working relationships.
- On time and on budget delivery against the company’s contracted obligations.
- Contributes to the Company’s strategic and business planning processes and ensures that strategies and business plans are consistent with the organisation’s strategic objectives.

## KEY ACCOUNTABILITIES

Key Result Area	Accountability Statements	Key Performance Indicators
<b>1 Relationship with the Board and Chairperson</b>	<p>1.1 Establish a close, effective relationship with the Board and Chairperson. The Chairperson or Vice Chairperson shall be the primary point of contact.</p> <p>1.2 Provide the Chairperson with timely, accurate and relevant information for dissemination to the Board to enable informed consideration of the organisation's performance and prospects.</p> <p>1.3 Perform any functions and exercise any powers delegated by the Board to the CEO.</p> <p>1.4 Refer transactions outside delegated authority to the Board for approval.</p> <p>1.5 Advise the Board promptly of any adverse developments in relation to the Company and/or its legal and operating environments.</p>	<p>The CEO has a close and effective relationship with the Chairperson and Board of Directors.</p> <p>The CEO has provided the Chairperson and Board of Directors with timely, accurate and relevant information and advice in relation to the company's operational and legal environments.</p> <p>The CEO has operated within the scope of his or her position description, and the powers and authorities delegated by the Board of Directors.</p>
<b>2 Leadership</b>	<p>2.1 Implement decisions of the Board.</p> <p>2.2 Promote and advocate organisational and stakeholder changes related to company mission.</p> <p>2.3 Engage and energise the workforce to achieve optimum and sustainable performance.</p> <p>2.4 Encourage innovation and compliance.</p> <p>2.5 Imbue a positive culture that is aligned with the Board approved corporate strategy, mission, values, objectives, policies and procedures; and fosters open communication and develops individuals' capabilities.</p>	<p>The CEO has created and supported an organisational culture that is:</p> <ul style="list-style-type: none"> <li>• Aligned with the Board approved corporate strategy, mission, values, objectives, policies and procedures.</li> <li>• Innovative</li> <li>• Performance oriented.</li> <li>• Foster positive and effective employee engagement.</li> <li>• Proactive in pursuing employee satisfaction.</li> <li>• Understand their contributions towards the company's strategic direction</li> </ul>
<b>3 Knowledge Sharing Engagement and Communications</b>	<p>3.1 Act as the interface between the Board and staff.</p> <p>3.2 Ensure Board and staff have accurate, relevant, valid and timely information.</p> <p>3.3 Interface between the organisation and the market place and community.</p>	<p>The CEO has provided staff with accurate, relevant, valid and timely Board and Governance related information.</p> <p>The CEO has been a positive and influential interface between the organisation and the Cape York Community.</p>

Key Result Area	Accountability Statements	Key Performance Indicators
	<p>3.4 Ensure the organisation and its mission, programmes, products and services are consistently presented in a strong, positive image to all stakeholders.</p> <p>3.5 Ensure the corporate brand and reputation of the organisation are continuously enhanced.</p>	<p>The CEO has used the Community Engagement, Communications and Knowledge sharing strategies to present the organisation and its mission, programmes, products and services in a strong and positive way and to ensure the corporate brand and reputation of the organisation are continuously enhanced.</p>
<b>4 Decision Making</b>	<p>4.1 Formulate operational policies, plans and recommendations for consideration of the Board.</p> <p>4.2 Take all actions and initiatives required to implement decisions of the Board.</p> <p>4.3 Allocate resources within the organisation.</p> <p>4.4 Decide or guide courses of action in operations by staff.</p>	<p>The CEO has in place all required Operational Policies, Procedures, Plans and Strategies and ensures that their implementation is monitored.</p> <p>The CEO has implemented all actions and initiatives required by the Board.</p> <p>The CEO has provided decisive leadership in relation to resource allocation and operational activities.</p>
<b>5 Programme, Product and Service Delivery</b>	<p>5.1 Approve and oversee the design, manufacture, promotion, delivery and quality of any new programmes, products and services.</p> <p>5.2 Acquire sufficient resources and capabilities for the organisation's operations and finance the products and services adequately.</p>	<p>The CEO has approved and overseen the design, manufacture, promotion, delivery and quality of any new operational programmes, products and services.</p> <p>The CEO has been active in efforts to acquire sufficient resources and capabilities to finance the organisation's operations, products and services.</p>
<b>6 Strategic Management</b>	<p>6.1 Drive the development and implementation of the Corporate Plan, Annual Business Plan and the company's other strategic, tactical and action plans.</p> <p>6.2 Oversee operations of the organisation and ensure these are aligned with and comply with the Board approved corporate strategy, mission, values, objectives, policies and procedures.</p> <p>6.3 Monitor the external and operating environments for shifts or trends that may provide opportunities or threats for the organisation and advise the Board accordingly.</p> <p>6.4 Ensure the Leadership Team works in a self-confident, trusting environment; sharing information; utilising individual's skills and removing obstacles to team performance.</p>	<p>Operational level strategic, tactical and action plans are informed by external and internal operating environments and are being implemented.</p> <p>Operations of the organisation are aligned with the Board approved corporate strategy, mission, values, objectives, policies and procedures.</p> <p>The CEO has continued to foster a culture in which staff share information, utilise individual skills and identify and deal positively with obstacles to individual and team performance.</p>

Key Result Area	Accountability Statements	Key Performance Indicators
<b>7 Human Resource Management</b>	<p>7.1 Ensure the effective management of the organisation's people according the authorised HR policies and procedures that fully conform to current laws and regulations.</p> <p>7.2 Encourage co-operation and collaboration.</p> <p>7.3 Attract and retain people with the skills, competencies, attributes, qualities and characteristics to meet existing and future organisational requirements.</p> <p>7.4 Sustain a work environment that encourages individuals to achieve personal and professional growth.</p>	<p>The CEO has ensured that all employees have appropriate skills and experience and are skilled and competent people who contribute to a positive organisational culture are retained.</p> <p>Staff are working in an operational and physical environment which fully conforms to the organisation's legal and social obligations.</p> <p>The CEO has ensured that staff have the opportunity to achieve personal and professional growth.</p>
<b>8 Financial, Tax, Risk and Facilities Management</b>	<p>8.1 Recommend yearly recurring and capital expenditure budgets for Board approval.</p> <p>8.2 Manage the organisation's resources efficiently and effectively and in accordance with the annual budget.</p> <p>8.3 Monitor financial and operational performance and ensure all reporting is in accordance with Board and statutory requirements; and in a form determined by the Board from time to time.</p> <p>8.4 Implement a strategic, comprehensive and systematic risk management process throughout the organisation.</p>	<p>The CEO has worked with Corporate Nature staff to ensure that a formal annual budget has been prepared and presented for Board approval.</p> <p>The CEO has ensured that the organisation's resources are managed and monitored efficiently and effectively and in accordance with the approved budget.</p> <p>The CEO has ensured that a strategic, comprehensive and systematic risk management process covering both governance and operational activities has been implemented.</p>

## SELECTION CRITERIA

Essential	
Experience	Five years' experience in a senior management role (preferably within a funded not for profit organisation) including strategy development and implementation, corporate governance, risk management and financial performance.
Leadership	Demonstrated leadership ability including the development and successful implementation of change management strategies.
Management	Demonstrated skills in the effective management of multi-disciplinary and multi-jurisdictional work teams.
Challenge resolution	Demonstrated high level negotiation, facilitation and consultation skills.

Communications	High level communication skills including the ability to communicate with people at different levels within Government, Community and Industry Groups, and media; including the ability to engage with and gain support of stakeholder groups.
Analysis and advice	Demonstrated knowledge of, and proven ability to provide sound advice on current issues, legislation and associated policy responses.
Current driver's license	Hold a current open driver's license.
<b>Desirable</b>	
Understanding of the business	Understanding of Natural Resource Management issues, processes and the role of community and business in Natural Resource Management.
Indigenous Engagement	Demonstrated ability to communicate effectively with Cape York Region's Indigenous people and organisations.

Approved



Emma Jackson

13 April 2018

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**Signature**

**Name**

**Date**

Chairperson  
Cape York Natural Resource Management