



WALTJA TJUTANGKU PALYPAYI ABORIGINAL CORPORATION

MANAGEMENT SUPPORT WORKER

JOB SUMMARY:

This senior position supports the CEO in administration, program management and HR across Waltja's operations. The Management Support Worker provides oversight for Waltja programs and projects, and supports staff to achieve program objectives. The Management Support Worker will act as CEO for the day-to-day management of Waltja when the CEO takes leave.

ACCOUNTABILITY:

The CEO will support the Management Support Worker in this role. They will report directly to the CEO. In the CEO's absence the Management Support Worker will be directly accountable to Waltja Executive Directors.

DUTIES AND RESPONSIBILITIES:

1. Assist the CEO in program management matters including program planning, team supervision, documentation, reporting and acquittals and liaise with the CEO regarding operational and program issues arising in the workplace.
2. Assist the CEO with recruitment, probation, performance reviews and performance management, and liaise with the CEO regarding staff PD and WHS issues arising in the workplace.
3. Assist the CEO to ensure that programs and activities meet Waltja's community development and community engagement objectives, and in accordance with Waltja's organisational standards.
4. Provide management support to program teams, addressing team building and conflict resolution, staff training, and professional development to meet the KPIs of their duty statements; ensure that Project Managers and Coordinators understand and meet all contractual obligations for Waltja projects.
5. Assist with the preparation and acquittal of submissions for external funding in line with Waltja's Strategic Business Plan and identified areas of interest.
6. Ensure programs operate within budget allocations, assist with the authorisation of purchase orders and bank payments, in line with Waltja's financial protocols.

7. Assist with Waltja's good governance by providing administrative support to Executive and Directors Meetings and play an active role to support Directors Meetings and workshops.
8. Work within Waltja's organisational values, code of conduct and policies and procedures, especially with regard to maintaining confidentiality and working in a culturally sensitive, community and client driven manner.

SELECTION CRITERIA

Essential:

- Experience in working effectively with Aboriginal people / Aboriginal organisations.
- High-level administrative skills
- Previous experience and capacity to fulfil the duties and responsibilities identified above.
- Have qualifications relevant to the position (Community Development, Social Sciences, Education or Business Management)
- Be willing and able to travel to and camp in remote areas of central Australia.
- Preparedness to make a 2-4 year commitment to the role.

Desirable:

- Experience working in or with central Australian Aboriginal communities/organisations
- A sound understanding of government, non-government and philanthropic sectors and demonstrated success in funding submissions and acquittals.
- Demonstrated capacity for strategic decision-making, and initiative to make appropriate decisions when required.

SALARY PACKAGE

- SCHADS Award Level 7.1 - 8.1 (\$50.74 - \$55.05/hr) depending on qualifications and experience
- Superannuation at 11.75% for non-smokers, 10% for smokers
- Salary Sacrifice option after completion of probationary period.
- 4 weeks annual leave and leave loading pro-rata
- Stand-down between Christmas and New Year paid at normal rate
- Flexible work hours and time in lieu arrangements
- Travel Allowance of \$70 per night for remote travel



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- \$900 pro rata travel payment annually