



**WALTJA TJUTANGKU PALYAPAYI ABORIGINAL CORPORATION**  
**“Doing Good Work with Families”**

**Program Manager**

Waltja Tjutangku Palyapayi Aboriginal Corporation (Waltja) is an Aboriginal controlled, community-based organisation doing good work with families, which is grounded in strong culture and relationships. We work in remote Central Australian Aboriginal communities, across nine languages and approximately one-fifth of the Northern Territory. Our members live in over twenty remote communities and in outstations across our service area. Waltja’s foundation is the leadership of strong Aboriginal women, our focus on families, and our support for community self-management and self-determination. Whilst we are led by women we employ and work with everyone.

**Job Summary:**

This senior position supports the CEO in administration, program management and HR across Waltja’s operations. The Program Manager provides oversight for Waltja’s programs and projects, and supports staff to achieve program objectives and reports directly to the CEO.

**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 Team Leaders, addressing team building, conflict resolution and professional development to meet the KPIs of their duty statements; ensure that Team Leaders understand and meet all contractual obligations for Waltja projects.
6. Assist with the preparation and acquittal of submissions for external funding in line with Waltja’s Strategic Business Plan and identified areas of interest.
7. Ensure programs operate within budget allocations, assist with the authorisation of purchase orders and bank payments, in line with Waltja’s financial protocols.
8. 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.
9. 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, trauma informed and community and client driven manner.

**Selection Criteria**

Essential:

- A commitment to Aboriginal self-determination, demonstrated ability to relate sensitively and effectively with First Nations people and demonstrated awareness of the issues affecting Aboriginal children/young people and their families in central Australia.
- The position is identified as a female specific position for cultural reasons, working under the direction of senior Aboriginal women.

- High-level administrative and IT skills
- Previous experience and capacity to fulfil the duties and responsibilities identified above.
- Have qualifications relevant to the position (Community Services, Education or Business Management)
- Be willing and able to travel to and camp in remote areas of central Australia, as required.
- Preparedness to make a minimum two-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 8 plus 5.2% Currently \$119,686.00 gross p/a plus superannuation  
 Superannuation: 11.75% (\$14,063) non-smoker and 10.5% for smoker.  
 Travel: \$70/night for remote travel  
 Equipment: All digital/computer/phone and travel equipment provided.  
 Annual leave: 4 weeks pro rata plus paid annual shut down over the holiday period (at discretion of executive).  
 Personal Leave: 10 days pro rata.  
 Travel reimbursement: \$900 annually.  
 Health and wellbeing allowance: \$800 annually with receipts.  
 Time in Lieu: Flexible working hours and time in lieu arrangements instead of overtime.  
 Salary Sacrifice: For employees who work for a Public Benevolent Institution the capped limit is \$15,899.90 (\$30,000 grossed up).

Interested applicants MUST address the essential and desirable criteria, include a current resume with 3 referees and a one-page cover letter why you would be a strong candidate for this position. The start date is negotiable up until end of February 2023. To discuss this position further, contact Helen Lambert 0400 279 389. Please send applications to the [ceo@waltja.org.au](mailto:ceo@waltja.org.au) by COB Friday 27 January 2023.

Waltja is a smoke free workplace.