

Application Kit

Guidelines for candidates applying for the role of
BOARDING MANAGER
with Torres Strait Kaziw Meta Inc



Applications must be submitted via email to
Caitlin Donigi at HR Dynamics caitlin@hrdynamics.com.au
For further enquiries regarding this position please call
Caitlin Donigi on (07) 4051 7307

APPLICATIONS CLOSE 5PM, 12 OCTOBER 2022



About Torres Strait Kaziw Meta Inc

Background

The current Torres Strait Kaziw Meta Inc grew out of community demand for outer islands, secondary aged students to be accommodated on Thursday Island to attend secondary education. A committee, 'Cathedral College' was formed to address the needs of the students using available resources of the Thursday Island community with the support of the Anglican Church. The first students were sent in by parents in 1978 and were accommodated in homes on Thursday Island and in 1979 the demand for accommodation doubled. Academic, recreational and spiritual activities were organised for the students.

The College members voted to leave the Anglican Church to form a community-wide Association which became known as 'Torres Strait Kaziw Meta Inc' ('Children's House'), a not-for-profit organisation with charity and Public Benevolent Institution status.

A property at 1 Nazeer Street Thursday Island was donated to Torres Strait Kaziw Meta Inc by the See Kee family. The property was a market garden with a house (the current See Kee House) and an ample supply of water. The property was adjacent to the Thursday Island State High School (now Tagai State College) which was a very convenient location for a boarding residence.

Shortly after this, a visiting Senator from the Hawke Government, John Dawkins, pledged his support for the multi-building program with the construction of 5 boarding houses with House Parents flat attached. Kaziw Meta is a modern independent boarding facility accommodating 67 male and female students and with a staff of 18.

Each year, at the AGM, the Association members elect the Management Committee to govern the Association and oversight the management of the boarding program run by the Head of Boarding and staff.

Kaziw Meta has a proud history of students achieving academic, sporting and cultural success. We provide a home-away-from-home environment, respectful of culture and with strong links to Tagai secondary campus and the communities of the Torres Strait. The health and wellbeing of students growing to be proud Islander people is paramount.

Strategic Plan 2021-2026

In 2021 the Management Committee, facilitated by Dr Steven Florisson of Boarding Training Australia, developed the 2021-2026 Strategic Plan.

The group redeveloped the Vision and Mission statements and then set five-year goals under the strategic priority areas of:

- Governance
- Finance
- Infrastructure
- Staff
- Students
- Parent and Community Engagement



Vision

That Kaziw Meta is the preferred boarding facility for Torres Strait Islander students.

Mission

Kaziw Meta provides a safe, family focused home away from home, for Torres Strait Islander children in years 7 to 12, to be educated at Tagai State College. Kaziw Meta nurtures boarders to achieve their full potential, to be confident, proud and strong in culture, with resilient life skills and respect.

About the Role/Living Arrangements

Kaziw Meta are seeking an experienced, innovative and committed Boarding Manager to join their team, leading the implementation and management of the Boarding Program and ensuring the safety and wellbeing of Boarders and Boarding Employees.

The Boarding Manager participates as a proactive member of the Kaziw Meta Senior Management Team, evaluating the Boarding Program and seeking opportunities to improve boarding operations and services in line with Kaziw Meta strategies and goals.

Salary

A Competitive Salary is on offer (\$80,000 - \$100,000) and will be discussed / negotiated with the successful candidate

Housing Package:

A 2 bedroom property is provided on-site, and would suit a couple. Relocation costs are provided for the successful applicant's relocation to Thursday Island and return to the mainland after the successful completion of 5 years of service.

Other Conditions

The property does not permit smoking or alcohol on site, and all visitors are to be signed in and approved by the CEO. These rules reflect the site being for young children and is in place to ensure their welfare and safety is paramount.

The preferred applicant should be willing to join in with activities and become part of the life of the organisation.

Consistent with our commitment to ensure the safety of students, community and colleagues, and in meeting our WH&S responsibilities and obligations Kaziw Meta Management Committee may request proof that the successful applicant has received their government approved double vaccination for COVID 19, and that the applicant is able to confirm that they will have annual boosters, if recommended. Applicants should note this when applying for the role as part of our commitment to protecting vulnerable people.



About the Application Process

Applications will include:

- letter of application, addressed to the Chief Executive Officer, Kaziw Meta;
- current resume, including 2 referees contactable by both phone and email; and
- statement that addresses the following Selection Criteria, that is no more than 3 pages in length.

Any incomplete applications, will not be considered.

Essential Key Selection Criteria Please address all 4 criteria.

1. Demonstrated cultural understanding/experience including:
 - Comprehensive understanding and working knowledge of the needs of Aboriginal and Torres Strait Islander people
 - Ability to be able to work in a culturally appropriate way with employees, students, families, and
2. Demonstrated leadership skills including:
 - Experience in a management role (preferably of not-for profit community organisation) providing leadership and support to a team providing operations and services / implementing programs
 - Excellent communication and stakeholder relationship skills and demonstrated ability to support the CEO and drive strategic direction and vision
 - A proactive approach to looking for improvement opportunities within the organisation
3. Demonstrated financial and business acumen including:
 - Experience in overseeing program / operational budgets and ensuring that all costs are aligned with budget, and all financial reporting is complete.
 - Demonstrated, successful experience of tendering for funding and securing funding opportunities and meeting all contractual requirements.
 - Excellent writing skills, computer literate, negotiation skills and strong administration skills
4. Demonstrated Program Management experience including:
 - Experience in a similar role with a good understanding of boarding facility operations and processes
 - Demonstrated experience managing programs in remote Aboriginal and/or Torres Strait Island communities
 - Strong time management and organisational skills with the ability to prioritise, multitask and work under pressure

Application Process

Torres Strait Kaziw Meta Inc is an equal employment opportunity employer and applies merit based selection techniques to ensure that the best person for the position is selected. Aboriginal and Torres Strait Islander people are strongly encouraged to apply for vacant positions.



Your Application Must Include

- ☐ Covering Letter – 1 page letter introducing yourself and detailing why you are suitable for this role;
- ☐ Response to the Selection criteria (maximum 3 pages) as listed above;
- ☐ Resume (Maximum 4 pages) and including 2 current referees contactable by phone and email.

Closing Date and Time

The closing date for applications is 5pm, Wednesday 12 October 2022

Submission Details

Applications must be submitted via email to Caitlin Donigi at HR Dynamics caitlin@hrdynamics.com.au
For further enquiries regarding this position please call
Caitlin Donigi at HR Dynamics on (07) 4051 7307

Recruitment & Selection Process

- Applications will be acknowledged by email. Please allow up to 2 weeks from the position closing date for your acknowledgement letter to be issued.
- Reference checking will be undertaken before interviews for those applicant/s shortlisted for the position.
- Applicants selected for interview will be contacted by email or telephone. Please allow up to 3 weeks from the position closing date to receive notification of your short listing status.
- The Selection Panel will interview each shortlisted applicant. Interview questions will be based on the Selection Criteria and highlight important aspects of the Position Description. (If a candidate cannot attend an interview in-person, a telephone or Zoom interview may be suitable).
- Successful candidates will be contacted and a verbal offer of employment will be made. Once the position is verbally accepted, a written offer of employment will be provided.
- All unsuccessful applicants will be notified of the outcome of the process via email

Conditions of Employment

The information requested on this application for employment is necessary to ensure a fair and thorough evaluation of all applicants with Torres Strait Kaziw Meta Inc. Personal information contained within this application for employment shall be available only to employees and managers of the company with direct involvement in the recruitment process. You may update or access your application information at any time by contacting HR Dynamics. Your application will be kept in a secure place and after 3 months will be destroyed. In order to ensure the suitability of the person for our requirements and to ensure that employee is satisfied in the position, it is the policy of Torres Strait Kaziw Meta Inc to put each new employee on a probationary period.