

<b>Job Title:</b>	<b>Operations Manager</b>		
<i>Job Type</i>	Part-time 0.8FTE	<i>Location</i>	90 Gap Road, Alice Springs, NT
<i>Hourly Pay Rate</i>	\$46.91 - \$48.99	<i>Award</i>	Social, Community, Home Care and Disability Services Industry Award [MA000100] - Level 6.1-6.3
<i>Contract Term</i>	12 months, with opportunity for renewal/extension, subject to funding.	<i>Supervisor</i>	General Manager

## Who We Are

The Arid Lands Environment Centre (ALEC) is Central Australia's peak environmental organisation, defending Australia's iconic desert country for over 40 years. Our purpose is to protect nature and support ecologically sustainable development in the arid lands. What we do:

- We inspire, engage and lead local people to take action for the environment.
- We advocate for nature and strong environmental laws.
- We empower people by sharing knowledge on how to live sustainably in the desert and we work in dynamic partnerships across vast landscapes to build thriving, resilient desert communities.
- ALEC acknowledges the Traditional Owners of the lands we work on and their vital role in caring for country for many thousands of years, now, and into the future.
- We acknowledge their Elders past, present and emerging and recognise that their sovereignty was never ceded.

## Our Values

Innovation - New thinking, fresh ideas and creative solutions to transform livelihoods in the arid lands.

Courage - We listen deeply and we act boldly.

Collaboration - We cooperate, partner and collaborate to build relationships and achieve the best outcomes.

Integrity- Our commitment is real and demonstrated by our actions – we walk the talk.

## The Role

Supported by the General Manager, this role is responsible for the establishment and management of ALEC's operational systems, organisational effectiveness and capacity. The Operations Manager is expected to collaborate with all other staff and third parties to contribute to the effective administration, management and delivery of ALEC programs, projects and campaigns.

## Selection Criteria

Required:

1. Exceptional organisation, planning, budgeting and administration skills.
2. Proven team player who has excellent communication and interpersonal skills, is self-motivated, punctual, reliable, able to maintain confidentiality.
3. Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues and third parties, confident to take initiative and to work with minimal supervision.
4. Highly organised and accountable for managing a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines.
5. Experience in seeking, managing and acquitting grant funded projects.
6. Strong knowledge of small office IT systems, confidence and proficiency with Google Workspace.
7. Commitment to equal opportunities policies and practices.

Desirable:

8. Experience of the charity/voluntary/advocacy sectors.
9. Knowledge of and/or experience working in the Australian environmental sector.
10. Understanding of legal obligations of charities and small employers.
11. Experience working in an organisation associated with grassroots activism and advocacy.
12. Experience with financial management system Xero.

# **Main Duties**

## **Administration**

- Act as the central point of contact for telephone, email and postal enquiries.
- Meeting and event administration (setting meeting dates, collating and issuing agendas and papers, arranging venues and catering, taking minutes).
- Ensure that all filing, both paper and electronic, complies with our data protection guidelines.
- Provide the day-to-day administration for the office (drafting letters, ordering all office supplies).
- Maintain ALEC's contact and membership databases.
- Provide some PA and administrative support to the General Manager and senior team.
- Provide everyday IT systems support to staff, undertake IT troubleshooting and liaise with our external IT service providers to ensure the effective maintenance and operation of the IT network and website.

## **Finance**

- Work with the General Manager, the Senior Team to the Board of Governance to set the annual budget and to draft project budgets for funders.
- Work closely with the General Manager and bookkeeper to monitor income, expenditure and cash flow and update the organisation's budget accordingly.
- Record incoming financial resources, process all invoices and expense claims and raise invoices as required.
- Assist colleagues with the management of project budgets and end of grant financial reporting.
- Assist the General Manager and bookkeeper with retrieval and elaboration of financial records, as required.
- Maintain the petty cash and ensure accurate recording of all petty cash expenditure.

## **Human Resources**

- Coordinate recruitment processes for staff and volunteer posts.
- Coordinate induction processes for new staff and volunteers, keeping the Induction Manual up to date, and acquainting each new member with their work setting and the standard policies and procedures with which they must comply.
- Maintain records of all staff entitlements, including annual leave, TOIL and other absences from the office.
- Oversee the work of admin volunteers and work experience placements.
- Help ensure ALEC complies with the legal obligations of charities and small employers.

## **Office and Facilities Management**

- Deal with all internal services, including utilities, supplies, repairs and security.
- Liaise and negotiate with external suppliers – including equipment lease agreements, insurance renewal and regular office checks (Covid safety, fire safety,)
- Liaise with our office landlords (re lease renewal etc).
- Ensure the office is safe and tidy and act as designated Health and Safety representative