

Job Description : General Manager Professional Services

POSITION TITLE:	General Manager Professional Services
POSITION NUMBER:	DI010
CLASSIFICATION LEVEL:	SES 1
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Chief Executive Officer
LAST REVIEWED:	February 2023

KEY FUNCTIONS

The General Manager reports to and operates under the direction of the Chief Executive Officer (CEO), and will be required to operate with a considerable degree of autonomy in executing their duties.

The General Manager is a strategic leader responsible for the efficient and effective oversight and management of all assigned Business Units while adopting a whole of organisation focus. You will build organisational capability, and cultivate professional, cooperative multi-disciplinary teams focused on the achievement of the CLC’s goals and fulfilment of its statutory functions. As a senior leader you will drive strong organisational performance, and ensure compliance with relevant statutory requirements, internal policies and procedures, and uphold the CLC’s *Values* and *Ways of Working*.

The General Manager works constructively as a member of the Executive Management Team (EMT) to ensure effective day-to-day operations of the CLC and collectively drive positive outcomes with and for Aboriginal people across the CLC region.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. **Strategic leadership**

Champions the CLC’s representative role, statutory functions and goals, and unifies and inspires Business Units with strategic direction. Responsible for driving agreed change agendas and continuous improvement; informed by the views of Council, constituent and affected teams, proactively securing stakeholder commitment to objectives and implementation.

2. **Management of assigned Business Unit managers**

Oversee the performance of assigned unit managers and consultants in accordance with the CLC’s organisational objectives. Including responsibility for:

- Manager recruitment and performance management
- Nurturing talent, Learning and development, and succession planning
- Work health and safety

3. **Achieves results and monitors performance**

Oversee the performance of assigned Business Units and ensure compliance with statutory requirements, internal policies and procedures, including: review operational plans and budget submissions to ensure viable and aligned with statutory functions and the Corporate Plan; ensure that services are communicated; champion and ensure timely contributions to reporting, budgeting, performance reporting, briefs, and risk management activities.

Assigned Business Units presently include, and are subject to change from time to time:

- Legal
- Policy
- Communications and media
- Anthropology
- Minerals and Energy

Ensure that assigned Business Units communicate their service arrangements, including indicative internal service levels and strategic prioritisation.

Ensure appropriate oversight of the Dispute Management Framework.

4. Organisation representation and stakeholder engagement

- Represent the CLC effectively at the local, regional and national levels.
- Build and sustain key relationships with senior representatives of government and other Aboriginal organisations, establishing cross-organisational initiatives to support Aboriginal-led initiatives and/or solutions
- Attend Council meetings and as required present on strategic initiatives or matters affecting multiple business units; foster constructive communication with the Council, and contribute to building the Council's knowledge of the CLC operations.

5. Ensure collaborative performance oversight of Legal with the Principal Legal Officer (PLO)

In collaboration with the Principal Legal Officer (PLO) maintain performance oversight of the Legal Unit. The PLO directly manages the Legal Practice Manager and maintains professional oversight of the legal services of the CLC. The General Manager supervises the PLO. The PLO also provides advice to the CEO on all matters related to legal services of the organisation, providing written and verbal reports and advice.

Work collaboratively and seek advice from the PLO on matters of the position's primary responsibility.

6. Take all reasonable steps to employ and promote Aboriginal people through effective recruitment, selection procedures, training and development, and identifying development opportunities across the organisation. This includes assisting in the development of appropriate skills, experience and expertise of CLC's Aboriginal staff.
7. Undertake organisational duties and responsibilities for providing safe work environment including fulfilling the requirements of an 'officer' under the Work Health and Safety Act 2011.
8. Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification level of the position.

MONITORING AND COMPLIANCE REQUIREMENTS

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| • Aboriginal Land Rights (NT) Act 1976 | • Industrial Relations Legislation |
| • Northern Territory Aboriginal Sacred Sites Act 1989 | • Public Governance, Performance and Accountability Act 2013 (PGPA Act) and PGPA Rules |
| • Native Title Act 1993 | • Work Health & Safety Act (Cth) 2011 |
| • CLC Corporate Plan | • Workers Compensation Legislation |
| • CLC Enterprise Agreement and Code of Conduct | • Anti-Discrimination and Privacy Legislation and |
| • CLC Risk Management Plan | |

- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from the CEO.
- Cultivate executive and managerial leadership: Maintain and proactively promote a collaborative relationship with the CEO, Management team, Council and Executive Committee members, to facilitate the effective management of the organisation to achieve the results and direction determined by the CEO, Council and/or Executive Committee.
- Work collaboratively with all staff in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the organisation's overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Formal qualifications in business management and or qualifications that enable effective management of the business units managed.
2. Sound knowledge of the Aboriginal Land Rights (Northern Territory) Act, Native Title Act and related processes and procedures.
3. Engage in critical thinking to support teams to solve problems and identify critical risks and common issues, identify the implications and apply effective judgement to address them.
4. Exemplary communication and interpersonal skills including ability to prepare and present clear and concise reports, submissions, briefings and general correspondence. Advanced skills in negotiation, consultation, conflict resolution and liaison with senior staff, clients, community organisations, industry groups, government departments and agencies.
5. Demonstrated ability to achieve organisational and operational objectives through leading and developing individuals and teams, and creating a positive working environment. Accordingly, to set priorities, undertake new tasks quickly, to be flexible and accommodate change and respond effectively to challenges with a high level of personal responsibility.
6. Ability to communicate with Aboriginal people and to advise and seek instructions in a culturally appropriate way.
7. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
8. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
9. Must hold (or be capable of holding and applying for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

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APPROVAL DATE: *February 2023*