

Position description

Position title	: Chief Executive Officer
Reports to	: Chairperson on behalf of Directors
Employment type	: Full-time
Location	: Darwin or Nhulunbuy
No. of staff	: 25 staff (permanent, part-time and casual) with four direct reports
Date	: August 2020
Approved by	: Chairperson

The operating environment

ARDS overview

ARDS is a specialist communication and creative media organisation, acting as a broker between Indigenous communities and mainstream services in the Northern Territory.

The ARDS vision is for Indigenous people to engage on equal terms with the wider Australian society, and its organisations and systems. We 'span the gap' that often exists between mainstream services and the information they typically share, and the information Indigenous communities want and need. ARDS aims to empower Indigenous community members to navigate the complex cross-cultural realities they face on a daily basis.

Our work involves:

- **Broadcasting and Digital Media:** Our Yolŋu Radio broadcasting service is the foundation of our digital media business, which further includes festival, event and sound production, with emerging film production and training capabilities.
- **Language and Resources:** Our language and resources team supports the preservation and continuation of local languages and culture through oral and written recording of languages and the development of engaging resources.
- **Community Development:** Our cross-cultural facilitators play a critical brokerage role between government agencies, service providers, Yolŋu organisations and communities, supporting community development initiatives across the region.

Our approach is founded upon genuine and in-depth learning between Indigenous and non-Indigenous worldviews and incorporates a contemporary understanding of culturally competent practice. By combining this skilled cross-cultural practice with adept language work, we are able to effectively facilitate meaningful communication across cultures.

The majority of ARDS' income is derived from the delivery of Australian and Northern Territory government programs, under grant funding arrangements. ARDS is increasingly delivering projects for government, non-profit and corporate entities on a commercial, fee for service basis, and is well positioned to generate increased revenue through delivery of its cultural competence training package, launched earlier this year. The future sustainability of ARDS depends upon the successful growth of self-generated revenue through delivery of training and fee for service projects.

Needs of the organisation

Over its 40-year history, ARDS has developed a strong reputation with government and private sector partners and enjoys broad community support amongst Yolŋu in the East Arnhem region.

ARDS has reviewed its strategic direction and organisational structure and is now on a journey of further strengthening the organisation to secure its future and ensure long-term sustainability. ARDS is seeking a Chief Executive Officer who can lead it through a structured process of business improvement, with a focus on five agreed priorities:

1. **Strong governance:** Governance arrangements that safeguard Yolŋu decision-making, achieve broad (and appropriate) Yolŋu representation and foster an increased understanding of Balanda (non-Indigenous) governance principles
2. **Skilled staff:** Investment in the recruitment, induction and on-going training of Yolŋu and Balanda staff, supporting Yolŋu learning ambitions and building Balanda understanding of rom, gurruṯu, language and the ARDS discovery education methodology
3. **Effective systems:** Clear policies and processes that are consistently applied by management, backed by systems that enable us to manage our assets and resources and do our work efficiently.
4. **Enabling assets:** Protecting and developing invaluable cultural assets and investing in infrastructure and equipment that can be leveraged to generate revenue
5. **Partnerships:** Strengthening our relationships with Yolŋu communities and organisations, government and service providers across East Arnhem and building their trust through consistent delivery.

Position purpose

The ARDS Board is looking for a Chief Executive Officer who is excited by the prospect of continuing to strengthen our organisation, build the capacity of our people and deliver on our future growth ambitions.

The Chief Executive Officer will work closely with the Yolŋu Board, reporting to the Chairperson.

The Chief Executive Officer will lead and motivate our team of around 25 employees to deliver improved outcomes for Yolŋu and for other Indigenous people across Northern Australia.

Position responsibilities

The Chief Executive Officer's broad responsibilities include:

- Working with the ARDS Board to set and deliver on ARDS strategic objectives, including the priorities identified above
- Actively promoting ARDS' work across a wide range of sectors and managing ARDS external relationships with Yolŋu communities and organisations, government and service providers
- Overseeing the effective and sustainable day-to-day operation of the ARDS business, including through management of four direct reports, specifically the Broadcasting and Digital Media Manager, Language and Resources Manager, Community Development Manager and Corporate Services Manager.

Additional, specific responsibilities are informed by the candidate requirements below.

Candidate requirements

To effectively perform this position, the person will require the following:

Knowledge

- Demonstrated commitment to working respectfully and effectively with Aboriginal people and an ability to articulate appreciation of other cultures, languages and worldviews
- Demonstrated knowledge of NT and Australian Government policy directions, initiatives and programs relating to Aboriginal people, and an ability to respond to policy settings
- Deep understanding of the service system, the ways in which Aboriginal people interact with services and the associated communication challenges
- Demonstrated knowledge of inter-cultural learning, adult education and community development concepts.

Experience

- Previous executive or senior management experience with at least one other organisation
- Previous Chief Executive Officer experience is desirable but not essential
- Experience working in Indigenous Affairs, either in the non-profit sector or government, or other cross-cultural contexts
- Experience in the provision of media and communications, resource development or consulting services is desirable but not essential
- Demonstrated commitment to the application of development principles in an organisational context, through building the capacity of staff, Directors and their communities.

Qualifications

- Tertiary qualifications (i.e. Bachelors and Masters degrees) in relevant fields are desirable but not essential.

Skills & Abilities

- Culturally competent communication skills and ability to work successfully in multilingual environments
- Proven team player with a demonstrated commitment to participatory / consultative decision making
- Demonstrated experience modelling organisational values and behaviours in leadership roles, including through mentoring and coaching
- Track record of successfully managing and developing staff, particularly in a cross-cultural context
- Ability to manage complex stakeholder relationships and build and negotiate constructive partnerships
- Ability to develop and grow sustainable business opportunities
- Ability to engage, influence and inspire multiple audiences
- Demonstrated financial acumen, including strong budgeting and cash flow management skills and an understanding of how to grow a balance sheet
- Proven management skills (strategic and operational planning and project experience)
- Track record of identifying and realising operational efficiencies
- Ability to develop, procure and implement new systems (including technology solutions) to support core business
- Ability to write, edit, and review reports and submissions for various audiences
- Self-starter with initiative
- Versatile, agile and flexible.

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

Remuneration

ARDS will offer a competitive remuneration package commensurate with the responsibilities of the CEO role. As a public benevolent institution, ARDS employees have the option to package their salary and increase their take home pay. The CEO will also be offered use of an ARDS vehicle including running expenses.

For more information in relation to remuneration, please contact Yolande Davidge, Corporate Services Manager, at Yolande.davidge@ards.com.au.

Special requirements

The successful candidate will be in a position to undertake regular travel in the Northern Territory and occasional travel nationally, as required. Most travel will be required in East Arnhem and will involve 4WD and light aeroplanes. Candidates are required to hold a drivers' licence.