



## **Applicant Job Package**

### **IACA Manager**

Dear Sir/Madam

Thank you for your interest in the position of IACA Manager.

For your information the following documents are enclosed:

- Application for Employment form
- Position Description (including Selection Criteria)
- Guide for job applicants

In your application

Please ensure all information and attachments are provided. As a minimum it is expected that you will provide:

1. Response to selection criteria
2. Referee details
3. Resume or curriculum vitae
4. Any other documents that you consider would enhance your application e.g. qualifications, certificates, etc.

Your application must be submitted by 30 July 2021.

Please send your application via email to Tim Acker [tim@tracker.net.au](mailto:tim@tracker.net.au)

Should you require any further information regarding the position, please visit the IACA website [www.iaca.com.au](http://www.iaca.com.au) and/or contact Tim Acker on mb 0410 038226 or [tim@tracker.net.au](mailto:tim@tracker.net.au)

Yours sincerely

Harold Ludwick

Harold Ludwick  
IACA President

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# Indigenous Art Centre Alliance: Manager

## Position Description

### Position: IACA Manager

Full time, 12-month contract with a six month probationary period, with the possibility of extension.

**Pay scale** \$ 90,000 P/A plus 10% superannuation, some salary sacrifice, and a relocation assistance package where required.

## Background

The Indigenous Art Centre Alliance is an organisation that:

- ▶ Provides high quality services and resources that support excellence in Far North Queensland art centres.
- ▶ Provides the central coordination and communication point for the rollout of training to FNQ art centres.
- ▶ Is the central communication and networking point for members.
- ▶ Successfully advocates and builds the profile of IACA members.
- ▶ Increases the sustainability of the Association.

The Indigenous Art Centre Alliance's (IACA) 13 Art Centre members are based in remote communities spread across Far North Queensland. IACA members are in the Torres Strait, , Cardwell, Mossman Gorge across Cape York and Mornington Island. IACA operates from an office in Cairns.

The objects of the Association are:

1. Improve the livelihoods and wellbeing of members by recognising and supporting the economic and cultural value of Aboriginal and Torres Strait Islander art and craft.
2. The relief of poverty, suffering and distress of members through the creation of sustainable and culturally appropriate employment and economic activities.
3. Encourage young Aboriginal and Torres Strait Islander people to become involved in artistic and cultural activities, providing them with employment opportunities, facilitating the transfer of cultural knowledge and artistic skills and enabling participation in fulfilling activities.
4. Provide training for the development of artistic, social, governance and business skills.
5. Build the profile for the distinctive art and cultural practice from far north Queensland.
6. Provide high quality advocacy, resources and support to members.

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7. Work in partnership with other groups in order meet these objects.
8. Provide accountability to members.
9. Operate and maintain a Gift Fund to be known as the Indigenous Art Centre Alliance Gift Fund in accordance with the requirements of subsection 30-125(4) of the Income Tax Assessment Act 1997.



## **Position Overview**

The Manager will lead and manage the organisation under the direction of the Management Committee. The Manager works in accordance with the vision, goals and policies of the Management Committee, as informed by the objects of the Association and the aspirations of the IACA membership as outlined in the IACA Strategic Plan 2020 - 2024.

A commitment to Indigenous self-determination, community development principles, good governance, sustainable business and respect for Indigenous culture and traditions will inform the decision-making and agenda-setting of this position.

Ensure the inclusion of both Indigenous cultural and social values and external expertise into all programs and operations. In all decision-making, ensure awareness of, and that consideration is given to, the cultural aspirations of the IACA membership with full informed consent.

This is a strategic leadership role, with the Manager leading the promotion of, and advocacy for, Far North Queensland Indigenous Art Centres. This includes wide-ranging engagement with the national Indigenous arts sector, including local, state and federal governments, and will represent IACA on relevant boards.

This position manages one full time and one part-time staff member and a range of consultants and service providers. This position will work closely with IACA members.



## **Duty Statement**

The Manager will undertake tasks in the following key areas:

### **Governance**

- ▶ Effective, transparent and accountable leadership for the organisation.
- ▶ Ensure compliance with the Constitution of IACA Incorporated.
- ▶ In collaboration with the Management Committee, develop, document and implement workable policies and procedures for IACA activities and operations.
- ▶ Fulfil the role of secretary on the Management Committee and arrange Management Committee meetings, including drafting agenda, detailed briefing papers and minutes.
- ▶ Implement resolutions of Management Committee meetings in a timely manner and manage any issues that arise.
- ▶ Provide advice, information and reports to the Management Committee, acting as the interface between the Management Committee and IACA staff and membership.
- ▶ Act on behalf of the Management Committee, in strict accordance with Management Committee objectives and policy, in carrying out the operations of IACA.
- ▶ Provision of appropriate interpreters for, and facilitation of the Management Committee meetings.

### **Management**

- ▶ Overall financial management.
- ▶ Develop and maintain formal agreements and effective relationships with government funding bodies, ensuring compliance with all agreements.
- ▶ Overall human resource management to the organisation.
- ▶ Manage the delivery of the IACA five-year business and strategic plan.
- ▶ Prepare new strategic plans for IACA as and when required.

### **Membership and Stakeholders**

- ▶ Pro-actively build and maintain positive relationships with key stakeholders.
- ▶ Continue and expand existing services to IACA members.
- ▶ Develop, maintain and coordinate industry networks.

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### **Advocacy**

- ▶ Excellent Public speaking skills and experience in presenting at national and local conferences and media enquiries.
- ▶ Preparation of submissions and reports to local, state federal government and Philanthropic Agencies and individuals.
- ▶ Undertake policy and research projects, programs and initiatives that lead to the development of clear, evidence-based policy positions and involve the participation of member, community and other stakeholders.
- ▶ Representation on appropriate government and non-government committees in negotiation with the Management Committee.

### **Projects**

- ▶ Oversee and manage all projects undertaken by IACA.
- ▶ Engage with new technologies.



## Selection Criteria

### Essential

1. Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, in particular established experience working in remote Indigenous communities, and with a diverse range of stakeholders, including industry and government partners.
2. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultural obligations and protocols and the issues affecting Indigenous people in contemporary Australian society and
3. Knowledge of Aboriginal and Torres Strait Islander Art Centre and wider Arts Industries at a national level.
4. Post graduate qualifications in social sciences, education, business, and other relevant disciplines or equivalent; minimum of five years' experience in a similar role; or an equivalent combination of the relevant qualifications and experience.
5. Proven ability to lead and manage projects and project teams, and lead the governance, administration, and management of a not-for-profit organisation.
6. Proactive administrative and organisational skills with fluent and effective written and verbal communication.
7. Demonstrated strong public speaking skills across a range of settings, i.e. conferences parliamentary enquiries, local and national events etc.
8. Willingness to travel to and work in remote/regional areas outside of hours, and holder of a full driver's license.

### Desirable

1. Previous experience with managing contracts, including all procedural and reporting requirements with proven effective financial management skills.
2. Experience in developing new initiatives and services.

### Referees

1. You must provide at least two referees, one of which **must** be from your most recent employer.



## Application for Employment Form

<b>Indigenous Art Centre Alliance Inc.</b>
<b>Position Applied for: IACA Manager</b>

Applicants Details		
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
E-mail:		
Do you have a current Police Clearance?		
A police check will be made of the final candidate, please sign for approval.		
Are you an Aboriginal or Torres Strait Islander person		
Are you an Australian citizen <b>or</b> have the status of permanent resident in Australia?		

.....  
*Applicants signature*

*Date*

If you have any queries regarding your application, or any other matter, the contact officer will be able to assist you. You will be notified of the results of your application as soon as practicable.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building), advise the contact officer.

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Office Use Only	
Date of notice to applicant:	Interview: Yes <input type="checkbox"/> No <input type="checkbox"/>
Interview date/time:	Docs sighted by:

## REFEREES

**Name:**

**Title:**

**Organisation:**

**Contact phone:**

**Contact email:**

**Relationship with referee:**

**Name:**

**Title:**

**Organisation:**

**Contact phone:**

**Contact email:**

**Relationship with referee:**



## **Guide for job applicants**

### **INTRODUCTION**

The suitability of applicants is assessed using a competitive selection process. The Association is committed to maintaining equity and fairness in recruitment and selection processes and recognises merit as the primary basis for selection. Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance and qualities relevant to the performance of the duties of the position.

### **Steps in the process**

1. Complete the Application for Employment Form
2. Address the selection criteria
3. Compile your resume, setting out your particular skills and attributes.

To enable the Selection Panel to give every consideration to your application you will need to attach details regarding the following areas:

<p><b>Claim for position/ addressing the selection criteria</b></p>	<p>The Position Description lists the selection criteria, which will be used to assess your application. It is essential that in your application you address each selection criterion outlining your relevant skills, capabilities, experience and qualifications and using relevant examples from your work or community roles to demonstrate your ability to meet each criterion. If any criterion is not addressed, or insufficiently addressed, your application may not receive further consideration.</p>
<p><b>Additional Information</b></p>	<p>Give details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your claim for the position you seek. You may include:  Languages; short courses; social/sporting interests; computer/technical skills; union membership; driver's licence; community activities.</p>
<p><b>Education</b></p>	<p>Give details of any school, university or college qualifications and studies completed or being undertaken relevant to the position. Show the institution, years attended and results.</p>
<p><b>Referees</b></p>	<p>Include the names and telephone numbers (during business hours) of at least two (2) referees who can comment on your previous employment.  Referees will be asked to provide information on your past employment and work performance relevant to the selection criteria for this position.</p>
<p><b>Current resume</b></p>	<p>Provide a current resume which includes your personal particulars, employment experience and relevant qualifications.  You may include any temporary or part-time positions and experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities.</p>

### **Closing Date**

Applications must be received by 11.59 pm on the date specified in the advertisement.

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#### 4. Recruitment selection process

##### **Interview and Assessment**

Interviews and selection are conducted by a panel of at least three people. The panel will include the IACA Management Committee (a majority), and an independent industry person.

The recruitment selection panel will consider an applicant's abilities in (at least) the following areas:-

- Personal integrity/self-management
- Relationship capability
- Potential to engage with and contribute to the organisation now and in the future
- Alignment with IACA values & workplace culture
- Qualifications/training & work history/experience
- Ability to meet the essential and desirable criteria

The most competitive applicants are called for an interview where the panel conducts a more detailed assessment.

If called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application. You will be able to ask questions about the position and provide the panel with more information to help your application.

If you are requested to attend an interview and you have any special needs (for example, wheelchair access to the building) you should tell the person who contacts you about the interview. Interviews may be conducted by telephone if travel distances make it difficult to arrange face-to-face interviews.

You should be available for an assessment from the advertised closing date. The recruitment selection panel will try to ensure that a minimum of two days' notice for an interview is given to short-listed applicants. Please note that if you are going to be absent from work and/or home at any time within one month following closure of the application period, please note this on your application and, if possible, provide alternative contact details.

The panel discusses which applicant best meets the selection criteria and writes a report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, re-advertise the position).

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## **Employment is subject to**

- (a) The applicant being an Australian citizen or having the status of permanent resident in Australia.
- (b) The applicant providing proof of identity and any other necessary documentation.
- (c) A satisfactory Criminal Record check on the prospective applicant.
- (d) Confirmation that the prospective applicant is not disqualified from managing Aboriginal and Torres Strait Islander corporations in accordance with the *Aboriginal (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

## **Feedback**

You will be advised in writing of the result of your application after the selection process is completed, normally within 3 weeks of interviews being conducted. If you are short-listed, you will be offered the opportunity to receive feedback on your assessment. All applicants will be advised regarding the success of their application at the completion of the process. If your application is successful a recruitment selection panel representative will contact you and offer the position to you.