

OPERATIONS MANAGER - Female Identified

In an environment where no two days are the same, Waltja are seeking a flexible, approachable and capable Operations Manager to join their dynamic team.

To be successful in this role, the Operations Manager will need to act with the upmost integrity, facilitating the role in a manner that supports the development and management of healthy, positive and productive relationships.

This senior position plays a pivotal role in supporting the CEO in administration, program management, and HR functions across our operations. The Operational Manager will provide oversight for all Waltja programs and projects, ensuring they align with our organisational objectives and values.

ABOUT WALTJA

Waltja is led by a board of all Indigenous female Directors who are guided by a set of indigenous principles. Waltja is a community based organisation that works with families from Central Desert Indigenous communities to address major issues affecting their communities. Waltja focuses on addressing many of the gaps in service delivery for children, youth, elders and people living with disability in the remote communities of Central Australia.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist the CEO in program management, including planning, team supervision, documentation, reporting, and liaising on operational and program issues.
- Support the CEO in recruitment, performance management, and staff development, ensuring compliance with organizational standards.
- Ensure programs meet Waltja's community development and engagement objectives.
- Provide management support to program teams, including team building, conflict resolution, and professional development.
- Assist in the preparation and acquittal of submissions for external funding.
- Ensure programs operate within budget allocations and financial protocols.
- Provide administrative support to Executive and Directors Meetings, promoting good governance practices.

SPECIFIC ROLE REQUIREMENTS

- Experience in working effectively with Aboriginal people/organisations.
- High-level administrative skills.
- Previous experience fulfilling similar duties and responsibilities.
- Relevant qualifications in Community Development, Social Sciences, Education, or Business Management.
- Willingness to travel to and camp in remote areas of central Australia.
- Commitment to a 2-4 year tenure.
- Experience working in or with central Australian Aboriginal communities/organizations.
- Understanding of government, non-government, and philanthropic sectors, with success in funding submissions and acquittals.
- Capacity for strategic decision-making and initiative.

THE REWARD

- SCHADS Award Level 7.1 - 8.1 plus 2% above-award, (current range is \$55.83 - \$60.57) depending on qualifications and vast remote experience.
- Professional development opportunities
- Up to 15% superannuation (conditions apply)
- 5 weeks paid annual leave
- 15 days paid personal leave (conditions apply)

If you have the natural ability to lead, grow and empower others with genuine integrity, compassion and cultural empathy Waltja welcomes your application. Individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples, are encouraged to apply.

To apply, please submit your resume and cover letter addressing the specific role requirements to recruit@waltja.org.au by 14th June 2024