

Executive Director Country Operations

Position Description



Reporting	Location	Hours	Contract	Reports	Job Level
CEO	Kalimna	Full time	Maximum Term 5 years	Yes	Executive Leader

GLaWAC encourages people of Aboriginal or Torres Strait Islander heritage to apply for this position

Role Purpose

The Executive Director Country Operations has a strong strategic focus to deliver on Whole of Country and Strategic Plan aspirations. This is across a number of areas including Katungal (Sea Country), Katung (Water), Towera (Cultural Fire) and the On Country Ranger Program. Management of the RAP and the Business Enterprise team also comprise a significant part of the Country Operations division.

The role works within GLaWAC and with external agencies, Government and other TOC's to ensure GLaWAC's current and future aspirations are met through collaboration and partnerships to support the growth of business opportunities for the GLaWAC's operational workforce, and to align with the strategic goals and self-determination.

The Executive Director Country Operations will be responsible for developing an annual program of work and actively seeking ongoing funding and new avenues to ensure continued opportunities for people at GLaWAC and in the community.

The Role

Strategic Leadership

- Lead the strategic direction, planning, decision making and overall performance of the Operations Department.
- Is a trusted advisor and influencer within GLaWAC who has high levels of credibility with the Board, senior leaders, Gunaikurnai Elders, community, and other external stakeholders.
- Represent GLaWAC as a key member of the executive team to support the development of future business opportunities.
- Direct and manage the identification of operational risks, and develops strategies to address and mitigate the potential for risks to occur.
- Is a key contributor to the strategic and business planning of GLaWAC.
- Lead the design, direction and coordination of strategic developments and forward planning of the Operations team.
- Develop a portfolio of opportunities for the Operations team by partnering with strategic partners and agencies to build a sustainable pipeline of programs and initiatives for GLaWAC across Joint Management, Cultural Landscape and RAP.

Program of Work

- Lead the design, direction and coordination of strategic developments and forward planning of RAP, Cultural Landscape and Strategic Delivery operations teams.
- In collaboration with Senior Managers, develop a portfolio of Operations opportunities by collaborating with strategic partners and agencies to build a sustainable pipeline of programs and initiatives for GLaWAC across RAP, Strategic Delivery and Cultural Landscape
- Manage resource requirements to enable the effective delivery of the operational program of work. In partnership with the key stakeholders, determine the workforce requirements and take action to ensure all resource requirements are in place for contractual agreements to be met.
- Manage the ongoing performance, productivity, efficiency, and cost-effectiveness of the program of work, including contracts and other operational activities.

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The Role – continued

Functional Leadership

- Lead and manage teams by providing direction, work allocation, professional development and performance management to ensure that staff deliver high quality outcomes, and develop the capabilities to meet current and future needs.
- Oversee all operational teams to ensure delivery is on time, on budget, and meets required SLA's through contracted agreements.
- Lead the Business Enterprise team to ensure strategic alignment, business growth opportunities in niche and new areas of business, funding and allocation of appropriate resources including growing the Business Enterprises function to deliver a commercially viable solution across the Gippsland region.

Financial Management & Performance

- Manage the ongoing performance, productivity, efficiency, and cost-effectiveness of the department.
- Manage the financial reporting and budgets in partnership with the Corporate Operations.
- Undertake performance reporting and risk assessment to the CEO and Board.
- Lead ongoing performance monitoring and reporting for partner service level agreements.
- Manage contractual agreements with stakeholders and contractors in partnership with Corporate Operations.

Stakeholder Leadership

- Facilitate strong internal and external relationships and partnerships with GLaWAC's people, community, private enterprise, government authorities, contractors, Gunaikurnai Traditional Owner Land Management Board (GKTOLMB), proponents and stakeholders to ensure maximum positive exposure in support of Gunaikurnai Traditional Owners business and facilities requirements.

Team Leadership

- Build a culture of engagement and success through leadership and management of GLaWAC staff.
- Ensure compliance with all policy and legislative requirements.
- Build and manage a high performing team by creating and maintaining a positive work environment and developing individual and team capability through regular performance coaching conversations.
- Mentor and guide future leaders by providing opportunities both internally and externally that challenge and allow growth.
- Manage the teams' resources to enable them to achieve GLaWAC's objectives.
- Role model GLaWAC's values at all times.

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Essential Skills/Experience

- Extensive experience in a similar senior management, leadership or related role in a dynamic organisation is essential.
- Is an inclusive leader; relates to employees and key stakeholders at all levels and places a priority on building and developing their team and peers.
- Proven ability to make commercial and operational decisions that drive sustained commercial success.
- Demonstrated experience in complex engagement and stakeholder management.
- Proven issues identification, analytical and research skills, problem solving skills and a demonstrated ability to develop innovative, sensitive and practical solutions, and provide strategic advice to complex issues.
- Strong project management skills.
- Excellent interpersonal skills.
- Demonstrated public relations, communication, presentation, and negotiation abilities.
- Strong strategic thinking and decision-making skills.
- Ability to manage multiple projects in a dynamic environment.
- The ability to drive and manage change.
- Highly motivated, with a track record of always seeking continuous improvement.
- Flexible and innovative.
- Ability to work both collaboratively and through self-direction.
- Track record of delivering operations/programs on time and within budget.
- Knowledge of Traditional Owner culture, values, aspirations, and customs and experience working with Aboriginal people, community, and key organisations and stakeholder groups.
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

Desirable Skills/Experience

- Qualifications in Business or commerce or similar / tertiary-level qualifications in business, project management, cultural heritage or related discipline.

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Demonstrate and role model GLaWAC values at all times.
- Undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Other duties as required.

Core Leadership Capabilities

- Cohesive – have each other's backs
- Cultural – have the REAL conversations
- Courageous – Be respectful and safe
- Persistent – Be committed to the purpose and lead by example