



Job Title:	General Manager Governance, Strategy and Communication	Position No:	GM05
Classification Level:	Senior Management	Reports to:	Chief Executive Officer
Service Areas / Sections	Governance, Compliance & Risk; Policy & Advocacy; Media & Communications; Remote Housing		
Direct Reports:	Governance Risk & Compliance Manager Strategy & Advocacy Manager Media and Communications Manager Permits, Agreement's & Compliance Manager		

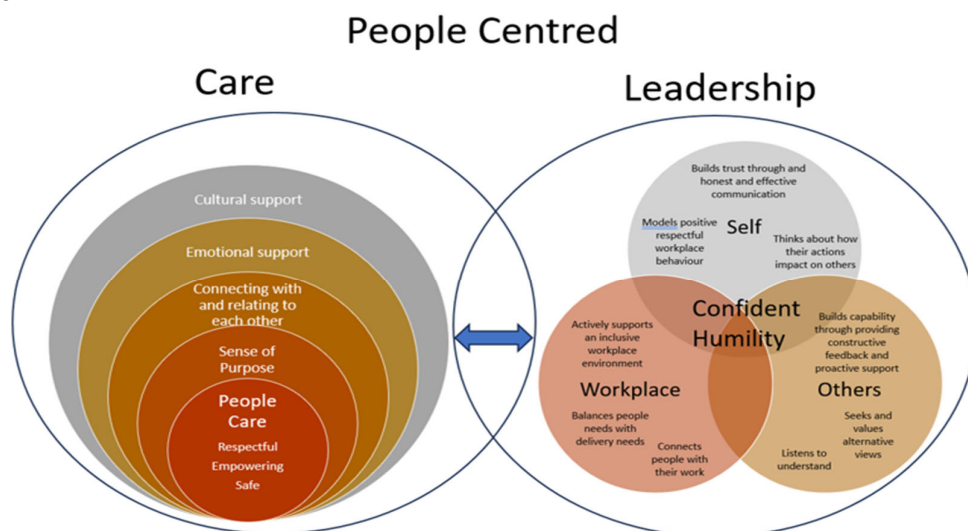
POSITION OVERVIEW

The General Manager Governance, Strategy & Communication reports to the Chief Executive Officer and is a strategic senior leader responsible for the effective and responsible management of all assigned Service Areas to ensure the achievement of the NLC's strategic goals and fulfilment of its statutory functions. As a Senior leader you will drive strong organisational performance while demonstrating and maintaining a People Centred Leadership focus.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

LEADERSHIP

- Lead by example as a motivating force in NLC's representative role, advocacy role and our statutory functions and drive delivery on the NLC's vision, mission, values and strategic priorities.
- Actively drive and contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction.
- Lead, motivate, develop, and empower Service Area / Section Managers and their teams to achieve our strategic priorities, organisational goals, within a framework that drives accountability and achievement.
- Ensure effective and efficient structures and delegations are in place, with staff having a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.



STRATEGY

- Strategically analyse specific issues and opportunities relevant to the Northern Land Council and Traditional Owners and recommend appropriate responsive action including policy, special projects and strategic initiatives
- Strategically analyse specific issue and opportunities for improvement relevant to the governance and statutory obligations of the NLC.
- Contribute at a strategic level to the development and implementation of appropriate financial and workforce strategies to ensure good governance and the ongoing development of organisational capability.
- Develop solutions to emerging challenges and enterprise risks in a cost effective and sustainable manner, ensuring the NLC is optimally leveraging opportunities and implementing best practice policies and procedures in accordance with our statutory function.
- Ensure the successful integration and innovation of strategic planning across the organisation and to foster a spirit of cooperation and mutual support between operational areas in the pursuit of NLC service outcomes.
- Work in partnership with the CEO and leadership team in informing strategic and corporate plans.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS AND ADVOCACY

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model.
- Build and maintain relationships with all relevant government agencies to deliver strategic benefits to the NLC regions.
- Assist the CEO to identify issues, trends, developments and opportunities, which exist or may exist with potential for significant impact on Traditional Owners Drive agreed change agendas and continuous improvement; informed by the views of the Council, constituents and affected teams, proactively securing stakeholder commitment to objectives and implementation.

MANAGEMENT OF SERVICE AREAS

- Oversee and ensure the effective, compliant and performance-based service delivery of the following Services: -
 - Governance Compliance and Risk
 - Strategy & Advocacy (NLC Policy Position)
 - Media and Communications
 - Remote Housing (Initiatives)
- Ensure all Service Areas are adhering to all relevant compliance, governance, legislative and budgetary requirements within their remit.
- Drive an organisational culture of governance, compliance and risk management ensuring all Senior Managers act in accordance with objectives, strategies, policies and obligations arising from compliance risks in line with the enterprise risk management framework.
- Identify and Implement effective public relations, media and communication strategies for the NLC ensuring high level Public Relations are maintained and brokered and communication channels are consistent.
- Lead high level engagement and advocacy across All levels of government which is in the best interest of our constituents.
- Oversee and ensure all reporting requirements in relation to our statutory obligations and other external / internal reporting are delivered to standard within required timeframes.
- Manage and monitor the group's operational service and performance ensuring all services are delivered and reported accordingly within budget.
- Oversee the development, implementation and maintenance of policies and procedures for effective and efficient service delivery and business continuity across the organisation.
- Oversee the preparation of submissions and related materials for presentation across all levels of government in both State and Federal jurisdictions and other tribunals as required.

- Maintain continuous quality improvement activities across the portfolio that enhance service delivery and organisational efficiencies.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process and using best practice methodologies and pathways.
- Maintain accountability and responsibility for:
 - recruitment of management positions (service area / section)
 - the performance management of assigned service / section managers in accordance with the NLC's organisational objectives and position accountabilities
 - nurturing and developing talent and service area succession planning
 - actively supporting relevant Learning and development activities
- Champion and drive key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

WORK HEALTH AND SAFETY

- Drive and cultivate a work culture and environment that prioritises the wellbeing, health and safety of both our staff and constituents embracing our people centred care and leadership framework.
- Maintain compliance with, and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively review and investigate critical as well as non-critical incidents and other hazards or risks identified in a responsible and timely manner
- Support and drive organisational wellbeing initiatives.

POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Relevant Degree level qualifications relevant to strategic leadership, governance, change management or policy areas.
- Extensive experience in a similar role, (i.e. at executive / senior management level) for a minimum of five (5) years
- Sound knowledge of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and related Rules
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships
- Ability to exercise high level judgement and discretion and to manage compliance and governance issues within an organisation.
- Demonstrated adherence to high standard of professional principles to ensure honesty and integrity in decision making in all situations.
- Exceptional organisational skills and focus, including a capacity to effectively and efficiently prioritise tasks and manage time in accordance with strict deadlines, with meticulous attention to detail.
- The ability to build, lead and inspire teams and to work with the CEO to create a supportive organisational environment that facilitates staff wellbeing and a positive workplace culture.
- A current NT drivers' licence.
- National Police Clearance

DESIRABLE REQUIREMENTS

- Knowledge of the Aboriginal Land Rights (Northern Territory) Act 1976 and the Native Title Act 1993 and other legislation which affects the land rights of Aboriginal people in the Northern Territory in particular and throughout Australia.

Our Land, Our Sea, Our Life

Date Approved: June 2024