



**CHIEF EXECUTIVE OFFICER**

**JOB & PERSON SPECIFICATION**

**OCTOBER 2025**



## Leadership Position Description

|                 |                                                                      |
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| POSITION TITLE: | Chief Executive Officer                                              |
| LOCATION:       | 87 St Vincent Street, Port Adelaide SA 5015                          |
| DEPARTMENT:     | Executive                                                            |
| REPORTS TO:     | Board of Directors                                                   |
| DIRECT REPORTS: | Financial Controller, Operations Manager, Corporate Services Manager |

## Key Result Areas

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|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>SAFETY:</b> Proactively demonstrate a commitment to WHS, putting the safety of employees, visitors, participants, and yourself first every time.                                       |
| 2 | <b>PEOPLE</b> - Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports, and guides Nganana's services.            |
| 3 | <b>BOARD GOVERNANCE</b> - Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes.                               |
| 4 | <b>FINANCIAL</b> - Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization. |
| 5 | <b>STRATEGIC</b> – Apply innovative thinking and performance measurements to analyse and support strategic decision-making                                                                |
| 6 | <b>OPERATIONAL</b> – Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations                                                         |
| 7 | <b>CONTINUOUS IMPROVEMENT</b> – Build and maintain a culture of continuous improvement across Nganana.                                                                                    |



## Key Performance Indicators

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| <b>KRA 1</b> | <b>SAFETY:</b> Proactively demonstrate a commitment to WHS, putting the safety of employees, visitors, participants, and yourself first every time.          |
|              | <b>Key Performance Indicators</b>                                                                                                                            |
| 1.1          | Provide leadership and work in a manner which does not wilfully or negligently place at risk the health or safety of any person including yourself.          |
| 1.2          | Ensure work is planned and conducted in a safe manner and without risk to anyone's safety.                                                                   |
| 1.3          | Participate in risk management activities to identify, assess, and control risks in the workplace                                                            |
| 1.4          | Contributes to identification of WHS risks and hazards and take advantages of emerging opportunities to address them.                                        |
| 1.5          | Ensure adherence to WHS related company policies at all times, ensuring consistent interpretation and compliance                                             |
| 1.6          | Ensure the immediate reporting of any workplace incident, accident or other occurrence and the completion of the necessary incident reporting documentation. |
| 1.7          | Consistently demonstrate the organisation's values through all behaviours and decisions                                                                      |
| 1.8          | Consistently demonstrate tolerance and respect in every interpersonal interaction.                                                                           |

  

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| <b>KRA 2</b> | <b>PEOPLE</b> - Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports, and guides Nganana's services.                     |
|              | <b>Key Performance Indicators</b>                                                                                                                                                                  |
| 2.1          | Build a high-performing senior leadership team and play an active role in attracting, retaining, and developing best-in-class employees.                                                           |
| 2.2          | Ensure position descriptions for your reports are current, reviewed annually and updated as required.                                                                                              |
| 2.3          | Identify clear objects and/or goal for your reports, ensure they are measurable and add value.                                                                                                     |
| 2.4          | Understand and stay informed about the challenges your area of control is facing to ensure you can redefine expectations and re-direct activities as required.                                     |
| 2.5          | Apply appropriate planning strategies to keep your team on track and meet and/or exceed targets.                                                                                                   |
| 2.6          | Step to the front, always display commitment to your employers' agreed objectives and never display a lack of faith in front of your team.                                                         |
| 2.7          | Communicate effectively, ensure that your team know their targets, have a good understanding of the plan to achieve them and appreciate how their personal contributions are vital to the success. |
| 2.8          | Monitor, evaluate and manage staff performance to enable individual and team professional growth and development                                                                                   |
| 2.9          | Address staff performance issues as required according to documented policies and procedures.                                                                                                      |
| 2.10         | Ensure that staff understand what is required of them, have development plans in place and provide timely performance feedback                                                                     |
| 2.11         | Champion training and continuous development within the team to ensure succession planning, and a culture that exceeds the absolute best the industry has to offer                                 |
| 2.12         | Identify high potential employees and initiate development plans that facilitate retention.                                                                                                        |



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| <b>KRA 3</b> | <b>BOARD GOVERNANCE</b> - Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes                              |
|              | <b>Key Performance Indicators</b>                                                                                                                                                       |
| 3.1          | Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times                                |
| 3.2          | Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner |
| 3.3          | Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress                              |
| 3.4          | Gracefully manage the board as needed to build consensus, remind of outstanding deliverables, and offer support                                                                         |
| 3.5          | Implement Board policies and procedures and build support for Board decisions amongst staff                                                                                             |

  

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| <b>KRA 4</b> | <b>FINANCIAL</b> - Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization. |
|              | <b>Key Performance Indicators</b>                                                                                                                                                         |
| 4.1          | Ensure Nganana's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.                                                                           |
| 4.2          | Manage Nganana's budget and ensure that it is a financially viable, sustainable organization with the resources to meet current and projected program growth                              |
| 4.3          | Identify and implement cost-effective ways to develop and deliver state-of-the-art services to participants                                                                               |
| 4.4          | Ensure compliance with relevant state and federal laws, regulations and with standard accounting procedures                                                                               |
| 4.5          | Provide monthly and annual organisational and financial reports in a timely way to the Board                                                                                              |
| 4.6          | Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position                                                              |

  

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| <b>KRA 5</b> | <b>STRATEGIC</b> – Apply innovative thinking and performance measurements to analyse and support strategic decision-making                                                  |
|              | <b>Key Performance Indicators</b>                                                                                                                                           |
| 5.1          | lead the organisation to achieve the strategic objectives, maintain and enhance Nganana's reputation and credibility.                                                       |
| 5.2          | Implement strategic plans, based on data-driven analytics, projections, and financials                                                                                      |
| 5.3          | Cultivate excellent relationships with local media and provide oversight for Nganana's presence in the social media                                                         |
| 5.4          | Reach out to the community to present Nganana, its vision and services through public presentations and by attending relevant business events, conferences, and gatherings. |
| 5.5          | Identify opportunities to diversify income streams.                                                                                                                         |
| 5.6          | Lead and facilitate development of effective and respectful relationships with key external and internal stakeholders.                                                      |
| 5.7          | Manage all aspects of the organization's marketing and public relations                                                                                                     |



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| <b>KRA 6</b> | <b>OPERATIONAL</b> – Provide leadership and hands-on management for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies |
|              | <b>Key Performance Indicators</b>                                                                                                                                                                    |
| 6.1          | Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner.             |
| 6.2          | Establish goals, objectives, and operational plans in collaboration with the Board, the Executive team, employees, and external stakeholders.                                                        |
| 6.3          | Translate strategic plans into annual business plans with clear Key Performance Indicators.                                                                                                          |
| 6.4          | Lead the mission and vision of the organization, along with the Board, so that Nganana participants receive high-quality services                                                                    |
| 6.5          | Ensure all activities are effectively monitored and evaluated for impact and outcomes                                                                                                                |
| 6.6          | Monitor external and internal environments to assess risk and implement mitigants                                                                                                                    |
| 6.7          | Ensure full and timely compliance with all regulatory, accountability and contractual obligations                                                                                                    |

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| <b>KRA 7</b> | <b>CONTINUOUS IMPROVEMENT</b> – Build and maintain a culture of continuous improvement across Nganana.    |
|              | <b>Key Performance Indicators</b>                                                                         |
| 7.1          | Maintain a working knowledge of significant developments and trends in the industry.                      |
| 7.2          | Continuously reflect on existing processes to identify improvement opportunities                          |
| 7.3          | Consistently identify and implement best practices to remain competitive during times of constant change. |
| 7.4          | Improve workflows, create more efficient processes, and foster productivity                               |
| 7.5          | Drive bottom-up improvement through coaching and investing in people.                                     |
| 7.6          | Identify and remove bottlenecks to optimise workflows.                                                    |

## Personal Attributes

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| <b>Essential Role Specific Skills, knowledge, and experience:</b>                                                                                            |
| Degree in Management, Business Administration, Finance, Economics, or its equivalent.                                                                        |
| Five years of prior experience as a CEO, Executive Director, or in a related position at a non-profit, foundation, government, or industry.                  |
| Strong business acumen and a history of providing visionary leadership at the executive level.                                                               |
| Proven experience executing organisational growth and leading a similar or larger size successful non-profit and/or related entity.                          |
| Proven experience working with and leading a non-profit Board and working with diverse groups of people.                                                     |
| Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources, etc.                                                       |
| Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams.         |
| Able to navigate ambiguity and relentlessly solutions driven.                                                                                                |
| strong analytical and innovative thinking to develop a clear business strategy to achieve goals.                                                             |
| Commitment to results; 'can-do' mindset with emphasis on accountability                                                                                      |
| Experience at change leadership and change management                                                                                                        |
| Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills |
| Sense of humour, integrity, impeccable work ethic                                                                                                            |
| Highly Desirable Role Specific Skills, knowledge, and experience                                                                                             |
| Experience in growing & diversifying revenue                                                                                                                 |
| Experience working with and reporting directly to a board                                                                                                    |



# Nganana Inc.

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## **OTHER REQUIREMENTS – New Employees**

Employment is subject to a satisfactory six-month probationary period.

Employees must comply with business Policies and Procedures.

Completion of an Employment Application including pre-employment disclosure of Pre-existing Injury or Disease and Criminal history.

A National Criminal History Check. (If required)



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora.  
Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.