



OPERATIONS MANAGER (Aboriginal Identified)

Ngunya Jarjum Aboriginal Child and Family Network, Lismore Office NSW

Service delivery area Tweed Heads to Grafton

About us visit www.ngunyajarjum.com

76-hour fortnight - position working with Mob

Your focus will be achieving quality outcomes and the day-to-day operational management of Ngunya Jarjum Aboriginal Child & Family Network. The Operations Manager position reports directly to the Chief Executive Officer (CEO).

Your objectives will include:

- Operations of the organisation adheres to high professional standards and in a manner that promotes the safety, welfare and wellbeing, family and community connections for children supported by Ngunya Jarjum.
- Provide leadership to the operational management team and ensure 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.

Please submit your CV and application addressing the following selection criteria

- You identify as Aboriginal and/or Torres Strait Islander.
- Demonstrated ability to lead and develop a team at a senior level
- Knowledge of relevant legislation and other statutory requirements
- Ability to manage and prioritise tasks in a high-volume work environment to meet a number of competing deadlines.
- Tertiary qualifications in 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; high working knowledge of Microsoft Office 365 applications.
- 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@ngunyajarjum.com](mailto:human.resources@ngunyajarjum.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](tel:0266263700) Human Resources Manager.

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

Closing date Monday 16th January 2023.

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