



Culture First.
Supporting Aboriginal Art Centres
of Central Australia

JOB DESCRIPTION

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| POSITION TITLE: | General Manager |
| POSITION NUMBER: | General Manager 01 |
| EMPLOYMENT BASIS: | Full time (3 Year renewable contract subject to funding) |
| SALARY RANGE: | per annum \$90,000 - \$100,000 |
| RESPONSIBLE TO | Chief Executive Officer |
| LOCATION: | Alice Springs |
| LAST REVIEWED: | October 2021 |

Organisation Overview

Desart is the peak arts industry body for Central Australian Aboriginal art and craft centres operating in the cross-border regions of the Northern Territory, Western Australia and South Australia. The organisation was established as a not-for-profit entity in 1992 and is incorporated under the Northern Territory Incorporations and Associations Act.

Desart's current membership comprises 36 Aboriginal art and craft centres located within five defined regions: the Barkly; the North-West; Central Alice Springs and surrounds; the Ngaanyatjarra Lands of WA; and the Anangu Pitjantjatjara/Yankunytjatjara (APY) Lands of SA. The organisation is governed by a ten member Aboriginal Executive Committee comprising two delegates from each of the five designated regions and led by a chairperson elected by the Board.

Desart exists to support, promote and advocate on behalf of Aboriginal artists and member art centres to ensure their recognition and sustainability as a vital cultural, social and economic resource for Aboriginal people of Central Australia. In this capacity, Desart speaks with a united voice on behalf of its members to provide strong advocacy on a variety of important industry issues and undertakes various initiatives and programs based on the principles of capacity building, better business practices, leadership and good governance across the three tiers of art centre operations – directors, art centre staff and artists.

The Desart office is based in Alice Springs and has a staff of eight including a CEO and seven other administrative and program-specific employees.

The Role

The General Manager is a key position within this small organisation and will work closely with the CEO to provide leadership, development and strategic guidance on all aspects of Desart's business operations.

Key functions include:

- Effective and efficient financial management and day to day administration in line with the organisation's strategic plan, budgets, policies and procedures.
- Human Resources Administration and Compliance.
- Leadership and guidance in continuous improvement, compliance and risk management planning across all business operations.

DUTIES

Finance and Administration:

- Act as the first point of call and 'problem solver' for Desart staff and service providers on day-to-day finance, administrative and general operational matters.
- Financial management - In consultation with the CEO, review and assess the organisation's operational and personnel needs, plan and prepare annual budgets and funding submissions. Monitor budgets, review and advise CEO of changed developments or needs.
- Guide and assist staff in planning/preparation of budgets specific to their program areas.
- Liaise with government departments and funding agencies on matters relating to funding.
- Liaise with the Desart bookkeeper to monitor and manage all budget areas and ensure timely preparation of financial reports. Assist in preparation of financial statements/annual financial audit.
- Monitor compliance requirements relating to business contracts and Funding Agreements, ensure timely financial reporting compliance with funding bodies, ACNC and other regulatory authorities.
- Provide clear and concise reports for the CEO, Board of Management or staff as directed by the CEO.
- Be responsible for office communication (phones, internet, computers) utilities and general office maintenance amenities, including sourcing of new technologies as necessary.
- Assets and facilities management – be the key point of contact for vehicle, office and equipment maintenance issues. Liaise with external contractors and service providers; manage contract/lease arrangements and conduct periodic review of those arrangements to ensure the organisation is obtaining value for money in all areas of procurement.
- Supervise admin staff to ensure efficient and effective conduct of all financial and administrative processes and records maintenance.

Human Resources:

- Advise and assist the CEO in recruitment including review and development of job descriptions, remuneration levels and contracts of employment.
- Advise and assist CEO in performance management, training and staff reviews.
- Assist in development and implementation of policies relating to performance management and relevant best practice workplace standards.
- Manage WH&S compliance

Leadership & Continuous Improvement:

- Develop a sound understanding of all program areas of the organisation.

- Anticipate future trends and operational needs and priorities, consult with the CEO to seek advice, plan and develop strategies to address those needs.
- Drive continuous improvement and innovation in operational practice including review and update of systems for recording, monitoring and tracking agreements and services.
- Provide advice and contribute to the development of Desart’s corporate and strategic planning frameworks.
- Provide advice to the CEO and contribute to Desart’s strategic thinking and policy position on its corporate functions and practices and funding.

General:

- Attend Board of Management meetings and present reports as directed.
- Represent Desart at meetings, events and forums as directed.
- Other duties that are safe, legal and logical while being within the limits of the employee’s competence and training and consistent with the position classification.

Working Relationships

- Reports to and takes direction from the Chief Executive Officer (CEO)
- Maintains effective and collaborative working relationships with all Desart staff.
- Maintains effective and collaborative working relationships with Desart member organisations, Aboriginal people, Aboriginal organisations, government bodies, philanthropic agencies, service providers and contractors.

Extent of Authority

- Supervision and management of administrative staff
- Supervision and management of contractors and service providers
- Financial authority as per Desart’s delegation policy

The Candidate

The ideal candidate will:

- Be well-versed in all matters business, ideally within the Arts or associated industry and particularly an Aboriginal or multi-cultural organisation.
- Be a competent leader able to provide guidance that enhances performance in a manner which incorporates the organisation’s vision and culture.
- Able to ensure the smooth operations of Desart’s activities to drive sustainable development and long-term success.
- Have what it takes to successfully achieve outcomes and you will be passionate about supporting and promoting Aboriginal art and culture from Central Australia.

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| SELECTION CRITERIA | P/N BM01 |
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ESSENTIAL

1. Tertiary qualifications in business administration and human resources or extensive relevant experience in a senior finance and HR administration or management role, preferably within an arts or community services organisation.
2. Proven experience in organisational governance, reporting and management of finances, human and other resources.
3. Demonstrated experience with funding and grant management and acquittal processes.
4. Mature and confident approach and ability to undertake research; analyse information and ideas to solve problems and respond to situations flexibly and practically.
5. Highly developed interpersonal, oral and written communication skills, including preparation of reports, briefings and general correspondence and ability negotiate and communicate with influence.
6. Sound skills and experience in the use of Microsoft Office application software (including Outlook, Word, Excel,) and electronic information systems.
7. Demonstrated ability to work with limited direction and to initiate and to set priorities, undertake new tasks quickly, to be flexible and accommodate change and respond effectively to challenges with a high level of personal responsibility.
8. Current driver's licence (manual), willingness and ability to travel to and work in remote locations.

DESIRABLE

1. Understanding of the national arts environment particularly in relation to Aboriginal arts.
2. Experience in Aboriginal organisations or cross-cultural environments.

To apply for this position please mark all applicants as Private and Confidential and address to Carmel Young, Senior Program Manager programmanager@desart.com.au or PO Box 9219, Alice Springs, NT 0871

Please direct all enquiries to Carmel Young on 08 89534736

APPROVED COPY

Signed.....

Date:/...../.....

CHIEF EXECUTIVE OFFICER

AGREEMENT:

I have read this Job Description, understand its contents and agree to abide by it to the best of my ability.

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Employee Name (please print)

Employee signature

Date