



# HOW TO APPLY FOR ADVERTISED VACANCIES AT RAATSICC

**Applications must contain:**

## **1. Job Application Cover Sheet**

**Must** be attached to your application

## **2. Cover Letter**

Your letter of application must outline:

- Your skills and tell RAATSICC why you would be suitable for the advertised vacancy.
- Why you believe you would be good for the job, especially pointing out your qualities you have for this job.
- Encourage us to seek more details from your résumé.

In closing, mention that you have attached your résumé and any other relevant material, and that you would appreciate an interview to further discuss your suitability.

**TIP- When preparing your letter:**

- ***if a closing date is given in the job advertisement, allow for delays in the mail when posting your application***
- ***ensure your application letter is proof read before sending.***

## **3. Resume**

A résumé, often referred to as a CV, is a summary (or snapshot) of what you have achieved and who you are. It is a very important part of your job application, as it contains a brief outline of your personal details, employment history, education, skills and interests. RAATSICC would like to see the following information contained in your resume:

• Contact details	• Education and Qualifications
• Other skills	• Work history
• Activities and Interests	• Referees

## **4. Selection criteria**

RAATSICC requires all applicants to address specific selection criteria when applying for a job here. Your ability to address the selection criteria will assist RAATSICC to short-list applicants for interviews. Each applicant is scored on how closely they meet each criteria and is then ranked accordingly.

When answering the selection criteria:

- Each individual criteria statement should be 2-3 paragraphs but no more than 1 page each
- Your responses must specifically outline examples of your work experience
- Ensure your responses are written clearly and briefly
- Re-read your responses and ensure that it has addressed the selection criteria

**TIP- You must address each of the selection criteria specifically outlining examples of your work experience. Your resume can help you to focus on your experiences.**



## **What RAATSICC will look for**

Cape York/Gulf RAATSICC looks for individuals that will fit into our organisation to assist us in performing well and to successfully achieve program outcomes for the betterment of our children, youth and families of the North Qld region. RAATSICC will be more interested in you having the right attitude and demonstrating what you have done with your talents than hearing about the talents you possess.

We are very interested in personal qualities and we assume that by applying for any RAATSICC positions, you would possess the necessary skills that is required for the job. A good attitude and behaviour to work could be the deciding factor for successful employment.

RAATSICC seeks the following attitudes in an employee:

- enthusiasm
- initiative
- honesty and openness
- reliability
- adaptability
- commitment
- determination
- maturity
- cooperation
- persistence

### **REMEMBER:**

***Your application, your cover letter, your responses to the Selection Criteria, your presentation must convince RAATSICC to give you an interview. It is the best way in selling yourself as a potential employee. It should be positive, confident and show your keenness for the advertised job.***

RAATSICC would like to thank you in advance for you interest in this position and wish you well in your application – Good Luck 😊





**Cape York / Gulf Remote Area Aboriginal & Torres Strait Islander Child Care (RAATSICC) Advisory Association Inc.**  
124 Spence Street  
PO Box 6242 MC  
CAIRNS QLD 4870  
Ph: 07 40 300 900 Fax: 07 4041 5082  
Web: [www.raatsicc.org.au](http://www.raatsicc.org.au) Email: [info@raatsicc.org.au](mailto:info@raatsicc.org.au)

## APPLICATION COVER SHEET

Position Applied for: .....

Please specify preferred base location if position offers this option: .....

Mr/Mrs/Ms/Miss/Other

Given Names: .....

Family Name: .....

Preferred Name: .....

Postal Address:

Telephone:

Home:

Work:

Mobile:

Fax:

Email:

Preferred method of contact .....

**THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION**

Address all correspondence marked 'Private & Confidential' to:

President  
Cape York / Gulf RAATSICC Advisory Association Inc  
PO Box 6242  
CAIRNS QLD 4870

Phone: (07) 4030 0900

Fax: (07) 4041 5082

Email: [flaicmanager@raatsicc.org.au](mailto:flaicmanager@raatsicc.org.au)



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## GENERAL CONDITIONS OF EMPLOYMENT

**Position:** Chief Executive Officer  
**Level:** 8.1 – Social, Community, Home Care & Disability Services Industry Award 2010  
**Hours:** 76 hours per week  
**Total Salary:** \$112,984.91

Base Salary - \$94,274.96

5 Weeks Annual Leave - \$ 9064.90

9.50% Super contribution - \$ 9,645.05

Salary Sacrifice Available, negotiated amount is deducted out of your base salary

**Location:** Cairns  
**Supervisor:** Management Committee

**APPLICATIONS:** Addressed and marked "Private & Confidential" to:

The President  
Cape York/Gulf RAATSICC Advisory Association Inc.  
PO Box 6242  
CAIRNS QLD 4870

**OR**

Email to: [flaicmanager@raatsicc.org.au](mailto:flaicmanager@raatsicc.org.au)

Subject heading: The President - Private & Confidential





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### Advisory Association Inc.

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## POSITION DESCRIPTION

<b>TITLE</b>	CHIEF EXECUTIVE OFFICER
<b>LOCATION</b>	CAIRNS
<b>UNIT</b>	Corporate
<b>CLASSIFICATION</b>	8.1
<b>REPORTS TO</b>	MANAGEMENT COMMITTEE

### RAATSICC MISSION

As the peak advisory body and service providers on Aboriginal and Torres Strait Islander children and family matters in remote Queensland Cape York and Gulf remote communities, RAATSICC Staff, Management Committee and members will work collaboratively to find ways to provide the highest standard of services to:

- Strengthen our families to maintain our way and culture
- Nurture our children as they are our future
- Develop our youth as they are our upcoming generation of leaders

### POSITION PURPOSE

Your role will be crucial to the success of our organisation, as you will be giving all the strategic directions to the team across the whole organisation. You will be primarily responsible to carry out the strategic plans and policies as established by the board of directors or as expressed in the organisation's constitution as well as creating, communicating, and implementing the organisation's vision, mission, and overall direction. You will lead the development and implementation of the overall organisation's strategy and participate in industry-related events or associations that will enhance the CEO's leadership skills, the organisation's reputation, and the organisation's potential for success.

You will monitor & evaluate program activities and assist managers in creating a learning organisation that will continue to grow and flourish and enhancing the skills and abilities of employees.

### PERFORMANCE REQUIREMENTS

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Direct the organisation in keeping with the vision outlined for the organisation by the Board of Directors</li> <li>• Partner with high-level officers to grow the organisation, strengthen it and ensure its sustainability</li> <li>• Represent the organisation as required, including attendance of important functions, industry events, public meetings, communicating with stakeholders and government entities</li> <li>• Leading the development of the organisation's short- and long-term strategy</li> <li>• Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive</li> <li>• Assessing risks to the organisation and ensuring they are monitored and minimised</li> <li>• Setting strategic goals and making sure they are measurable and describable</li> <li>• Work closely with the SFM (Senior Finance Manager) to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors with regard to investment risk and return</li> </ul>
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	<ul style="list-style-type: none"> <li>• Knowledge of profit and loss, balance sheet and cash flow management, finance and budgeting</li> <li>• Work closely with Human Resources (HR) regarding hiring practices, payroll and benefit disbursement</li> <li>• Oversee quality control throughout the organisation, establishing goals for each department in partnership with division managers</li> <li>• Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation</li> <li>• Maintaining a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels</li> <li>• Providing for the appropriate management and supervision of the day-to-day business affairs of the Organisation by developing and implementing processes that will ensure the achievement of the Organisation’s financial and operating goals and objectives</li> <li>• Keeping the Board of Directors aware of RAATSICC’s performance and significant events affecting its business, including opportunities and adverse or positive developments</li> <li>• Assisting in the preparation of the agenda for each meeting of the Board</li> <li>• Developing, and supervising the development of, an effective management team below the level of the CEO, and an active plan for its development and succession</li> <li>• Overseeing the development and communication of clear objectives and focus for all employees and clear and appropriate standards and measures of performance</li> <li>• Identifying and assessing the principal risks of the Organisation’s business and implementing systems to manage these risks and mitigate uncertainties that can have a negative effect on the Organisation’s business activities and ability to achieve its corporate objectives and strategic plan</li> <li>• Performing other duties required by law, as appropriate, or as may be directed by the Board, consistent with the position of CEO</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Effectively manages the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations</li> <li>• Lead, mentor, support staff and role model RAATSICC’s values</li> <li>• Assist in the facilitation of effective induction processes</li> <li>• Participate in all types of supervision as part of self-care and confidence in your role</li> <li>• Participate in training and development opportunities to increase upon skills, knowledge and experience</li> <li>• In conjunction with the board, establish goals/objectives and outcomes for your own work plan</li> <li>• Participate in staff development and team meetings, as well as attend general staff meetings</li> <li>• Provide high level support to the board where required</li> <li>• Act and maintain professional and ethical work practices and ensure compliance of these by staff that are supervised</li> </ul>
<b>Documentation/ Quality Systems Management</b>	<ul style="list-style-type: none"> <li>• Comply with RAATSICC’s policy and procedures (Employee Handbook)</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in maintaining effective quality assurance management processes</li> <li>• Record and file all relevant correspondence appropriately, as per RAATSICC Policies and Procedures, and in accordance with funding guidelines</li> <li>• Provide high level support to the board and all managers where required in relation to documentation and quality systems</li> <li>• Plan and organise own work to achieve organisational goals and objectives.</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Report incidents and hazards immediately, in line with RAATSICC's policy and procedures</li> <li>• Adhere to safe work practices at all times</li> <li>• Implement systems to ensure a safe workplaces for all staff and members of the public</li> <li>• Have sound knowledge of RAATSICC's procedural and operational methods</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed from time to time from the Board, and assist other managers in Unit support where required</li> </ul>

### PERSONAL CHARACTERISTICS

- Uphold RAATSICC's vision, mission, values and goals for the children, youth and families in all service delivery
- Honest communication skills; the ability to actively listen and challenge people when necessary
- Initiative, self-motivation and a positive attitude
- Integrity, discretion, tact and respectful behaviour when dealing with people
- Respect of individual's cultural diversity, and knowledge of cultural safety
- Ability to maintain privacy and confidentiality
- Efficient, reliable, flexible and responsive to family needs and routines
- Be critically reflective; think about your practice and identify what you do well and what you can improve on
- Effective time management
- Work collaboratively and effectively with RAATSICC's stakeholders and staff to provide the highest standard of services to community

## POSITION REQUIREMENTS

### Required to have

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| <ul style="list-style-type: none"><li>• Proven experience as CEO or in other managerial position</li><li>• Experience in developing profitable strategies and implementing vision</li><li>• Strong understanding of corporate finance and performance management principles</li><li>• In-depth knowledge of corporate governance and general management best practices</li><li>• An entrepreneurial mindset with outstanding organisational and leadership skills</li><li>• Analytical abilities and problem-solving skills</li><li>• At least 3 years of experience working in the Social Service sector</li><li>• Proven experience in Child Protection</li><li>• Extensive knowledge of issues affecting Aboriginal and Torres Strait Islander people and communities.</li><li>• Comprehensive knowledge of the community services sector specifically domestic violence, child protection and understand the social causes of child maltreatment and family stress</li><li>• Extensive working experience of legislation, service standards and practice frameworks related to the community services sector</li><li>• Well developed and effective communication skills</li><li>• Excellent computer skills and use of relevant technology</li></ul> | <ul style="list-style-type: none"><li>• Qualification in Community Services or relevant field <b>or</b> work towards obtaining a qualification or formalising your experience and skills Knowledge and understanding of social justice principles</li><li>• Knowledge and understanding of complex needs and risk factors (such as D&amp;A, Mental Health, Homelessness, Domestic &amp; FV)</li><li>• Strong ability to organise effectively, delegate responsibility, solve problems quickly and communicate clearly</li><li>• Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts</li><li>• Significant experience in establishing and maintaining effective professional relationships with government, non-government agencies and Indigenous communities</li><li>• Understanding of consumer rights and responsibilities</li><li>• Class "C" Drivers licence</li><li>• Working with Children Blue Card</li></ul> |
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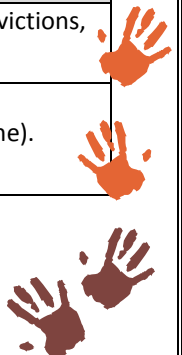
### Beneficial to have

- Knowledge of the Far North Qld community and geographical and cultural dynamics

### Additional Factors

- (a) Persons seeking engagement in this position are required to disclose any criminal histories (including convictions, which are not recorded) and/or charges at the time of interview.
- (b) This role is responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (e.g. email, internet and telephone). Staff must undertake these tasks in accordance with RAATSICC's Employee Handbook.

For more information, please do not hesitate to contact the RAATSICC office on the toll-free number 1300 663 411







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## SELECTION CRITERIA

<b>TITLE</b>	Chief Executive Officer (CEO)
<b>PROGRAM</b>	All Organisation Programs
<b>UNIT</b>	Corporate
<b>CLASSIFICATION</b>	8.1
<b>REPORTS TO</b>	Management Committee

KEY SELECTION CRITERIA	
1.	Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal and Torres Strait Islander people and communities especially in Far North Queensland remote and discrete communities.
2.	Demonstrated capacity to lead and manage a diverse organisation and to work effectively with the organisation's Management Committee.
3.	Demonstrated ability to lead an organisation in strategic and business planning with proven ability to develop policy and facilitate innovative development.
4.	Demonstrated experience in human resource management including strong leadership skills with the ability to motivate and inspire others to work together as a team to achieve outcomes.
5.	Highly developed communication, negotiation, presentation and conflict resolution skills and demonstrated report writing skills.
6.	High-level financial management skills with experience in government funding systems, in preparation of grant submissions and acquittals, and budget management.
7.	Ability to establish effective partnerships with a broad range of stakeholders.
8.	Experience and demonstrated capacity to work and liaise with Aboriginal and Torres Strait Islander people, organisations and communities.
9.	Demonstrated knowledge of privacy and confidentiality protocols within an organisation
10.	Understanding of governance and accountabilities relevant to a complex Membership-based non-government organisation.
11.	Relevant tertiary qualifications or equivalent knowledge and experience.

