

Operations Manager (Aboriginal Identified)

NGUNYA JARJUM ABORIGINAL CHILD AND FAMILY NETWORK

Lismore NSW 2480

Service delivery area Tweed Heads to Grafton

Community Services & Development - Management

\$120,000 - \$139,999 – 76 hour fortnight

About us visit www.ngunyarjarjum.com

We value building meaningful relationships and work to build trust with families, communities and our partners.

Our Vision - A connected, culturally rich and thriving community where Ngunya Jarjum support our local families to nurture their children, raise them on country, and preserve our culture and strength into the future.

We are seeking an experienced Operations Manager who will report directly to the Chief Executive Officer (CEO). This position is responsible for achieving quality outcomes and the day-to-day operational management of Ngunya Jarjum Aboriginal Child & Family Network.

The key objectives of the role include to:

- Ensure operations of the organisation adheres to high professional standards and in a manner that promotes the safety, welfare and wellbeing, family and community connections of children placed in Ngunya Jarjum's care.
- Provide leadership to the operational management team and ensure that staff capability is developed to each team member's full potential.
- Ensure services are delivered in line with established Ngunya Jarjum policies and procedures, NSW Office of Children's Guardian (OCG) standards and in compliance with relevant legislation.
- Participate in the development and implementation of the organisation strategic and operational plan.

If this opportunity to work amongst mob for mob is for you!

Please submit your CV and Expression of Interest addressing the following selection criteria

- You identify as Aboriginal and/or Torres Strait Islander.
- Excellent understanding of PSP OoHC and Family Preservation Service Program Specifications, legislation and OCG accreditation standards.
- Provide high level operational service delivery advice to the Chief Executive Officer (CEO)
- Ability to professionally lead and develop an operational team at an executive level
- Ability to manage and prioritise tasks in a high-volume work environment to meet a number of competing deadlines.

- Tertiary qualifications in Management, Community Services or related field with extensive senior level experience in managing PSP OOHC, Family Preservation in an Aboriginal community environment.
- High level of computer literacy; sound working knowledge of Microsoft Office 365 and Client Record Management Systems.
- Current NSW driver's licence

Appointment to this position will be subject to a National Criminal History Record Check and Working with Children Check clearance. Two reference checks will be required including one recent supervisor.

Ngunya Jarjum Aboriginal Corporation has a COVID-19 Vaccination Policy in place which applies to Employees. If you would like further information regarding this policy, please email human.resources@ngunyarjarjum.com

We offer an excellent range of benefits including:

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to make a difference to Aboriginal Jarjum's and families across our community
- Located on beautiful Bundjalung Country

To find out more please contact Michelle Hicks on (02) 6626 3700 Human Resources Manager.

All applications will be received via SEEK or recruitment@ngunyarjarjum.com

Closing date for applications is Thursday 23rd June 2022

This position is identified for Aboriginal people and exemption is claimed under 14d of the Anti-Discrimination Act 1977.