



BALRANALD LOCAL
ABORIGINAL
LAND COUNCIL

Chief Executive Officer

Balranald, perched on the mighty Murrumbidgee River, is the gateway to Outback NSW and is located on the Sturt Highway, approximately half way between Sydney and Adelaide.

The town is surrounded by unique land and riverscapes which encompasses five iconic rivers, the spectacular outback landscape of the world heritage listed Mungo National Park and the magical wetlands of Yanga National Park. The area boasts spectacular bird life and fauna, and heritage sites such as the Yanga Wool Shed and the Yanga Homestead, both of which are in close proximity to the town.

The Balranald Local Aboriginal Land Council is seeking suitable applicants for the above position. The Chief Executive Officer (CEO) will be responsible to the Members and will report to the Chair and Board of Directors.

DUTIES: To undertake duties involving the day to day administration and financial management of the Land Council in accordance with the Aboriginal Land Rights Act (1983). This will include maintaining the organisation's policies and guidelines in its endeavours to achieve community objectives set out in the Community Land and Business Plan, with an emphasis on submissions, maintaining accountability and capacity building.

ESSENTIAL: Applicants must have experience in office management and administration, the ability to work as part of a team and communicate effectively with Aboriginal people. Strong communication and negotiation skills together with an understanding of Aboriginal issues and experience in WH&S practices. Solid practical experience running funded projects and programs. A NSW Driver's Licence is also essential.

Applicants are required to address the Selection criteria in writing.

DESIRABLE: Knowledge of the Aboriginal Land Council functions, administration and funding procedures, knowledge of the local area, rental property management experience and Aboriginality.

GENERAL: Aboriginal persons are encouraged to apply. Applications should specifically consider the relevant job description. Applicants should provide a minimum of two (2) recent references. Some travel may be involved with this position.

Employment as the CEO at the Balranald Local Aboriginal Land Council is subject to:

- (a) The applicant being an Australian citizen or having the status of permanent resident in Australia.
- (b) The applicant providing proof of identity and any other necessary documentation.
- (c) A satisfactory Criminal Record check in accordance with Clause 79 of the Aboriginal Land Rights Act (1983) as amended 2006.
- (d) Confirmation that the prospective applicant is not disqualified from being employed in accordance with Clause 78 (B) of the Aboriginal Land Rights Act (1983) as amended 2006.
- (e) In accordance with the NSW Child Protection (Prohibited Employment) Act 1998, applicants for this position will be required to sign a Prohibited Employment Declaration and the preferred applicant will be subject to criminal record, probity and prior employment checks.

A recruitment pack containing the selection criteria, position description and major accountabilities is available upon request.

Salary is negotiable dependent on skills, experience and qualifications. Access to salary sacrifice as a PBI, and a 4wd vehicle is provided.

Applications close 5:00pm Friday 13th October 2017.

It is envisaged that interviews would be conducted during the week beginning 23rd October. Criminal record and probity checks will be undertaken, and will form an essential component of the selection process.

For further details on the position please contact David Kelly, CEO on 0467 810 406

For copies of the Recruitment Pack please contact Chloe Bennett, NSWALC Director, Far West Zone on 08 8087 7909 or 0476 809 376

Email your application, including cover letter, response to Selection Criteria and current CV, to; Chloe.Bennett@alc.org.au