



## Job and Person Specification

**Position:** Chief Operations Officer is an identified position.

*(The Racial Discrimination Act 1975 enables the NATSIHWA Board to put in place affirmative measures (previously known as special measures) to identify particular vacancies as open only to Aboriginal and/or Torres Strait Islander applicants)*

**Award:** NATSIHWA Enterprise Bargaining Agreement

**Level:** \$120,000 to \$140,000 (plus Superannuation) pa

**Appointment:** Contract to 30 June 2022, extension maybe subject to funding and organisational requirements

**Position Hours:** Full time

**Updated:** July 2018

### Job specification

#### *Position summary*

The Corporate Services Manager is responsible for ensuring the efficient operational running of NATSIHWA through holding the position as second in charge (2IC) to the CEO. The holder of the position reports to the CEO and is responsible to the CEO for the management and operation of the following areas: corporate governance, finance, administration, facilities, human resources, quality assurance, risk management and Occupation Health and Safety.

The Corporate Services Manager as the 2IC to the CEO is required to be informed on the strategic direction of NATSIHWA, have an ability to assist in policy directions and able to represent NATSIHWA at meetings on the request of the CEO.

#### *Line management*

The Corporate Services Manager reports directly to the Chief Executive Officer.

## *Special conditions*

- ⌚ This is a Canberra-based position with occasional interstate travel required.
- ⌚ All NATSIHWA employees participate in a formal performance development process.
- ⌚ Out of hours work will be required on occasions.

## *Primary responsibilities*

1. Oversee the day to day operations of the NATSIHWA Office.
2. Provide assistance to the CEO in meeting their fiduciary obligations.
3. Represent NATSIHWA at various meetings.

## **People Management**

4. Demonstrate ethical people management of the organisation based on principles of respect, fair treatment, natural justice and administrative fairness in all matters.
5. Ensure effective human resources systems are in place that specify job descriptions and responsibilities, support regular formal performance review processes where staff training needs are identified and addressed and facilitate rapid resolution of concerns.
6. Assist the CEO to manage the staff of NATSIHWA, work with them to develop activity plans to ensure that NATSIHWA meets its Strategic Plan.
7. Ensure NATSIHWA abides by all relevant Awards, Industrial Agreements and contracts.

## **Representable Obligations**

8. As 2IC to the CEO be available and aware of the policy directions of NATSIHWA to be able to attend meetings.
9. At meetings, make position contributions to represent the aims and directions of NATSIHWA and its members.

## **Governance Requirements**

10. Ensure the quarterly NATSIHWA Board meeting materials, are prepared in conjunction with the CEO and are compliant with requirements set out within NATSIHWA's constitution.
11. Assist the CEO to develop the four year Strategic Plan and Annual Activity Plans for the organisation whilst ensuring all six monthly reporting requirements are met.
12. Liaise with funders, project/funding partners and external providers, as directed by the CEO.
13. Ensure all statutory obligations of the organisation are met in a timely manner.

14. Ensure all organisational policies and procedures align with the Constitution, are up to date and followed.
15. Prepare and maintain ASIC documentation.
16. Maintain awareness of current OH&S legislation and requirements, and ensure appropriate policies and procedures are implemented.
17. Oversee personnel files are maintained, including records of induction, recreation leave, sick leave, staff superannuation fund administration and any other entitlements that may apply through staff contracts.
18. Establish and oversee the NATSIHWA performance development process, identify Board Members and staff professional development needs, and access suitable professional development options.
19. Liaise with HR Consultants as required to maintain good practice in line with current industrial relations laws.
20. Ensure all staff have access to ICT that enables them to undertake and deliver in their roles effectively and efficiently.

## **Finance, Risk management and Compliance**

21. Work with the Finance Officer to ensure that NATSIHWA's financial processes are in accordance with Australian Accounting Not for Profit Standards, and in liaison with NATSIHWA auditors.
22. Support the Finance Officer to develop the financial plans and forecasts to inform the CEO and the Board in their decision making for the efficient and effective running of NATSIHWA.
23. Assist in ensuring core and project funding is received, managed and acquitted in accordance with contractual reporting requirements within required timeframes.
24. Oversee all financial policies and procedures are followed in line with the delegations of authority and audit requirements.

## **Person specification**

### ***Essential criteria***

#### **1. Personal abilities/aptitudes/skills**

- ⊞ It is a requirement of the position that the applicant is of Aboriginal and/or Torres Strait Islander descent.
- ⊞ Demonstrated ability to work with Aboriginal and Torres Strait Islander peoples, respecting cultural values and ways of doing business.

- ⌚ Demonstrated ability to communicate effectively and respectfully, both verbally and in writing, to a wide range of audiences on a range of sensitive and complex issues, with regards to Aboriginal and Torres Strait Islander peoples.
- ⌚ Knowledge and understanding of Not-for Profit organisation and in particular Government funding criteria.
- ⌚ Demonstrated ability to work effectively with Boards in Aboriginal and Torres Strait Islander organisations.
- ⌚ Demonstrated ability to lead administrative and financial staff.
- ⌚ Proven ability to work independently under broad direction.

## **2. Experience**

- ⌚ Experience in working with non-government organisations, particularly in Not for Profit accounting, compliance and reporting, including for project and grant funding.
- ⌚ Experience in the use of information technology, including word processing packages, electronic mail, databases and spread-sheets.

## **3. Knowledge**

- ⌚ Knowledge and understanding of the current issues impacting on Aboriginal and Torres Strait health and wellbeing from both an historical and political perspective.
- ⌚ Sound knowledge and understanding of recognised financial software and budgeting processes.
- ⌚ Understanding and demonstrated commitment to, the principles and practices of equity, diversity and OH&S in the workplace

## **4. Qualifications**

- ⌚ A post-secondary qualification in business administration or financial management.

## ***Desirable criteria***

### **1. Qualifications**

- ⌚ A qualification in business or administrative services.

## Selection criteria and process

In applying for this job we need you to provide three documents:

- An up to date **Curricula Vita (CV)** that includes the names and contact details for **two referees** from recent positions you have held – please be aware that we may request a written reference for your referees.
- In order to be considered for the role, the applicant must provide a copy of their **Confirmation of Aboriginality**.
- A maximum 3-page response to the following five questions that demonstrate
  - a. your ability to perform the job
  - b. how you meet the all of the essential and any of the desirable criteria in the person specification:

A copy of the NATSIHWA Chief Operations Officer role description can be found at: <https://www.natsihwa.org.au/jobs>

### **Aboriginal and Torres Strait Islanders people are strongly encouraged to apply.**

1. What work have you undertaken in Aboriginal and Torres Strait Islander contexts? How does it relate to this position?
2. What experience have you had in management roles in organisations within the not for profit sector or federal or state government sector? Explain the value add that this will provide to NATSIHWA?
3. What quality assurance experience and knowledge do you have in organisations within the not for profit sector, including in policy development, accreditation, occupational health and safety, financial compliance and legal compliance?
4. How would you describe your experience, skills and confidence in using information and communication technologies, in particular with understanding and explaining Excel spread sheets?
5. What values and commitments do you hold in working independently and in a multidisciplinary team within a small organisation?

Once you have completed your letter of response and attached your CV please forward onto John Little [csm@natsihwa.org.au](mailto:csm@natsihwa.org.au)

If you require further information please contact John on (02) 6221 9229.