**BUNUBA DAWANGARRI ABORIGINAL CORPORATION RNTBC**

ICN: 7813 ABN: 80 365 218 271

**Interim Chief Executive Officer**

* Fitzroy Crossing based
* Excellent package including 5 weeks annual leave
* Initial Fixed Term until June 2025 possibility of extension.

**Remuneration**

* Up to $150,000 per annum plus superannuation, based on skills and experience;
* 6 month probationary period
* 5 weeks annual leave

**About Us**

Bunuba Dawangarri Aboriginal Corporation (BDAC) is the registered native title prescribed body corporate for the Bunuba people (PBC), administering Native Title rights and responsibilities land in trust on behalf of Bunuba Native Title holders.

BDAC has a Board of 12 Directors, elected from each of the muway groups and two cultural advisors.

Bunuba has a number of operating entities that report to BDAC; Bunuba Operations Aboriginal Corporation, which manages residential and commercial properties own by Bunuba, Bunuba Aboriginal Corporation and Bunuba Cattle Company Pty Ltd, which manages the corporation’s three pastoral leases. Bunuba Cultural Conservation Institute, monitors the partnership agreement (by a registered Indigenous land use agreement) and manages funds related to the joint management agreement between Department of Biodiversity, Conservation and Attractions and BDAC.

**position description**

We are looking for an experienced Chief Executive Officer (CEO) to supervise and control all strategic and business aspects of the Corporation with and under the direction of the board of directors of BDAC and its operating entities.

The interim CEO will be responsible for providing clear, strategic direction as well as working with the BDAC board of directors, to achieve its vision for success. The interim CEO will be expected to have a business, social and cultural mindset and able to see the, bigger picture of the operating environment and opportunities presented to the Corporation to improve outcomes by BDAC for and on behalf of its members.

The interim CEO will take action to enhance the Corporation’s cash flow to secure grants and sustainable income to ensure the Corporation’s long-term financial viability and stability.

**Responsibilities**

* Develop high quality business strategies and plans aligned with short and long-term goals
* Oversee all operations and business activities to ensure they produce the desired result and are consistent with the overall strategy and mission of the Corporation
* Enforce adherence to legal guidelines and in-house policies to maintain the Corporation’s legalities and business ethics including compliance obligations to funding bodies and ORIC
* Working with the Chief Financial Officer, develop the annual budget and oversee adherence to the budget by monitoring expenditures and revenues
* Work with the Board to review and monitor budgets and reporting
* Ensure compliance with all funding and business‐related requirements and reporting
* Review financial and non-financial reports to devise solutions and/or improvements
* Build trust and relations with key partners and stakeholders
* Analyse problematic situations and provide solutions for the Corporations survival and growth
* Prepare and plan for the Annual General Meeting (AGM) to inform members about the past year’s activities and to explain key decisions made by the directors.
* Identify, develop, secure and nurture diverse relationships across government agencies, commercial and non‐commercial partners and other key stakeholders, with the goal of promoting, developing and advocating for Bunuba PBC and members in the local, state and national communities
* Maintain a deep knowledge and understanding of Native Title and developments
* Provide timely advice to the Board and suitable regular reports to the Board covering all aspects of strategy, policy and risk management.

**requirements**

* Relevant tertiary qualifications such as Law, Accounting, Business Administration or relevant fields
* Proven experience as CEO and/or in other senior managerial positions
* Experience in developing profitable strategies and implementing vision
* Strong understanding of corporate finance and performance management principles
* In depth language of corporate governance and general management best practices
* Understanding of working with and for an Aboriginal community such as understanding community dynamics, systems and ways of working
* Experience working with the complexities of Native Title and cultural diversity
* Experience in organisational development and leadership skills
* Have analytical abilities and problem-solving skills
* Excellent communication skills

**Special requirements**

* Employment reference checks
* Class ‘C’ Drivers Licence
* National Police Clearance
* Ability to hold a Working with Children Check

**To Apply**

Please forward your cover letter and CV addressing the requirements above to: governance@bunuba.com

Applications assessed as soon as received.