



POSITION DESCRIPTION	
POSITION	Chief Executive Officer – Awabakal Enterprises Ltd
REPORTS TO	Chairman of the Board
DIRECT REPORTS	Property Manager Business Services Manager (2 days per week)
LAST REVIEW	November 2021

ROLE PURPOSE

The Chief Executive Officer – Awabakal Enterprises is charged with ensuring Awabakal's property portfolio delivers an optimal balance of financial, economic and social benefits to Awabakal Ltd, its community and members by leading a team that performs the following functions:

- Property investment, development, management and divestment activities aligned to Awabakal's strategic objectives
- Development of other business opportunities to generate income and surplus for the organisation
- Manage and grow the Awabakal community and social housing portfolio

KEY RESPONSIBILITIES

- Plan and strategically manage all property assets in line with the Property Asset Strategic plan
- Develop and maintain a 5-year business plan for Awabakal Enterprises Ltd to ensure financial sustainability
- Invest in property that will deliver economic, social, cultural and/or environmental outcomes
- Ensure compliance with all statutory and legal obligations regarding property asset management and funding
- Identify, analyse and manage opportunities to generate additional value from existing Awabakal assets including effective engagement with partners
- Maximise opportunities to engage with Government and private entities to increase property assets
- Actively engage, build and maintain relevant stakeholder relationships by participating in key industry and community forums and events
- Keep abreast of changes in the external environment, and proactively provide the Board with timely information relating to the opportunities and risks associated with these changes, ensuring sufficient breadth and depth to inform decision making
- Implement social, affordable and home ownership policies to increase accommodation options to Awabakal members
- Ensure best practice is maintained for all property asset management
- Lead and motivate staff within Awabakal Enterprises in a positive and professional manner, ensuring resources, training, role clarity, clear feedback and direction are provided for staff development, and to achieve agreed performance objectives

GENERAL

- Ensure conduct is in line with Awabakal Code of Conduct and Core Values
- Ensure you understand and adhere to Awabakal policies and procedures
- Demonstrate and uphold exceptional safety standards at all times and in accordance with any workplace health and safety requirements, to ensure your own safety and the safety of others



- Display a positive attitude and develop and maintain effective working relationships with internal and external stakeholders
- Maintain absolute confidentiality regarding client and patient information and ensure client information and records are entered into the appropriate systems.
- Ensure a safe working environment by demonstrating leadership in relation to work health and safety
- Undertake any other tasks, duties or specific projects within your area of skills and expertise, as required
- The position may require:
 - 1) Weekend and evening work
 - 2) Work across multiple sites
 - 3) Travel
 - 4) Attendance at Board meetings, members meetings and Annual General Meetings

ESSENTIAL CRITERIA

- Must identify and be accepted as a member of the Awabakal Aboriginal community
- Exceptional interpersonal skills, demonstrated by an ability to effectively communicate (orally, written and presentational) at all levels in a wide variety of organisational, political, government and community scenarios, including the ability to handle sensitive and commercial issues appropriately
- Extensive experience working in/with the community Housing sector
- Extensive experience in property development
- Demonstrated ability to shape strategic objectives and lead organisational change
- Experience in managing productive relationships with contractors, suppliers and other stakeholders, using excellent consultation, negotiation and influencing skills
- Experience in working with the Aboriginal community, in particular the Local Aboriginal Land Council Sector

DESIRABLE CRITERIA

- Extensive experience at a senior level in developing and managing profitable business operations
- Financial management experience at a senior level, including making decisions and managing budgets in accordance with corporate plans, strategies and role delegations, ensuring the sustained viability of the organisation as well as alignment with statutory obligations
- Qualifications in management, business, commerce or a related field

SIGN OFF

I understand the Position Description as set out above and agree to fulfill the tasks and responsibilities to the best of my ability for Awabakal.

Print Name			
Signature		Date	