

22 November 2017

Dear Applicant,

RE: CHIEF EXECUTIVE OFFICER ROLE

Thank you for your interest in the above role with KGT Employment, the largest employer of apprentices and trainees in the Kimberley.

In the enclosed pack you will find a job description and selection criteria for the Chief Executive Officer role. Please consider these carefully and prepare a response against the selection criteria specifically.

Responses should be marked private and confidential and addressed to:


The Chairperson
KGT Employment
PO Box 1342
Kununurra WA 6743
Email: maud.kearns@gmail.com

If you have any enquiries regarding this role, the Chairperson can be contacted on 0481 094 012.

Applications for this role will close at 4.30pm on Friday 22nd December 2017. It is anticipated that interviews will be conducted through January 2018, with the successful applicant commencing in the role by the end of February 2018.

Yours sincerely

Maud Kearns
Chairperson

Title:	Job Description – Chief Executive Officer	
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Position: Chief Executive Officer

Reporting to: Kimberley Group Training Governing Committee

1. DUTIES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the overall management and development of KGT Employment's (KGT) activities at the direction of the Governing Committee.

The role will involve a mixture of "hands on" responsibilities together with a focus on working with staff to build a productive, innovative and "results accountable" team culture.


2. POSITION CONTEXT AND KEY RESPONSIBILITIES /OBJECTIVES

Within the framework of KGT's organisational structure, the Chief Executive Officer has specific responsibilities for:

1. Improving commencement and retention rates of trainees and apprentices in line with yearly operational goals.
2. The direction of the day-to-day management of the organisation's operational and financial management in accordance to KGT's constitution, policies and procedures, financial budgets and the National Group Training standards.
3. Monthly, quarterly and annual management of committee reporting and analysis; covering expenditure, balance sheet, statistics and performance.
4. Ensuring all external financial reporting requirements are completed to the satisfaction of the various bodies concerned.
5. Regularly reviewing and improving the internal processes surrounding Policies and Procedures, Group Training standards, Acts, Regulations, Safety and the financial functions of the business.
6. Identifying and securing funding opportunities for the organisation to generate additional revenue and business streams.
7. Ensuring financial and audit compliance with all relevant federal and state acts and regulations
8. Developing, maintaining and implementing company policies, and procedures to achieve goals in accordance with the Committee's strategic direction.

Leadership

1. Demonstrate leadership in the governance and management of the organisation.

Title:	Job Description – Chief Executive Officer	
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2. Demonstrate leadership in strategic planning and goal setting.
3. Ensure a positive image for the organisation through the delivery of quality Employment services.
4. Ensure that staff operate effectively and responsibly in the management of service delivery.

Advocacy

1. Adopt a collaborative approach to problem solving with the KGT committee, staff and relevant agencies.
2. Communicate personally in respect to miscellaneous written and verbal requests, complaints, contentious issues and enquiries from the general public, when deemed necessary.
3. Maintain and develop excellent working relations with relevant Government Agencies, funding bodies, and host employers.
4. Develop strategic partnerships that support the activities of KGT.
5. Represent the Committee as directed and perform other duties as assigned.

Operational

1. Organize and monitor staff to ensure the delivery of services is maintained to the highest standards, in accordance with the Strategic and Operation plans and organisational Policies and Procedures.
2. Work with industry, training providers and other stakeholders to ensure appropriate services are delivered to meet market needs;
3. Implement and monitor service delivery practices to ensure KGT adds value for host-employers, employees and other clients;
4. Implement information and evaluation practices to ensure that all staff are accountable for results;
5. Identify and develop opportunities to further KGT's employment & training objectives;
6. Build KGT's reputation as a leader in the provision of work-based training and employment services for Aboriginal people.

Title:	Selection Criteria – Chief Executive Officer	
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TITLE: CHIEF EXECUTIVE OFFICER

We are looking for an experienced Chief Executive Officer or CEO to supervise and control all strategic and business aspects of the company. You will be the first in command in the organisation and responsible for giving the proper strategic direction as well as creating a vision for success.


To thrive as a CEO you must be a prudent manager and an inspiring leader. The ideal candidate will have a business mindset and will be able to see the “big picture” in a variety of settings. They will take actions to enhance the organisation’s cash flow while keeping the human factor in perspective.

The goal is to drive the company’s development and guide it towards long-term success.

The Chief Executive Officer will need to demonstrate highly developed skills against the following criteria:

ESSENTIAL CRITERIA:

1. Proven experience as CEO or in other managerial position
2. Experience in managing complex and strategic programs.
3. Highly developed verbal and written communication skills.
4. Highly developed negotiating and interpersonal skills, particularly the ability to negotiate and build consensus at senior levels in an organization and with stakeholders.
5. Good leadership skills and a strong understanding of performance management principles.
6. Good conceptual and analytical abilities.
7. High level of experience in budgeting, expenditure control, and financial accounting systems.
8. Well developed skills in the formulation of Policy and Operational Procedures.
9. Experience in developing profitable strategies and implementing vision
10. In-depth knowledge of corporate governance and general management best practices.

Title:	Selection Criteria – Chief Executive Officer	
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11. Hold a current Motor Vehicle driver's license (Class C).
12. Understanding of and commitment to the principles of Occupational Health, Safety and Welfare, Equal Opportunity and the ability to appropriately implement these.
13. Willingness to travel as required.
14. Obtain a 'successful' Working with Children Card and a National Police Certificate.
15. Consent to a routine Medical Examination.

OTHER CONDITIONS AND ELIGIBILITY

1. Eligibility for employment is subject to obtaining a satisfactory National Police Certificate and Working with Children (WWC) Card.

DESIRABLE CRITERIA

1. Experience in Managing a Group Training Scheme.
2. Demonstrated understanding of Indigenous culture and the issues/challenges faced by Aboriginal and Torres Strait Islander people

The Selection Panel requires contact details for at least three Referees, and may request further Referees.