

## Position Description

<b>Position Title</b>	Operations Manager – Office/Finance
<b>Salary</b>	Education Services General Staff Award Level 8 – \$35.87 per hour \$70,879.12 (pro-rata)
<b>Employment Type</b>	22.8 hours per week
<b>Reports To</b>	CEO
<b>Supervises</b>	Administration Officer and Administration Trainee
<b>Further Information</b>	02) 6056 0966

### Your Employer

The North East Local Learning and Employment Network (NELLEN) is one of 31 Victorian Local Learning and Employment Networks (LLENs). The LLENs are a Victorian Government initiative which has core objectives that focus on improving education and employment participation, engagement, attainment and transition for young people within designated geographical boundaries. NELLEN covers four Local Government Areas – Alpine, Indigo and Towong Shires and the City of Wodonga.

LLENs achieve their objectives by bringing together education providers, industry, community and government organisations to build sustainable partnerships that support improved transition into employment and further education for young people aged 10 to 19 years. There is particular attention placed on young people who are at risk of disengaging, or who have already disengaged, from education and training and are not in meaningful employment.

LLENs receives their operational funding from the Department of Education and Training (DET). NELLEN receives additional funding from Regional Development Victoria (RDV) for the delivery of the Workforce Development Project.

### Your Opportunity

As the Operations Manager, you will assume the responsibility for managing and maintaining the organisation’s office space, materials and equipment, financial procedures and invoice payments, and three vehicles. You will manage the administration team, including liaising with NELLEN staff where relevant. You will undertake some identified duties in collaboration with the Executive Officer (EO).

You will assume full responsibility for the organisation’s day-to-day, monitoring and recording of all financial payments and keeping records in accordance with NELLEN’s fiducial and legislative responsibilities. You will accurately load all financial data into MYOB for processing. Your financial knowledge will support the EO to monitor and reconcile NELLEN’s monthly transactions. You will prepare relevant financial documents for NELLEN’s annual audit, Board meetings and the Annual General Meeting

The management, review and development of NELLEN’s policies will be within your capabilities and your experiences negotiating Employee Bargaining Agreements will support NELLEN staff to negotiate their first agreement.

You will also need to participate in relevant NELLEN events, such as the AGM, as requested by the Board or NELLEN’s EO. You will have the full support of NELLEN staff to deliver your position objectives in all areas of administration, communication and office management.

### Your Role

As the Operations Manager, you will **lead** the:

- monitoring and management of the day-to-day operational needs of the office environment and relevant materials/ resources
- maintenance of records to ensure NELLEN's compliance with statutory and regulatory requirements, including but not limited to occupational health and safety, the Australian Tax Office, Consumer Affairs Victoria, and the Australian Charities and Not-for-profits Commission.
- monitoring of current knowledge of statutory and regulatory changes that impact on NELLEN
- monitoring, filing and loading of fortnightly financial records to MYOB, processing payments and distributing staff payslips
- management the administration team, including a trainee
- liaison with NELLEN's external contractors, including ICT, Real Estate and accounting providers
- development of NELLEN's EBA; liaising with WorkSafe and relevant union representatives, and supporting staff to negotiate the terms of the agreement

As the Operations Manager, you will **support** the Executive Officer to:

- monitor the annual, monthly and quarterly budget, including actuals and reconciliations
- monitor NELLEN's electronic and paper-based filing system
- maintain NELLEN's strength-based solution-focused work practice and office culture
- respect the confidentiality of NELLEN's staff, government and community interests
- develop, review and update NELLEN's organisational and Board policies
- determine the impact of strategic activities on operational tasks
- collaborate with the Executive Officer to determine impact of organisational and Board strategies on operational tasks

### Assessing your suitability – please respond to each criterion with specific examples

As NELLEN's Operations Manager you will **demonstrate** the following attributes:

1. A relevant business qualification, or evidence of enrolment in a relevant course
2. Knowledge and at least five years' experience with MYOB, financial management, MS Office, database creation and management, and information system management
3. High level skill, accuracy and attention to detail when editing and preparing organisational documents, templates, policies and communications
4. Experience with policy development and implementation, EBA negotiation, and the Education/ SCHADS Modern Award
5. Result focused attitude, with a particular skill in setting realistic and time-framed goals, establishing key priorities and meeting Government deadlines
6. High level skill with staff and stakeholder management; willingness to develop and maintain professional relationships

### Additional Information

- NELLEN is a non-smoking environment
- The contract term is subject to the successful completion of a three-month probation period
- NELLEN values its staff members and promotes leadership, creative thinking and innovation We respect professional behaviours, embrace diversity and encourage work-life balance
- NELLEN actively supports staff to access a range of flexible work options, provides employee assistance programmes, and professional development opportunities to full-time staff

### Further Enquiries

Please contact Bev Hoffmann on 02) 6056 0966 or [ceo@nellen.org.au](mailto:ceo@nellen.org.au)