



the  
**Lowitja**  
Institute

Australia's National Institute for Aboriginal and  
Torres Strait Islander Health Research

# Employment Application Pack

## Chief Executive Officer

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Attachment: Position Description

## 1. About the Lowitja Institute

The Lowitja Institute is Australia’s national institute for Aboriginal and Torres Strait Islander health research, named in honour of its Patron, Dr Lowitja O’Donoghue AC CBE DSG.

The Lowitja Institute is the trading name for the National Institute for Aboriginal and Torres Strait Islander Health Research Limited (NIATSIHR Ltd), a limited liability company. The NIATSIHR is registered as a not-for-profit company limited by guarantee and is structured as a public benevolent institution.

A strategic plan was approved in September 2015.

### **Purpose:**

*To value the health and wellbeing of Aboriginal and Torres Strait Islander peoples*

As the national institute for Aboriginal and Torres Strait Islander health research, a significant responsibility rests with the Lowitja Institute to provide leadership on work that will result in improvements to the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

To achieve this, the Lowitja Institute will embrace those who likewise share a firm commitment in valuing the health and wellbeing of Aboriginal and Torres Strait Islander peoples. Our work encompasses all areas that contribute to the health and wellbeing of Aboriginal and Torres Strait Islander peoples, including the social and cultural determinants of health and wellbeing. The work of the Lowitja Institute will be ambitious, rigorous and culturally safe. We will directly contribute towards our people achieving their greatest potential.

### **Vision:**

*The Lowitja Institute will be an authoritative and collective voice for the benefit of Aboriginal and Torres Strait Islander peoples’ health and wellbeing*

The Lowitja Institute will pursue a new generation of solutions that will make a real difference to the health and wellbeing of Aboriginal and Torres Strait Islander peoples. We will facilitate work that benefits Aboriginal and Torres Strait Islander peoples first and foremost. To do this, we will support Aboriginal and Torres Strait Islander priorities and collective ways of working. We will ensure that our work recognises the strength and agency of Aboriginal and Torres Strait Islander peoples. The knowledge we provide will be culturally ethical and intellectually rigorous.

The Lowitja Institute administers the Lowitja Institute Aboriginal and Torres Strait Islander Health CRC, which operates from 1 July 2014 to 30 June 2019.

For further information on the Lowitja Institute go to our website at [www.lowitja.org.au](http://www.lowitja.org.au).

## 2. The Role

The role you are applying for is **Chief Executive Officer** of the Lowitja Institute. A position description for the role is attached.

**Note: This role is an identified position open to Aboriginal and Torres Strait Islander people only (Section 12 of the *Equal Opportunity Act 2010 (Vic)*).**

For further information on this role contact Catherine Richards, Director, Corporate Services, on t: 03 8341 5501 or by email at [catherine.richards@lowitja.org.au](mailto:catherine.richards@lowitja.org.au) who will make an appointment to discuss the position with Pat Anderson AO, Chair of the Institute.

The role is based in either our Melbourne or Canberra office situated at:

Suite 1, Level 2  
100 Drummond Street  
Carlton VIC 3053 or

Nous House  
121 Marcus-Clarke Street  
Canberra ACT 2601

## 3. Your remuneration

The employment conditions for this position are covered by a performance based executive employment contract. The successful applicant will be required to enter into a three year full-time, fixed-term contract of employment.

A draft executive employment contract will be supplied to the successful applicant.

At present the Lowitja Institute is reliant on Australian Government funding all employment with the Lowitja Institute is conditional on continuing funding. The Lowitja Institute currently has an Australian Government funding agreement in place until 30 June 2019 with a further contract until 2022.

The salary for the Chief Executive Officer will be negotiated, depending on qualifications and experience.

Your total remuneration will consist of:

- Base salary
- Superannuation calculated at 9.5% of base salary

The Lowitja Institute is endorsed by the Australian Charities and Not-for-Profit Commission as a charity and a public benevolent institution. This endorsement allows the Lowitja Institute to offer considerable income tax free benefits to employees, which can increase the value of an employee's take home pay. Further information on salary sacrifice options will be provided to the successful applicant.

## 4. How to apply

Applications, in Word or PDF format only, must contain the following information:

- Cover letter addressed to the Director, Corporate Service, which summarises your personal details, qualifications and an indicative start date
- Statement of claims addressing each of the selection criteria listed in the Position Description
- Your most recent CV or resume, which must contain details of your current employer.
- The names and contact details of at least two referees, whose experience with Aboriginal and Torres Strait Islander affairs and engagement with you is commensurate to the position.

Applications which do not include the above stated parts will not be considered.

Your completed application should be submitted through the Lowitja Institute Recruitment Portal at <http://www.lowitja.org.au/director-corporate-services-application> by the extended application closing date of 28 February 2019, 5pm AEST. Note that no late applications will be accepted.

## 5. The recruitment process

- Receipt of your application will be acknowledged by email. If you do not receive this acknowledgement within 24 hours of submitting your application, telephone Catherine Richards on 03 8341 5501 to check that your application was received.
- Once the application closing date has passed, all applications which contain the information listed in Point 4 above, will be reviewed and a shortlist of applicants to go to the next stage will be compiled.
- Applicants who have been shortlisted for interview will be notified of the interview time and place and if any further information is required to support your application.
- At this stage it is proposed to conduct interviews for shortlisted candidates in Melbourne in March at a date to be advised.
- Applicants who are not shortlisted for interview will be notified by email that their application was unsuccessful.
- Note that the Lowitja Institute does not provide feedback to unsuccessful applicants on why their application was unsuccessful.

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Attached: Position Description

P O S I T I O N   D E S C R I P T I O N

<b>POSITION TITLE:</b>	Chief Executive Officer
<b>PROGRAM AREA:</b>	Whole of Organisation
<b>SUPERVISOR:</b>	Board
<b>CLASSIFICATION LEVEL:</b>	Executive
<b>SALARY RANGE:</b>	Depending on qualifications and experience
<b>ATTENDANCE &amp; DURATION:</b>	Full-time/ 3 years
<b>POSITION LOCATION:</b>	Canberra or Melbourne

**WHO WE ARE:**

The Lowitja Institute is Australia's national institute for Aboriginal and Torres Strait Islander health research, named in honour of its Patron, Dr Lowitja O'Donoghue AC CBE DSG.

**Purpose:**

*To value the health and wellbeing of Aboriginal and Torres Strait Islander peoples*

**Vision:**

*The Lowitja Institute will be an authoritative and collective voice for the benefit of Aboriginal and Torres Strait Islander peoples' health and wellbeing*

In joining the Lowitja Institute, our valued staff commit to working respectfully and effectively, within an Aboriginal and Torres Strait Islander organisation, to make a direct and significant contribution to the health and wellbeing of our peoples.

**POSITION PURPOSE:**

The CEO will work closely with the Chairperson and Board in setting and executing the Strategic Plan for the Institute. The CEO will grow, lead and inspire a highly capable team to deliver on the priorities of the organisation. As the Institute's primary spokesperson, the CEO will communicate with strength, integrity and influence across a range of audiences and settings.

**PRIMARY RESPONSIBILITIES:**

- Support the Board to develop the Strategic Plan
- Be responsible for the implementation of the Strategic Plan
- Expand and enhance the Institute's leadership and influence in research nationally and internationally
- Lead a high performance and culturally safe team

- Ensure the highest level of risk, financial management, compliance, policies and systems are employed
- Ensure the long term sustainability of the organisation
- Ensure strong, effective, impactful relationships are established and expanded
- Represent the Institute equally well at community, national and international levels across a range of settings
- Communicate effectively, with influence and impact

**SELECTION CRITERIA:**

1. Aboriginal and/or Torres Strait Islander person
2. Superior knowledge and understanding of matters concerning the health and wellbeing of Aboriginal and Torres Strait Islander peoples
3. Demonstrated ability to communicate effectively with Aboriginal and/or Torres Strait Islander peoples
4. Demonstrated ability to deliver successful business development outcomes to drive transformational change
5. Ability to work with effectively with Boards including proven capability to develop strategy and discipline in execution
6. Proven ability to work in complex, multi- stakeholder environments and across a range of levels, sectors, settings
7. High level knowledge of governance, financial and risk management
8. Demonstrated track record in strong team leadership that delivers measurable outcomes
9. Tertiary qualifications and experience in a relevant discipline
10. Ability to undertake interstate and international travel where required

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**APPROVED**

Chairperson  
Lowitja Institute