

**Position:** Team Leader

**NPYWC Program:** People and Workplace Services

**Employment Details:** Permanent, Full Time, 38 hours per week

**Location:** Alice Springs based with some travel to the NPY region

**Base Salary:** \$83,442 - \$90,122 per annum (negotiable based on experience) with additional benefits

## Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

## Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women.

We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

## Your Team:

The People and Workplace Services (PAWS) team are responsible for delivering operational excellence to the employees and clients of NPY Women's Council (NPYWC).

PAWS are a business support team that includes Human Resources, Business Support and Property and Vehicle Maintenance. It also forms part of a wider Corporate Services division that includes Communications, Finance and Information Technology.

At the point of further expansion, the organisation is committed to ensuring that the PAWS team is undertaken in accordance with the strategic vision of the organisation.

## Your Role:

The Team Leader position reports directly to the People and Workplace Services Manager.

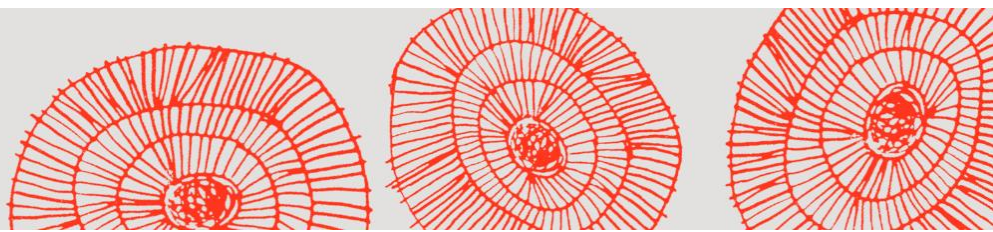
The position will deliver effective and efficient administrative support to NPYWC, by leading a small team, working collaboratively with the NPYWC leadership team and managing day-to-day priorities.

This position will provide growth, career development and the chance to work in a team that values creative thinking, flexibility and wellbeing.

You will be a critical part of the team moving forward due to a number of exciting projects and organisation improvement.

## Your Responsibilities:

- Manage the administration services for NPYWC in an effective and efficient manner including:
  - Management of administrative staff (four employees).
  - Co-ordination of efficient reception and administrative support to NPYWC employees.
  - Management of any issues that arise with NPYWC use of buildings and services and office equipment in collaboration with the Property Administrator.
  - Management of travel policies and procedures in collaboration with the Fleet Administrator.
  - Management of administration and customer service workflows (including design and implementation of improved workflows)



- Manage the recruitment, induction and training of administrative staff.
- Provide supervision and manage the performance and professional development of administrative staff, ensuring compliance and professional practice standards.
- In collaboration with the People and Workplace Services Manager:
  - Management of property leases and purchases
  - Coordinate responsibility of on-boarding processes for new employees into the business.
  - Manage the NPYWC insurance claims for the organisation and the Finance Manager.
  - Be responsible for the Work, Health and Safety portfolio that includes our approach to supporting staff in a Trauma Informed Workplace.
- Manage the Emergency Relief Program.
- Collaborate as a member of the People and Workplace Services Leadership team to develop and implement policies, procedures and strategies to enhance NPYWC administrative work practices and support quality service provision.
- Provide support to the People and Workplace Services Manager, as requested.
- Demonstrate NPY Women's Council values in work practice and interpersonal relationships.

## Skills and Experience:

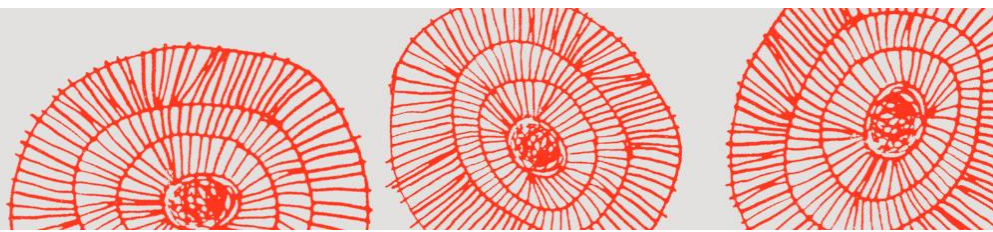
- Experience in managing, coaching and supervising staff (**Essential**).
- Demonstrated experience co-ordinating administrative and reception services particularly in office procedures and practices and managing physical and financial resources.
- Proven ability to lead and develop staff in the application of professional administration standards and contribution towards a positive and supportive team environment.
- Proven ability to manage and adapt to organisational change within the working environment and facilitate change management initiatives as required and directed by the organisation.
- Excellent interpersonal and communication skills including the ability to liaise effectively with senior and executive internal stakeholders and members of the public
- Ability to work effectively in a team environment.
- Sound organisational skills and ability to work under limited direction, meet tight deadlines and organise and initiate own work program.
- Knowledge of Human Resources administration and advisory practices (**Desirable**).
- Knowledge of trauma informed and strength based practices (**Desirable**).
- General understanding, or willingness to learn, about current issues relating to working and living in remote Aboriginal communities.
- Experience working with Anangu, or people for whom English is their second language (**Desirable**).

## Qualifications:

- A relevant tertiary qualification in Business Administration or related field.

## Remuneration:

- Base Salary: \$83,442 - \$90,122
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.

**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact Wayne Dalton, People and Workplace Services Manager on 08 8958 2315. Visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

### APPROVED COPY

Signed:



Date: 22<sup>nd</sup> February 2021

**PROGRAM MANAGER**

### ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

.....  
Employee Signature

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Date