

Position Description: Operations Manager (OM)

Established in 1988, the Australasian College of Road Safety (ACRS), based in Canberra, is Asia-Pacific's leading membership association for road safety professionals, advocates, and members of the public who are focused on saving lives and eliminating serious injuries on our roads. We are an incorporated association established under the *Associations Incorporation Act 1991 (ACT)*.

Our Vision:

The elimination of fatal and serious injury on the road.

Our Purpose:

To support our members in their efforts to eliminate serious road trauma through knowledge sharing, professional development, networking and advocacy.

Our Objectives:

- To promote road safety as a critical organisational objective within government, business and the community
- To promote and advocate policies and practices that support a harm elimination agenda within society
- To support members in improving relative safety outcomes for vulnerable demographic and user groups within the community
- To promote post-crash policies and practices which support our other objectives
- To promote a collegial and collaborative climate amongst all those with responsibilities for and working in road safety
- To provide a common meeting place and collaborative college available to all participants and stakeholders in road safety
- To share road safety knowledge and promote further research and evaluation to deepen the road safety knowledge base
- To promote and support professional development and networking in pursuit of our overall objective
- To promote a collegial and collaborative climate amongst all those with responsibilities for and working in road safety
- To actively foster greater communication, cooperation and support amongst all groups and individuals working in road safety

College membership includes individuals and organisations involved in all areas of road safety including policy makers, academics, community organisations, researchers, federal, state and local government agencies, private companies and members of the public.

The College has had considerable success in recent years in pursuing road safety reform and is highly regarded as an important and influential organisation. The role of the College continues to strengthen and many opportunities will arise to expand its effectiveness.

The state and regional Chapters are where most of the College activities occur. Each Chapter has its own Committee that organises local events in the form of seminars, forums or workshops.

The College hosts the Australasian Road Safety Conference (ARSC) annually, this conference is rotated between host Chapters and locations. The ARSC attracts a wide range of professionals including senior advisors, policymakers, researchers, practitioners, law enforcement officers, senior managers and community leaders. These delegates work in a wide range of portfolios and industries that have a direct/in-direct impact on road safety outcomes.

The College publishes the quarterly Journal of Road Safety (JRS) which is an international, scholarly, cross-disciplinary, peer-reviewed and open access journal focused wholly on road safety. The JRS

accepts papers from all regions around the world and publishes a diverse range of high-quality papers on road safety. Our Editorial Board and reviewers ensure the best papers are accepted, to provide a rich source of current knowledge, evidence, developments, and best practice.

Responsibilities

The OM is responsible to the Chief Executive Officer (CEO) and will liaise regularly with other ACRS staff. The OM currently has 3 operational support positions reporting to it; this may increase in the future. This is a key role, providing an efficient and effective operational environment by maintaining business operations in the areas of finance, compliance, office administration, and legal requirements.

The successful applicant can work remotely, or be based in the Canberra office in Pearce, ACT. We are a close-knit Not-for-Profit (NFP) with a small team located in Canberra and others working remotely. ACRS is going through a period of growth and is looking for staff keen to improve our systems so we can make an even bigger impact on road safety.

Selection Criteria

1. Strong analytical, written, verbal and interpersonal communication skills and the ability to communicate effectively with individuals at all levels
2. Team management experience with the ability to mentor employees to achieve outcomes.
3. Demonstrated experience in contract management, including advanced financial management skills
4. Demonstrated experience in managing committees and meetings, including providing secretariat support
5. Demonstrated experience in staff management including, for example, HR administration, recruitment, employee relations, and performance management
6. Highly developed project management skills and demonstrated skills in delivering project outcomes in a timely manner
7. Strong organisational skills with the ability to manage and prioritise workload, demonstrate initiative and work under pressure to meet deadlines
8. Demonstrated ability to grasp new information, answer queries quickly and seek relevant information
9. Demonstrated experience in a range of software including Microsoft 365 (or equivalent)
10. A high degree of autonomy and a strong professional ethic of teamwork, adaptability and agility

The following are highly regarded:

1. Experience in a membership-based or not-for-profit (NFP) organisation
2. Obtained a recognised certificate/degree in a relevant field

Duties

The key duties may include but are not necessarily limited to:

Governance

- Provide timely and accurate advice to the CEO.
- Preparation of documents for the Annual General Meetings/Special General Meetings including but not limited to: budget, annual report, and special resolutions.
- Coordinate the process for Annual General Meetings/Special General Meetings to ensure that they are compliant.

- Under the guidance of the CEO, oversee organisational compliance including, but not limited to, Access Canberra, Workcover.
- Develop, update, and maintain version control of ACRS policies and procedures.
- Represent the College on external committees, including but not limited to, the Pearce Community Centre board.
- Under the direction of the CEO, establish a plan, and commence work to obtain and maintain charity status for the College.
- Maintain appropriate levels of insurance.
- Monitor compliance reporting deadlines to ensure that they are met.
- Generate regular and ad hoc reports including but not limited to, financial, compliance, conflict of interest, assets.
- Ensure financial assets are managed responsibly including appropriate and considered investment of surplus funds.

Office Administration

- Manage the operational support team, with a focus on safety and risk management, professional development and training, performance management, and well-being.
- Manage, and be the first point of contact, for external contractors including but not limited to, Journal contractors, bookkeeper, and IT support.
- Manage any requirements for remote / hybrid working arrangements.
- Negotiate contracts, terms and deadlines with vendors and suppliers including, but not limited to, conference related, IT and journal services.
- Manage the office lease, ensuring its suitability for the organisation.
- Management of recruitment and onboarding processes.
- Oversight of the implementation of HR processes.
- Assist Chapters on operational matters, including financial matters, and procedural issues.

Conference

- Assist with the organisation of the annual Australasian Road Safety Conference (ARSC).
- Ensure contractual commitments are met i.e. award payments and travel.
- Work with the PCO to establish a budget that provides a surplus for the event.
- Monitor the conference budget and be a signatory if required.
- With the PCO, coordinate the scholarship process including the selection criteria, judging panel, and allocation of prizes.
- With the CEO, liaise with major sponsors of the conference.

Financial

- Manage the annual budget creation process.
- Actively monitor financial transactions to ensure that the College remains on budget.
- Implement any recommendations as made by the external auditor.
- Be a signatory for College bank accounts.
- Assist the bookkeeper with the annual external audit and any ad hoc financial queries.

Ad hoc

- Travel and attend events/meetings as required.
- Assist at member events and conferences.
- Other appropriate duties as requested.

Remuneration

The OM position hours are negotiable, up to 1.0FTE, and the successful applicant can work remotely or be based at the College offices in the suburb of Pearce, Canberra.

Payment will be between \$90,000 - \$100,000 (pro rata) excl Superannuation.

The successful candidate will be offered an initial 12-month contract with the possibility of extension.

Applications

To apply for this role, please apply through Ethical Jobs with your resume and cover letter, addressing the Selection Criteria. Please contact Anna on 0407 297 248 for more information.

Only applicants with the right to work in Australia will be considered for this role. As part of the recruitment process you will be required to provide information to confirm right to work in Australia.

Referee details for short-listed applications can be provided at interview.