

Position description

POSITION:	Operations Manager
REPORTS TO:	CEO
AWARD:	Education Services (Post-Secondary Education) Award 2020.

POSITION CONTEXT

Adult Learning Australia (ALA) is the national peak body for adult and community education (ACE). ALA is a not-for-profit entity with both organisational and individual members in all states and territories who reflect the diversity of adult and community education.

Adult Learning Australia's vision is for lifelong and lifewide learning for all Australians. Lifelong learning is learning throughout the adult years via the formal education system, in workplaces and through community participation.

Lifewide learning is developing the skills and knowledge required to engage in meaningful work; participate fully as a citizen in a vibrant democracy; live in harmony in a diverse, multicultural and rapidly changing society and to manage one's health and personal wellbeing, particularly in the senior years.

PURPOSE AND FUNCTION

The Operations Manager's role is key to the organisation and works closely with the Chief Executive Officer. The position is responsible for business and human resource management, project management and providing strategic advice to the CEO on business and resource planning and leading the operations team.

MAIN DUTIES AND RESPONSIBILITIES

General responsibilities

- Work within Adult Learning Australia's vision and meet ALA's policy objectives

Planning and advice

- Providing advice to the CEO on strategic planning and opportunities
- Working with the CEO to develop the organisation's operational and business plan
- Implementing, monitoring and reporting on the progress of the operational/business plan
- Supporting the CEO in oversight of finances and business planning
- Managing information technology that supports the organisation and providing advice for improvements in systems and IT

Project management and responsibilities

- Coordinating, managing and monitoring organisational projects including:
 - developing proposals, submissions and strategies
 - liaising and negotiating with funding bodies
 - implementing project proposals and strategies

- reporting to funding bodies
- managing project budgets
- supervising external contractors
- managing a small team

Funding initiatives and resourcing

- Pursuing other income generating projects
- Developing membership campaigns with the team
- Identifying opportunities to extend the ACE online shop
- Working with the CEO to expand the ALA Foundation

Teamwork coordination and development

- Coordinating, managing and monitoring ALA operations
- Building teams, networks and communities of practice
- Conducting and participating in staff meetings and development workshops
- Improving processes in support of organisational goals
- Providing advice on communication issues as required
- Producing relevant papers/reports for the Board

OTHER RELATIONSHIPS

The Operations Manager supports and builds relationships with key stakeholders in the adult and community education sector.

SELECTION CRITERIA

Essential

- Post-graduate qualifications in education, management or similar
- Minimum two years of work related experience in a not for profit organisation or a relevant work setting
- Demonstrated leadership ability and strong project management skills
- Knowledge of government contracts and practical skills in operations management
- Highly developed understanding of information technology and multimedia platforms including web based communication, networking software and social media
- Highly developed communication skills including the ability to communicate with a wide range of stakeholders
- Commitment to adult lifelong and life-wide learning, and the values of ALA and its mission and vision
- Know how to leverage your experience and identify new opportunities
- Provision of current Police Check

Desirable

- Experience in the development and delivery of e-learning projects and processes
- Experience in writing successful grant applications.

CONDITIONS OF EMPLOYMENT



Terms and conditions of employment are based on the Education Services (Post-Secondary Education) Award 2020 and National Employment Standards (NES).

SALARY AND BENEFITS

The position hours are negotiable, up to 1.0FTE, and the successful applicant can work in a hybrid work environment with flexible working arrangements. Other alternative options will be considered

The ALA office is located alongside the beautiful Maribyrnong River in the Footscray Community Arts precinct.

Up to 3 days additional leave each year between Christmas/New Year period.

ALA is registered with the Portable Long Service Scheme so you can build up long service entitlements based on time spent in the relevant sector across multiple jobs.

Payment will be between \$90,000 - \$95,000 (pro rata if fewer hours) plus Superannuation.

The position is ongoing and subject to a 6 month review.

Date: 27 January 2023