

POSITION DESCRIPTION

ARID LANDS ENVIRONMENT CENTRE

Operations Manager

0.8FTE \$70 000 pro rata, 5 weeks leave, family friendly flexible workplace

1. The Operations Manager is responsible to the ALEC CEO for the management of ALEC's operational systems. The Operations Manager will collaborate with the ALEC CEO and other managers to build ALECs organisational effectiveness and capacity. The Operations Manager is also expected to collaborate with ALEC's enterprising arm Arid Edge Environmental Services and where appropriate contribute to the effective management and delivery of ALEC programs, projects and campaigns.

Responsibilities

2. Assist the ALEC CEO on all aspects of the day to day management of the ALEC including management and delivery of programs and projects, collaboration with and management of staff, financial management and general office administration;
3. Manage ALEC's financial management and bookkeeping system to ensure:
 - a. Payment of all Account Payable
 - b. Input and reciting of all Accounts Receivable
 - c. All Tax requirements including lodgments of IAS and GST within legislative date periods
 - d. Monthly reconciliations of all bank accounts
 - e. All pay requirements including fortnight pays, leave reconciliations for both Annual and long service leave and super payments within legislative date periods
 - f. End of financial year requirements including working with appointed auditor.
 - g. Monthly reports to managers and Board including evaluations against budgets.
4. Manage ALEC's Human Resource requirements including:
 - a. Support in recruitment and performance appraisal processes
 - b. Maintaining the integrity of all human resource contracts for staff, sub-contractors and volunteers
 - c. Ensuring adequate and contemporary policies and procedures
5. Work with and assist the ALEC CEO in the development of the ALEC strategic plan and operational plan; including direct support for the social enterprise Arid Edge Environmental Services
6. Manage the ALEC building and ensure compliance with relevant building and work health and safety requirements and in collaboration with all staff. Management of all sub-lease agreements.

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7. Ensure the day to day management of the ALEC building including the provision of office supplies, office cleaning and maintenance, office security and access systems, booking systems and tenant enquiries and services;
 8. Ensure compliance with contracts and that reporting requirements of the Associations Act and the Australian Charities Non-Profits Commission and ASIC are met;
 9. Assist the ALEC CEO and other staff with grant applications, tender documents and other measures to ensure ALEC's financial viability including the identification new grants and other funding sources;
 10. Carry out other duties that are within the broad scope of the position as directed by the ALEC CEO

Reports to:

- ALEC CEO
- Works directly with Arid Edge Environmental Services Manager

IDEAL CANDIDATE ATTRIBUTES

Work Organisation:

- Self-motivated
- Confident with good interpersonal and written communication skills
- Enthusiastic about sharing knowledge with others
- Efficient and well-organised
- Punctual and professional

Work Knowledge:

- Qualifications in business administration, human resources or relevant area
- Formulation and implementation of organisational policies and procedures
- Understanding of financial management - creating and adhering to budgets
- Computer competency - Word, Excel and Xero, Nationbuilder, Workflow Max, Receiptbank

Work Experience:

- Experience in administration, financial management, organisational development and human resources.

Team Member:

- A willing, inclusive and respectful team member able to work efficiently in a team and also independently
 - Is able to develop professional relationships within the workplace
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Communication:

- A high standard of interpersonal and written communication skills
- Able to adjust personal style to meet the needs of others

Interpersonal:

- Is able to develop immediate relationships of trust and confidence with staff and clients.
- Able to develop good partnerships

SELECTION CRITERIA

Applicants must specifically address the following criteria:

Essential

1. Good written and oral communication skills
2. Efficient and well-organised
3. Demonstrated experience in administration, financial management, organisational policy development and human resources.
4. Enthusiastic and demonstrated ability to work as part of a team
5. NT Drivers licence
6. Computer competent - Microsoft Office, accounting software

Desirable

1. Tertiary qualification in business administration, human resources or relevant area
2. Experience working with community based organisations or social enterprise
3. Experience with accounting and organising software Xero, Workflow Max, Nationbuilder, Asana, Google Suite and/or Slack
4. Passionate about the protection of nature and local sustainability.

Applications close at midnight Sunday June 28, 2020

Email queries to Jimmy Cocking, CEO director@alec.org.au using the subject line: **Operations Manager application**, or call 08 8952 2497 (business hours only)

Applications must be emailed with a separate cover letter addressing the selection criteria and why they want to work at ALEC with an up-to-date CV with at least 2 references included.
