

Operation Director

Location: Bourke

12 Month Contract

PRIMARY OBJECTIVE

The Operations Director is responsible for delivering the outcomes identified through the *Growing our Kids up Safe, Smart and Strong* strategy developed by the Bourke Tribal Council through the management of the Maranguka Justice Reinvestment team (backbone team) and the development of Maranguka to build a wrap around service support to improve the lives of children, young people and families living in Bourke.

RESPONSIBILITIES

- Supporting the Executive Director
- Management of the Maranguka Backbone Team
- Ensure effective collaboration between services located in the Maranguka Hub
- Relationship Management
- Change Management
- Reporting on Strategy

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Excellent people management skills
- Relationship building and consultative skills with the ability to negotiate and liaise with senior people in corporate, government and community sectors
- Strong analytical, planning and strategic problem solving skills
- Demonstrated financial management skills including budget preparation, management and reporting
- Flexible and able to work effectively under pressure
- High level interpersonal, written and communication skills
- Proficient in Microsoft Office software - Excel, Word, Powerpoint and Mail in a Mac based work environment.
- Dynamic; self managed; productive; deadline driven.
- Strong content knowledge in the areas of organisational development and progressive HR practices

**For enquiries and copy of application package please contact Ms Nicole Mekler
P 0412 483 170 E nicole@justreinvest.org.au**

Please forward a covering letter, CV with responses to selection criteria

Closing date: Monday, 21 January 2019

We encourage Aboriginal and Torres Strait Islanders to apply