WYDAC
Warlpiri Youth Development Aboriginal Corporation

# Position description

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| **Position title:** | Operations Manager | **Date:** | June 2021 |
| **Level:** | Social, Community, Home Care and Disability Services Industry Award 2010 – Level 8 | **Salary:** | Award rate with relevant penalties |
| **Reports to:** | Chief Executive Officer | **Dept:** | Corporate Services |
| **Approved by:** | Chief Executive Officer | **Supervises:** | Nil |

## Primary Purpose of the Position

The Operations Manager will be responsible for planning, directing and coordinating the broad range of operational activities that support WYDAC's delivery of Family and Youth Development service responsibilities in the Warlpiri communities of Yuendumu, Lajamanu, Nyirripi and Willowra, and at the Mt Theo outstation.

This position drive operational excellence within the organisation so that our services are delivered with exceptional outcomes.

Improving financial outcomes will also be a key focus of the Operations Manager with effective management of staffing levels and repairs & maintenance costs. This will also be achieved by creating opportunities for revenue growth through successful operational strategies.

## Reporting relationships

The Operations Manager reports directly to the CEO.

# Primary duties

### Coordinate, manage and monitor WYDAC's:

- Yuendumu Mechanical Workshop;
- Yuendumu Swimming Pool;
- Lajamanu Water Park (soon to be constructed);
- Service contracts, including IT and cleaning;
- Vehicle fleet, including tracking;
- Building repairs and maintenance; and
- Program of prioritised property upgrades and improvements.

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

### With reference to the above areas; the Operations Manager will:

- Implement and manage operational plans (non-service delivery).
- Prepare and control operational budgets.
- Facilitate coordination and communication between organisational support functions.
- Control inventory.
- Improve processes and policies in support of organisational goals.
- Formulate and implement organisational policies and procedures relating to operational activities.
- Monitor adherence to rules, regulations and procedures.
- Delegate tasks and accountabilities.
- Establish work schedules.
- Supervise staff and monitor and evaluate performance.
- Assist in the development of strategic plans for operational activities.

## Key job competencies

## Qualifications, knowledge and skills and experience

### *Essential criteria*

- Minimum of 5 years' experience in a similar position in a corporate environment.
- Experience in contract and project management focusing on financial and operational areas and excellent communication with internal stakeholders.
- Understanding of general finance and budgeting, including profit and loss, balance sheet, and cash-flow management.
- High level of flexibility to meet sometimes rapidly changing priorities and variable working duties and hours

- Demonstrated skills in Microsoft Word, Outlook, Excel, PowerPoint and proficiency in the use of WYDAC's other software packages
- Highly developed time management, planning and organisational skills with the ability to prioritise and meet deadlines
- A commitment to quality outputs with a high degree of attention to detail and a customer first mindset
- Eligibility to work in Australia
- Ability to undertake overnight travel to remote communities, as may be frequently
- Possession of a current 'C' Class Open Driver's License
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

## Desirable criteria

- Experience working in remote locations.
- Degree in business administration, commerce or management.

**Endorsement**

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO)_____ Date _____/_____/_____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.