

JOB DESCRIPTION

Job Title:	IDA Executive Officer
Location:	Alice Springs Office
Position Status:	Full-Time Maximum Term – 2 Years
Department:	Indigenous Desert Alliance (IDA)
Reports to:	General Manager – DSS / IDA Chairperson
Salary:	Level 7 - \$104,000+

Your Role

In order to fulfil our mission, pursue our vision and in accordance with our vision, the IDA Executive Officer is required to:

1. Provide executive support to the IDA Board.
2. Manage the overall development of the IDA consistent with the Board's direction.
3. Provide leadership in advocacy and funding.
4. Demonstrate leadership of the IDA team.
5. Other duties as directed.

Your Duties

- 1. Provide executive support to the IDA board including:**
 - 1.1 Works with the Chairperson in planning board meetings and agendas;
 - 1.2 Coordinates the preparation and presentation of board papers and submissions; and
 - 1.3 Leads the timely implementation of and reporting on board decisions.
- 2. Manage the overall development of the IDA consistent with the Board's direction to ensure that:**
 - 2.1 The IDA is a strong representative and authoritative voice for its membership;
 - 2.2 IDA membership is fully engaged in setting and maintaining the IDA's direction; and

2.3 It has the necessary systems, policies and resources in place to meet due diligence requirements to receive external funding and to successfully implement projects.

3. Provide leadership in advocacy and funding including:

3.1 Coordinating regional advocacy initiatives and policy engagement; and

3.2 Lead and coordinate the development and management of new regional projects and funding proposals.

4. Demonstrate leadership of the IDA team, including:

4.1 Establish and maintain a collaborative workplace culture;

4.2 Maintain an openness and willingness to share ideas that may contribute to the efficient and effective working of the IDA team;

4.3 Lead IDA planning, review processes and other meetings relevant to the IDA and your role;

4.4 Adhere to all IDA policies and procedures as appropriate; and

4.5 Participate in performance reviews and professional development.

5. Other duties as directed:

5.1 Other duties as directed by the General Manager – DSS/IDA Chairperson.

SELECTION CRITERIA

Essential Qualifications, Skills and Experience:

1. Experience in organisational development.
2. Experience in managing human, financial and physical resources.
3. Experience in developing workplace culture.
4. Proven ability in two-way (Indigenous and non-Indigenous) communication skills and experience.
5. Skills and experience in managing complex projects and contracts.
6. Experience in policy and advocacy.
7. Excellent problem-solving skills.
8. Willingness to travel.

Desirable Qualifications, Skills and Experience:

1. Experience in providing executive support to boards.
2. Excellent understanding of remote Indigenous social, cultural and economic context.
3. Excellent conflict management skills.
4. Land management knowledge.

Personal Qualities:

1. Highly self-motivated
2. High levels of honesty and integrity

Date Written: May 2018

Date Approved: June 2018