

## WALTJA – OPERATIONS COORDINATOR – RECRUITMENT INFORMATION

### POSITION DESCRIPTION

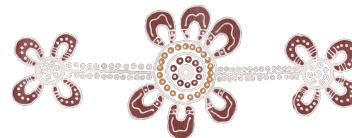
Position:	Operations Coordinator
Reports to:	Chief Executive Officer
Supervises:	All Waltja staff under delegation from CEO
Contracted time:	38 hours per week, 5 days a week, permanent
Travel Required:	Occasional travel to remote communities

### Job Summary:

This senior position provides HR management and staff support across Waltja’s operations, and assistance to the CEO as required in program management and corporate governance.

### Duties and Responsibilities:

1. Assist the CEO in HR matters including staffing and training issues, performance reviews and performance management; liaise with the CEO regarding operational, program and WHS issues arising in the workplace.
2. Provide leadership to Waltja staff through mentoring, supervision, and on-the-job training.
3. Supervise Field Worker staff working in remote communities to meet program and community engagement objectives, and to meet the KPIs of their duty statements, in accordance with Waltja’s organisational standards.
4. Provide support to office-based staff to meet daily operational requirements.
5. Support Waltja’s good corporate governance by providing administrative assistance with Directors and Executive meetings as required.
6. Assist with the preparation of submissions for external funding in line with Waltja's Strategic Business Plan and identified areas of interest.
7. Represent and promote Waltja at conferences, seminars, network and inter agency meetings and in other community forums.
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:*

1. Ability to relate sensitively and effectively with Indigenous people and demonstrated knowledge and understanding of the issues affecting remote communities.
2. Previous experience in successful program management, including service delivery, performance and data reporting, financial reporting, monitoring and evaluation.
3. Proven ability to lead teams, mentor and support staff, and deal effectively with conflict resolution.
4. Previous experience working successfully in a dynamic team environment and managing a diverse workload accordingly; proven experience of successful time management in a complex work environment.
5. Demonstrated capacity for strategic decision-making and initiative to make appropriate decisions when required.
6. A sound understanding of government, non-government and philanthropic sectors and proven experience in program funding submissions and acquittals.

*Desirable:*

1. Experience working in or with central Australian Aboriginal communities
2. Appropriate qualifications in Community Work, Management, Business or related fields

**Salary package:**

SCHADS Award Level 8: \$100,704.24 gross per annum plus superannuation

Salary Sacrifice option

5 weeks annual leave entitlements

Flexible work hours and time in lieu arrangements