

# nhulunbuy corporation

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## Information on Application Process

Thank you for registering your interest and reviewing the details for the position of:  
**Chief Executive Officer** with the Nhulunbuy Corporation.

Please find an outline of the recruitment process below.

### Initial process

- All applicants will be asked to obtain a copy of this information pack
- All applicants will be asked to review the position description and forward their response via email to [hr@ncl.net.au](mailto:hr@ncl.net.au) or in writing to:

Adam Seiler  
Chief Executive Officer  
Nhulunbuy Corporation  
PO Box 345  
NHULUNBUY NT 0881

- All applications received will be assessed on merit against the position description and successful candidates will be invited to a first round interview (phone or in person) with the Nhulunbuy Corporation Board of Directors

### Your application

Applications for this position should consist of two sections:

1. Your CV detailing your employment history, educational qualifications and contact details.
2. A formal response addressing the selection criteria – found on page 5 of this pack.

### The recruitment process

#### *Advertising and search*

You may be contacted for further discussion on your application during the advertising and search phase which takes place up until the closing date of applications.

#### *Application review and longlisting*

The Nhulunbuy Corporation will finalise and review all applications and agree on a longlist based on application data and screening content. Screening may involve initial interviews with a Nhulunbuy Corporation representative to clarify various details and compile a more comprehensive profile of your application.

Selection for interview will be based on how well you have provided comparative information compared to other applicants. You will be contacted in advance to arrange a suitable time to attend or dial in.

If you are not selected for interview, you will be notified by email.

*Panel interviews*

Subject to the interviews referred to above, applicants will be ranked by merit and a shortlist for panel interview determined. All applicants interviewed up to this point will be advised via email or telephone regarding the progress of their application. Panel interviews will either be conducted over the phone or in person in Nhulunbuy.

*Reference checks*

At the appropriate time, information may be sought from your nominated referees. It is preferable that one of these referees is your most recent or current supervisor. Your permission will be sought prior to any contact being made. Confidentiality is assured.

*Background checks*

Please be advised that the successful applicant will be required to undergo a National Police History Check.

*Site visit*

Candidates who are deemed successful at the panel interview will undergo a site visit to the Nhulunbuy Corporation Head Office, Infrastructure Depot and Aviation Offices to meet employees. Further interviews may be conducted during the visit. Travel arrangements for candidates living outside of Nhulunbuy will be made and paid for by the Nhulunbuy Corporation.

*Privacy*

The Nhulunbuy Corporation operates under the Australian Privacy Principles set out in the Privacy Act of 1988. Further information regarding the Act and how the Nhulunbuy Corporation will use and store your personal information can be found within the Privacy Policy on our website at [www.ncl.net.au](http://www.ncl.net.au).

Applications close 4pm Thursday 31 May 2018.

If you require any assistance during the application process, please call Adam Seiler on 0417 821 643 or email [ceo@ncl.net.au](mailto:ceo@ncl.net.au).

We look forward to receiving your application and discussing this position with you in further detail.

Yours sincerely

Adam Seiler  
Chief Executive Officer

**POSITION DESCRIPTION**

<b>Job title</b>	<b>Chief Executive Officer</b>	<b>Remuneration</b>	Contract
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The Nhulunbuy Corporation is a not-for-profit entity that receives its authority from an agreement with Rio Tinto Gove Operations to manage Nhulunbuy, the nearby Industrial Estate and the Gove Airport.

The Nhulunbuy Corporation’s primary responsibility is to provide services to Nhulunbuy residents, business and ratepayers.

**Position objective**

- To manage the Nhulunbuy Corporation’s operations and resources in an efficient and effective manner, in cooperation with the Nhulunbuy Corporation Board of Directors.
- To liaise with the Board of Directors and the Nhulunbuy Town Board on key matters relating to financial management, community, strategic and corporate planning and human resource management within the Nhulunbuy Corporation.
- To develop policies, systems and procedures to ensure the continuation of an efficient and effective organisation which meets its community service obligations with high quality outcomes.
- To promote the Nhulunbuy Corporation as a highly professional, accountable and effective authority in all stakeholder dealings.

**Relationships**

*Internal* Directly reports to the Nhulunbuy Corporation Board of Directors. Directly supervises the Nhulunbuy Corporation Leadership Team consisting of:

- Manager – Aviation & Compliance
- Manager – Strategic Infrastructure
- Finance Business Partner
- Community Engagement Facilitator
- Community Heritage Advocate (part-time)

Leadership of all employees within the Nhulunbuy Corporation.

*External* Regular contact and engagement with residents and ratepayers, the Nhulunbuy Town Board and Nhulunbuy Cemetery Trust, NT and Federal Government, Rio Tinto Gove Operations, consultants and contractors, and media.

## Scope

The Chief Executive Officer manages the following municipal functions for Nhulunbuy, the Industrial Estate and Gove Airport:

- Road construction/maintenance including footpaths, walkway lighting, traffic control & parking
- Water service design, planning and maintenance
- Sewerage treatment and pumping stations
- Gove Peninsula Waste Management Facility, waste collection and street cleaning
- Mosquito and weed control
- Town planning, land development, building control, home trading and mobile vendor/service provision
- Park and garden maintenance
- Sport and recreation facilities such as the Nhulunbuy Aquatic Centre, Hindle Ovals and the Cantrell Skate Park
- Domestic and wild animal management
- Stormwater drainage
- Nhulunbuy Cemetery and funeral assistance
- Emergency response
- Community events, including Australia Day celebrations, monthly community markets and school holiday programs

## Responsibilities

- Participatory member of the Nhulunbuy Corporation Board and Chairperson of the Nhulunbuy Town Board and Nhulunbuy Cemetery Trust.
- Ensure the Nhulunbuy Corporation's operations are continually reviewed to promote productivity improvement, workforce efficiency and positive customer relations.
- Ensure that the Nhulunbuy Corporation Board of Directors is provided with regular and relevant information regarding the management of resources to inform decisions about future direction.
- Attend to the legal business of the Nhulunbuy Corporation and ensure achievement of statutory and compliance requirements.
- Drive, review and continually improve the Nhulunbuy Corporation's financial management and budgetary processes.
- Plan and develop community services to reflect the expressed needs of Nhulunbuy's ratepayers and residents.
- Promote a positive relationship between the Nhulunbuy Corporation and the community by enhancing the customer focus culture throughout the organisation.
- Review, enhance and deliver the objectives set out in the Nhulunbuy Corporation's Corporate Plan 2020 with a view to establishing a regular progress reporting procedure.
- Ensure the effective management of the Nhulunbuy Corporation's employees by developing and implementing human resource management practices and procedures which will enhance both productivity and job satisfaction.
- Develop appropriate policies, procedures and programs to meet the principles and requirements of relevant industrial legislation.
- Promote quality accountable standards of service throughout the organisation.
- Develop public relations, marketing and community consultation programs and processes to ensure a two-way exchange of information between the Nhulunbuy Corporation and the community.
- Represent the Nhulunbuy Corporation in various forums/committees.

## Position requirements

### *Essential skills and knowledge*

- Ability to maintain effective and respectful relationships with multiple stakeholders
- Exceptional leadership and communication/public relations skills
- Sound understanding of risk management
- Ability to manage people effectively and conduct industrial relations/award negotiations
- Excellent policy setting and development skills
- Working knowledge of the Local Government Act and other relevant legislation

### *Experience and qualifications*

- Significant long-term executive experience in the corporate or local government sector
- Formal qualification in public administration (or similar)
- Extensive administrative and financial experience with demonstrated commercial accumen
- Extensive experience strategic thinking and building and maintaining corporate governance frameworks
- A proven ability to communicate with stakeholders of all levels of education and language
- Demonstrated ability to be innovative and solve problems creatively
- A proven track record of managing and delivering agreed business outcomes (including business process enhancements)
- Extensive demonstrated experience in strategic planning

## Key selection criteria

The interview panel will select the most suitable applicant for appointment to the position based on the following:

1. Demonstrated capability in all aspects of strategic, corporate and operational planning, policy development and modern management techniques, particularly those relevant to the business of the Nhulunbuy Corporation.
2. Superior negotiation, consultation, interpersonal and communication skills to facilitate 'whole of Corporation' integration of planning and service delivery and to deal with the needs of customers, territory and federal government, business, management and employees in an environment of change.
3. Knowledge of, or ability to rapidly acquire knowledge of all relevant federal, territory and local legislation and relevant Nhulunbuy Corporation policies and operating environment.
4. Demonstrated leadership and managerial experience at a senior level in an environment of significant change.
5. High level capability in evaluating organisational performance of substantial and diverse organisations.
6. Outstanding ability to plan and organise work so that the Nhulunbuy Corporation's strategic objectives are met (as set out in the Corporate Plan 2020) and internal and external contract obligations are fulfilled.
7. Demonstrated capacity in developing and implementing contemporary community engagement methodologies.
8. Demonstrated capacity in developing social policy initiatives.

## Background

The Nhulunbuy Corporation currently has 31 full-time equivalent employees and provides services to a town of ~3,400 residents in areas such as parks, recreation, infrastructure facilities and planning, waste management, community and cultural services, environment, and asset management.

The Nhulunbuy Corporation has an operating and capital budget of \$10+ million in 2018.

The Chief Executive Officer manages the Nhulunbuy Corporation's Leadership Team responsible for contributing to 'whole of Corporation' integration of planning and service delivery through leadership and team work. There are four members of the Leadership Team with responsibility for the following teams:

- Aviation & Compliance
- Community
- Finance
- Infrastructure
- Community Heritage (discrete project)

The Chief Executive Officer will integrate and optimise planning and service delivery across the Nhulunbuy Corporation in a customer focused manner consistent with the Corporation's strategic direction.

### **Nhulunbuy Corporation Corporate Plan 2020**

<http://www.ncl.net.au/about-us/plans-and-publications/>