



## HEAD OF OPERATIONS

PERMANENT PART TIME (.8 FTE) | WFH / CAPITAL CITY ACCESSIBLE | FTE \$130,000-\$142,000.

- Do you have superpowers in systems, processes, finance and detail?
- Do you thrive in providing key support for organisational outcome?
- Do you want to be part of a social movement seeking better outcomes for First Nations Peoples, to make a difference in our nation?

### ABOUT AUSTRALIANS TOGETHER

Australians Together is a not-for-profit organisation that believes better outcomes for Aboriginal and Torres Strait Islander people begin with a change in perspective of all Australians. We help non-Indigenous people learn the true story of our shared history, understand how it's still having an impact today and find meaningful ways to respond. We support educators to confidently embed First Nations histories, cultures and perspectives into their teaching. We do this by creating Curriculum Resources and delivering Professional Learning workshops to teachers. We also have resources for workplaces, churches, and all people who call Australia home.

### THE ROLE

As the Head of Operations, you'll be a key member of the Australians Together Lead Team. You'll be primarily responsible for ensuring excellent operational and enablement practices across the organisation, to help drive Australians Together's (AT's) growth and success into the future.

You'll develop and drive the operational arm of AT, holding responsibility for the execution of the business plan and operations: including finance, people and culture, legal, impact, reporting, contractor arrangements, risk, governance compliance, IT, systems, policies, procedures and administration.

Along with other members of the lead team, you'll work closely with the Executive Director to develop and execute the strategy for AT. You'll increase our efficiency and effectiveness in operations, supporting the lead team to meet targets and priorities. Your excellent people skills will enable those around you to flourish in their roles. Your financial & business acumen will deliver exemplary operational outcomes which are reported to the Australians Together Board in a timely and accurate manner. You'll be a supportive and collaborative leader, ensuring your technically diverse team is aligned with our values and are active contributors to achieving our cause.

This's a multi-faceted and exciting role with both responsibility and reward, not to mention the opportunity to be a part of a growing movement of change agents!



## YOU HAVE:

- proven experience in financial management and can easily oversee annual budget planning, Xero accounts management and financial reporting.
- proven experience in strategic planning and the ability to effectively work with teams to manage and monitor impact and success. You'll contribute to the lead team in providing organisational leadership and strategy to see the organisation grow.
- a commitment to organisational excellence that drives timely and effective legal and compliance outcomes. Reflecting your previous experience, you commit to ensuring board meetings, the AGM and other strategic activities achieve exceptional outcomes through preparation and execution (including Board Secretarial duties).
- a work preference in the detail and the ability to see the big picture.
- a track record in developing people and watching them thrive, by embedding the continuous improvement people and culture plans of the organisation.
- the ability to offer key guidance in identifying IT improvements and oversee the management of ongoing IT issues and resolutions with IT agencies.
- the ability to turn your hand to multiple areas of need within any given day, and you're energised by the variety.
- strong communication, people skills and emotional intelligence that allow you to quickly fit into a team as both leader and team member.
- organisational skills that enable you to know how to prioritise and guide your teams accordingly.

This diverse, critical role will capitalise on your strong planning and organisational skills. You're a problem solver and are familiar with making decisions, being proactive, and have proven your confidentiality with the organisations with which you've worked. Your positive demeanour combined with your excellent written and verbal communication skills will add significant value to Australians Together.

We're committed to providing a culturally safe workplace. We encourage First Nations people and people from diverse cultures, abilities and identities to apply. Applicants are required to have suitable work-from-home office arrangements.

## TO APPLY

Email [careers@australianstogether.org.au](mailto:careers@australianstogether.org.au) if you'd like the applicants pack or, if you think you're the right fit, email us your CV and cover letter. In your cover letter (max. 2 pages) include a pitch to show your suitability for the role. Please address the criteria you have and state why you'd be a right fit for the role. Applications close at midnight on Sunday 14th April 2024.

EMPLOYEE VALUE PROPOSITION



**Culture**

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**Togetherness is at our heart – where everyone is acknowledged, valued and respected.**

We share a common purpose and sense of belonging.

We listen respectfully and seek to learn and grow. As a team we celebrate people's individuality, uniqueness and strengths. And have a lot of fun while we're at it.

We prioritise wellbeing so each of us can thrive.



**Purpose**

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**Together with purpose, we can make a difference.**

We're pursuing an Australia Together: First Nations histories and cultures acknowledged and respected, and better lived experiences for First Nation Peoples.

We believe there's a wound in the spirit in our nation, and for healing to take place, we all need to play a part.

Be part of something significant where you'll see change.



**Growth**

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**We're committed to helping each other grow.**

Flourish and thrive – with opportunities and up-skilling that bring out your best.

Effective growth happens when we embrace other perspectives, expand our knowledge and develop our strengths. We're encouraged to be curious and take every opportunity to be challenged and transformed.

We never stop learning.



**Incentives & Perks**

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**Feel valued for who you are and what you bring.**

Be recognised and rewarded in ways that add real value.

Some of the perks that'll come your way:

- Salary packaging options
- Remote and flexible work options
- Professional learning opportunities
- Access to independent support and counselling (EAP)
- Team retreats for cultural learning and connection
- Gifted leave between Christmas and New Years