

OPERATION MANAGER

Reporting to the CEO, the Operations Manager will be responsible for the organisation's best practice and compliance within the scope of Human Resources, financial reporting and budgeting, IT, project management and risk management.

This is a hands-on role, providing operational support to the organisation and managing the day-to-day office operations. The incumbent will also need to manage and implement relevant projects as required.

The position also plays a key role in creating a culture of civility, accountability, and collaboration to promote a healthy, safe, inclusive, and productive environment for internal and external stakeholders.

This is a full-time position, fixed term contract to 30 June 2024 at Level 6 under the SCHADS award with hourly rate of \$49.07-\$51.24 depending on skills and experience.

KEY RESPONSIBILITIES:

Human Resources and Payroll:

- Manage best practice Human Resources and Payroll function.
- Provide advice and partnering with internal and external stakeholders within HR and Payroll scope.
- Look after full cycle of employment.
- Manage WH&S and Return to Work Coordination.
- Develop, review and implement Policy, Procedures and HR tools.
- Ensure HR and payroll compliances.

Finance:

- Prepare annual budget, financial reports and acquittal reports.
- Maintain Financial compliances.
- Manage financial variances and balances in consultation with the organisation's accounting external team.

Operations:

- Manage organisation physical assets.
- Liaise with our external IT consultant to manage system access.
- Oversee procurements and manage suppliers.
- Manage and arrange building/office maintenance.
- Manage day-to-day office operations
- Identify & mitigate risk and manage its documentation

Projects

- Manage and implement projects, including Customer Relationship Management (CRM).

ESSENTIAL CRITERIA:

- Tertiary or Vocational Qualifications in business, finance, behavioural/social sciences or other relevant discipline.
- Minimum five years' experience in operational management covering diverse corporate functions.
- Strong people leadership skills with proven record of collaborative working relationship
- Demonstrated budget management experience and ability to read and work with financial statements
- Significant experience in people management and stakeholder engagement.
- Experience in project managing an organisation-wide technology project e.g., Customer Relationship Management roll-out.
- Experience in working with relevant funding body streams including NSW Government governance and reporting requirements.
- Excellent project management and time management skills
- Excellent risk assessment skills both at organisational and individual levels
- Full COVID-19 vaccinations or approved Australian Immunisation Register medical exemption.
- Current police check and right to work in Australia.

WHAT YOU'LL GET IN RETURN

- Competitive base salary
- Additional three days of carer's leave
- Work with a collaborative team who cares
- Hybrid working environment & flexibility
- Access to our EAP services
- Modern terrace office close to public transport, with a lovely outdoor balcony for lunches and breaks
- Annual flu shots

TO APPLY

Please email your application to jobs@being.org.au and include your CV and brief cover letter addressing essential criteria (max 3 pages).



Closing date: Monday 19/09/2022 COB. We assess applications as they are received, so please apply as soon as possible as the advertisement may close earlier if a suitable candidate is appointed.

Full position description and more information about our organisation can be found on our website: <https://being.org.au/work-with-us/>

ABOUT US

BEING – Mental Health Consumers is the independent, state-wide, peak organisation representing the views, perspectives and experiences of people who live with mental health issues in NSW.

Our primary focus is to ensure the voices of people living with mental health issues are heard by decision makers, service providers, and the community, and recognised for the valuable expertise they bring to system and service reform.

OUR DIVERSITY STATEMENT

As a social justice organisation, BEING strongly welcomes and encourages people with lived experience of mental health issues to apply, and particularly people who also identify as Aboriginal and Torres Strait Islander, people of colour, people with disability, neurodivergent people, and LGBTIQ+.