

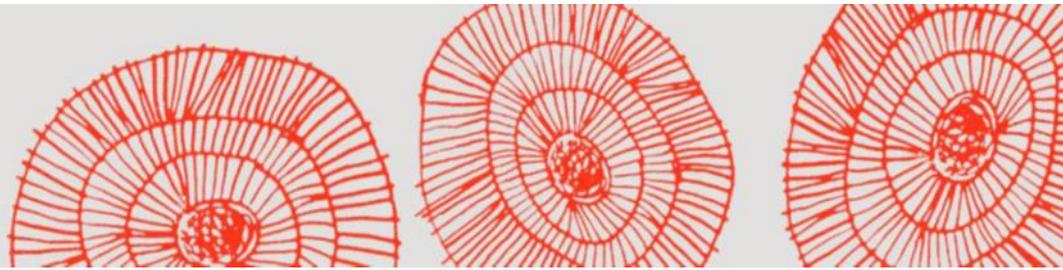
Success Profile

Administration Manager
NPY Women's Council

January 2026

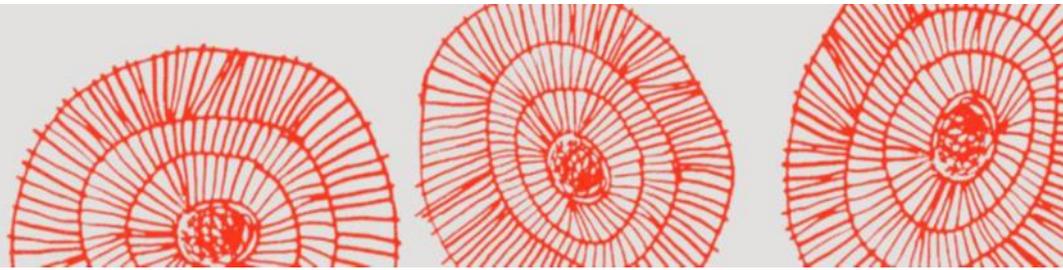


Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council



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Our context, challenges and opportunities

NPY Women's Council began as an advocacy body based on the need for Anangu women to have a voice and representation in conversations on land rights, policy and cultural affairs of the late 70's and early 80's. Today NPYWC is one of the largest providers of human services in the NPY region.

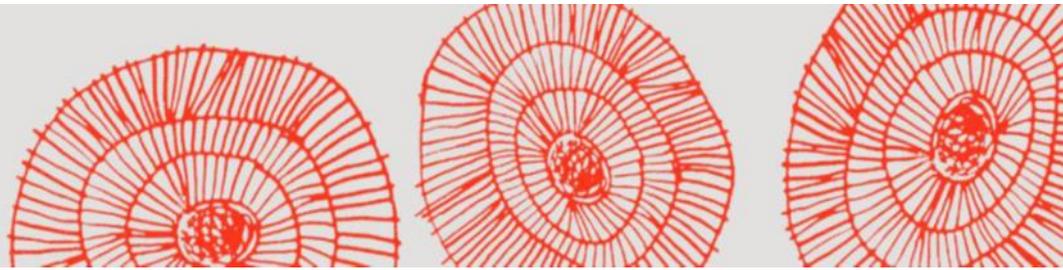
The Administration Manager will bring confidence and experience to lead a positive impact in the management of NPY Women's Council's administrative systems, facilities, and vehicle fleet. The role supports and provides an opportunity to mentor staff delivering frontline services.

The opportunity to maintain well-functioning infrastructure, reliable vehicles, and compliant administrative processes across multiple remote locations will be key deliverables.

NPYWC has a positive mindset about staff safety. As a solution focused organisation reviews of structures and systems are conducted to ensure effective delivery of our services and in our general operations.

What positive impact looks like (12-24 months)

- Facilities across all sites comprehensively documented and are safe, compliant, well-maintained, and fit for purpose and are annually audited to maintain standards
- The vehicle fleet is roadworthy, available, cost-effective, and managed proactively to support the delivery of the NPYWC services
- Staff across the organisation experience clear, consistent administrative support that enables them to focus on client services and our direct and indirect support of Anangu tjuta (all our members and their families)
- Strong systems are in place for asset management, including maintenance and repairs, usage and issue reporting, budgeting, and general asset and staff support risk control

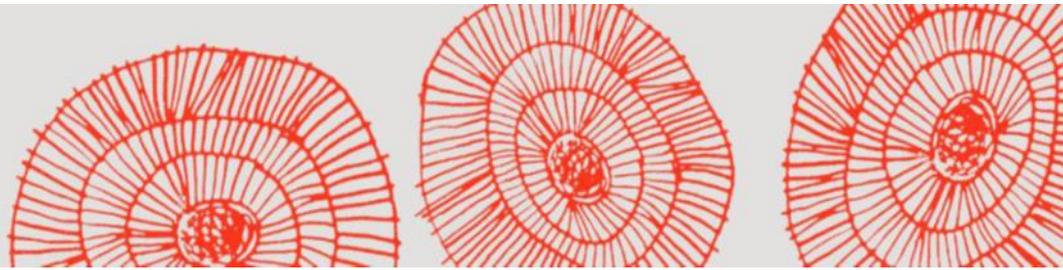


- There is an actual or emerging budget forecast for asset maintenance, improvement and/or upgrade to ensure solid forward visibility of the costs associated with the owned and leased property assets
- Relationships with contractors, suppliers, and internal teams are effective, trust-based, value for money and with clear accountabilities, including established procedures and practices around supplier engagement with a “preferred supplier” list and supporting contractual arrangements
- Standard / organisational services (insurance, cleaning, security, contractors etc) are well documented and managed proactively to ensure the organisation is getting value of money and meeting the highest standards of quality and integrity
- All work is conducted in a way that is culturally respectful, trauma-informed, and aligned with NPY values while still being efficient and effective
- Responsibility for and compliance with WHS policies and procedures is clear and effectively administered
- Incidents, risks and issues are captured in a timely manner, addressed effectively based on their priority and impact and properly communicated to the appropriate stakeholders at all times.

Key Responsibilities & Outcomes

Facilities Management

- Manage, in conjunction with your team, day-to-day operations of offices, staff housing, and accommodation facilities understanding the legal and workplace policies that support and underpin these responsibilities
- Confidently lead compliance on behalf of the organisation with WHS, building, and tenancy requirements including risk identification and reporting, timely meaningful communication and engagement with NPYWC teams and managers about individual and shared responsibilities
- Develop and maintain a multi future year forecast (budget) and plan for facilities maintenance, repair and improvement;
- Coordinate repairs, maintenance schedules, and capital works with contractors
- Maintain accurate records for leases, inspections, assets, and compliance, including timely forward visibility of upcoming and critical dates, reviews and obligations so that all milestones and commitments are understood and met
- Respond promptly to facilities issues, particularly in remote and high-risk environments



- Lead the implementation of better systems to manage properties in Alice Springs and in the NPY region
- Prepare business cases, budgets and funding options and lead processes for potential future properties acquisitions
- Overall manage, maintain and develop the organisation's properties portfolio, including leased properties

Emergency Relief Funding

- Oversee the management of Emergency Relief Funding that achieves great outcomes for clients and NPYWC.¹
- Liaise with partnering ERF funders to ensure a co-ordinated delivery to clients and community members who need assistance the most

Fleet & Vehicle Oversight

Support staff to understand and comply with the legal and workplace policies that support and underpin these responsibilities:

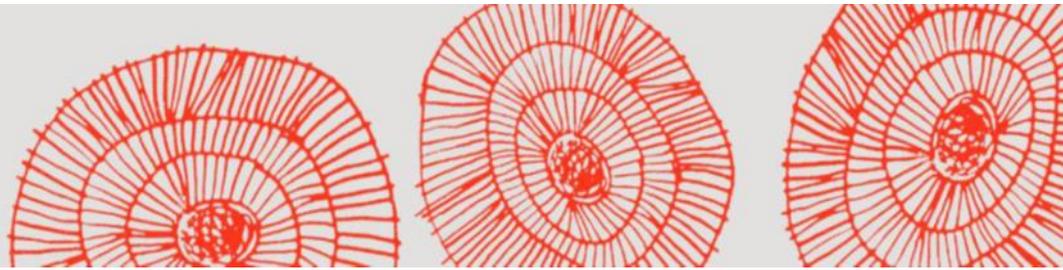
- Manage the full vehicle lifecycle: acquisition, registration, servicing, repairs, and disposal
- Develop models and options for optimising effective and efficient fleet management, usage and support into the future
- Ensure vehicles meet safety, insurance, and compliance standards
- Coordinate bookings and availability to support service delivery priorities
- Monitor costs, usage, and maintenance trends to improve efficiency
- Develop and enforce fleet policies and safe driving procedures
- Develop and lead the actioning of an improved fleet management business case/s

Administration & Systems Leadership

Support the Team to:

- Lead and improve administrative systems, procedures, and documentation
- Support accurate reporting related to assets, compliance, and expenditure
- Contribute to budgeting and financial oversight related to facilities and fleet

¹ In conjunction / coordination with specialist support resources within the organisation



- Ensure records management meets governance and funding requirements
- Identify opportunities to streamline processes and reduce risk e.g. travel and accommodation booking systems; ERF program
- Ensure front desk / reception services showcase our values

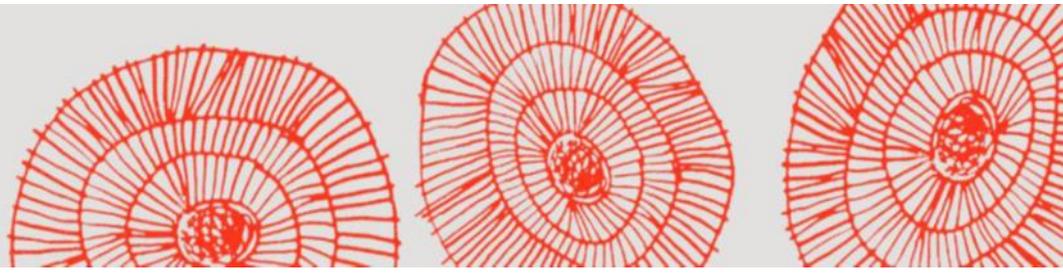
People, Culture & Ways of Working

Through your leadership:

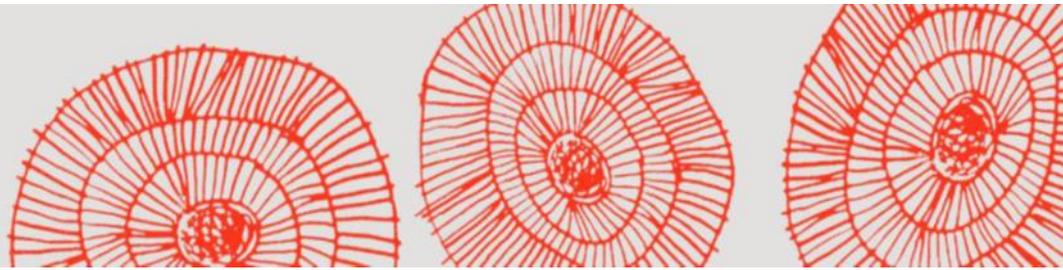
- Work respectfully with staff, contractors, communities, and partners building strong relationships help will support our current and future needs
- Champion Anangu employment within all areas of the Administration team responsibilities including with contractors and service providers
- Mentor Anangu team members and support their onsite and offsite training,
- Support the professional development of staff
- Apply culturally safe, trauma-informed, and strengths-based approaches in interactions with all staff, contractors, communities and partners
- Communicate clearly with staff across locations and disciplines
- In day-to-day work model NPY Women's Council values

Work Health and Safety

- Provide thought leadership and delivery leadership for the organisation's understanding and implementation of "state of the art" work health and safety culture, systems and processes
- Focussing on the Teams responsibilities, monitor and assess NPYWC's health and safety practices to ensure these are in accordance with relevant legislation, terms and conditions of funding agreements and audit requirements.
- Work with Managers to support their understanding of our existing WHS practices and systems in areas overseen or led by the Administration Team.
- In collaboration with the HR team, support WHS training to new and existing staff.
- Drive improvements and new approaches to WHS education, support and better outcomes across the organisation (including regular information sessions for staff such as "toolbox talks")



- Plan and manage, in consultation with managers and the HR Team, regular and comprehensive WHS system audits to ensure management compliance to WHS systems and policies.
- Maintain audit documentation and records.
- Other duties as required.



Capabilities & Attributes for Success

Technical & Professional

- Experience managing facilities and/or vehicle fleets, ideally in remote or complex environments
- Strong understanding of WHS, asset management, and compliance requirements and how to improve the organisational maturity level and culture around strong WHS
- Well-developed organisational, budgeting, and problem-solving skills
- Confidence working with contractors, service providers, and internal stakeholders and the ability to negotiate solid, value for money models of engagement and support between NPYWC and key providers
- Competence with administrative systems, registers, and reporting tools and the ability to support and mentor other management and staff
- An strong commitment to and focus on well defined and implemented systems and processes that are understood and adhered to by all team members

Personal & Cultural Capability

- High level of cultural awareness and willingness to learn from Anangu perspectives
- Calm, solutions-focused approach in high-pressure or unpredictable situations
- Strong sense of responsibility for safety, care, and risk management
- Integrity, reliability, and respect for confidentiality
- Commitment to the mission of NPY Women's Council and improving outcomes for our service delivery programs

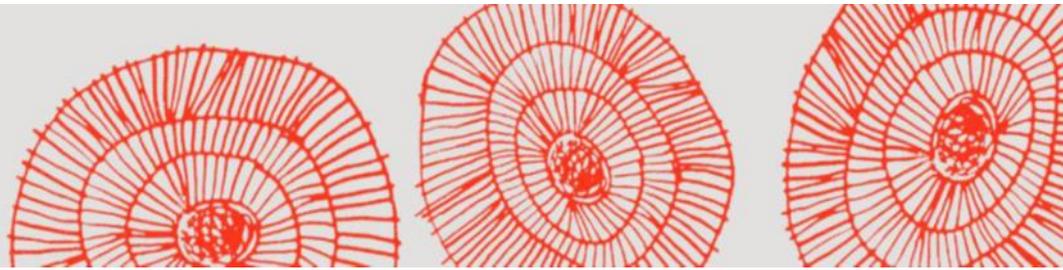
Values Alignment

A successful Administration Manager at NPY Women's Council:

- Prioritises safety, dignity, and respect
- Understands the importance of place, community, and culture
- Supports frontline services through strong behind-the-scenes systems
- Operates with integrity and a focus on equity in all circumstances
- Acts with accountability, humility, and professionalism

Qualifications

- Formal qualifications in Administration, business or organisational management, or associated field, or extensive relevant demonstrated experience.



- Formal qualifications in WHS.

Desirable:

- Experience working within a Not-for-Profit (NFP) or community-controlled organisation.
- Knowledge of the Ngaanyatjarra, Pitjantjatjara, or Yankunytjatjara cultures and country.

Additional organisational information

Our Vision

All Anangu living well in both worlds.

Our purpose

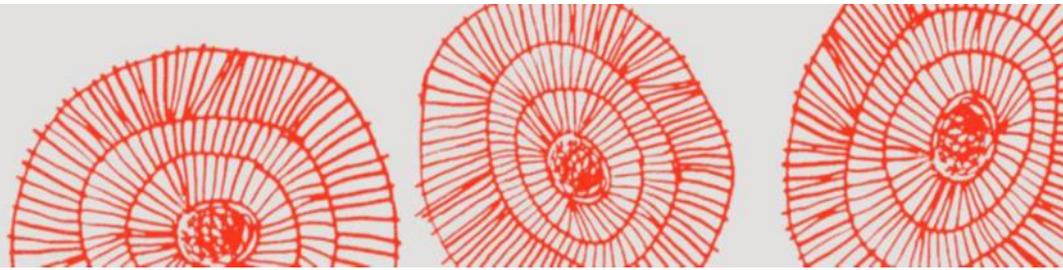
To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

Our values

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

Our values guide the way we work:

- *Piluntjungku*; Peaceful and calm
- *Ngapartji ngapartjiku kulira iwara wananma tjukarurungku*; Respect each other and follow the law straight
- *Kututu mukulyangku*; Kind-hearted
- *Kunpungku*; Strong
- *Kalypangku*; Conciliatory
- *Tjungungku*; United



Strategic pillars

1. Anangu culture, governance and agency

Kunpu nyinantjaku.

Anangu women's leadership, authority, culture and wellbeing is the core of our organisation.

2. Operational excellence

Wirura warkarinytjaku. Tjungungku warkarinytjaku mukuringanyi Women's Council-tu Anangu staff supportamilantjaku, rawa warkarinytjaku.

We will invest in our people, workplace culture, systems and infrastructure. We strive to always be proud of who we are and continually get better at what we do.

3. Evidence-based practice

Warka wiru tjuta utiringanyi.

Using an evidence-based approach, design and deliver culturally appropriate and strength-based services. Develop our practice evidence and contribute to research and evaluation.

4. Strong relationships

Women's Council-nya tjunguringu EC munu Jawun munu Anangu organisations tjuta. Warkarinytjikitja wati tjuta kulu, wati tjuta kunpuringkunyitjaku.

We will find better ways to work with our existing partners and foster new relationships.

5. Anangu-led voice

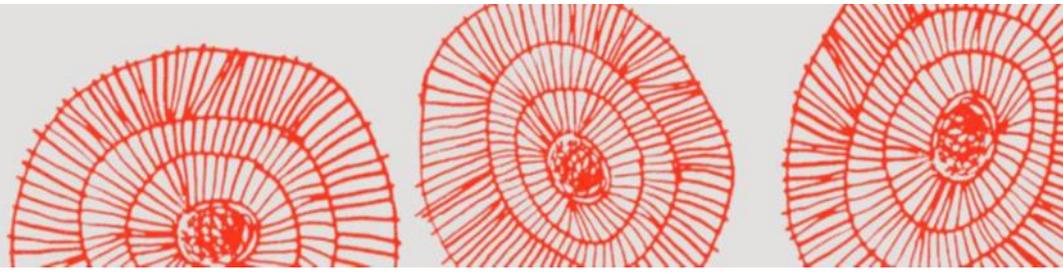
Nganymanytju nguru nganana wangkangu tjitji malatja tjuta wirungku kunpu kanyintjaku rawa.

We will create better outcomes for future generations by nurturing strong Anangu women's voices and actioning Anangu solutions for the region.

6. Financial sustainability

Business manitjara nganana wangkakatingi pakaltjinganytjikitjangku.

We will continue to develop a financially sustainable organisation through exploring new and innovative revenue streams and business opportunities.

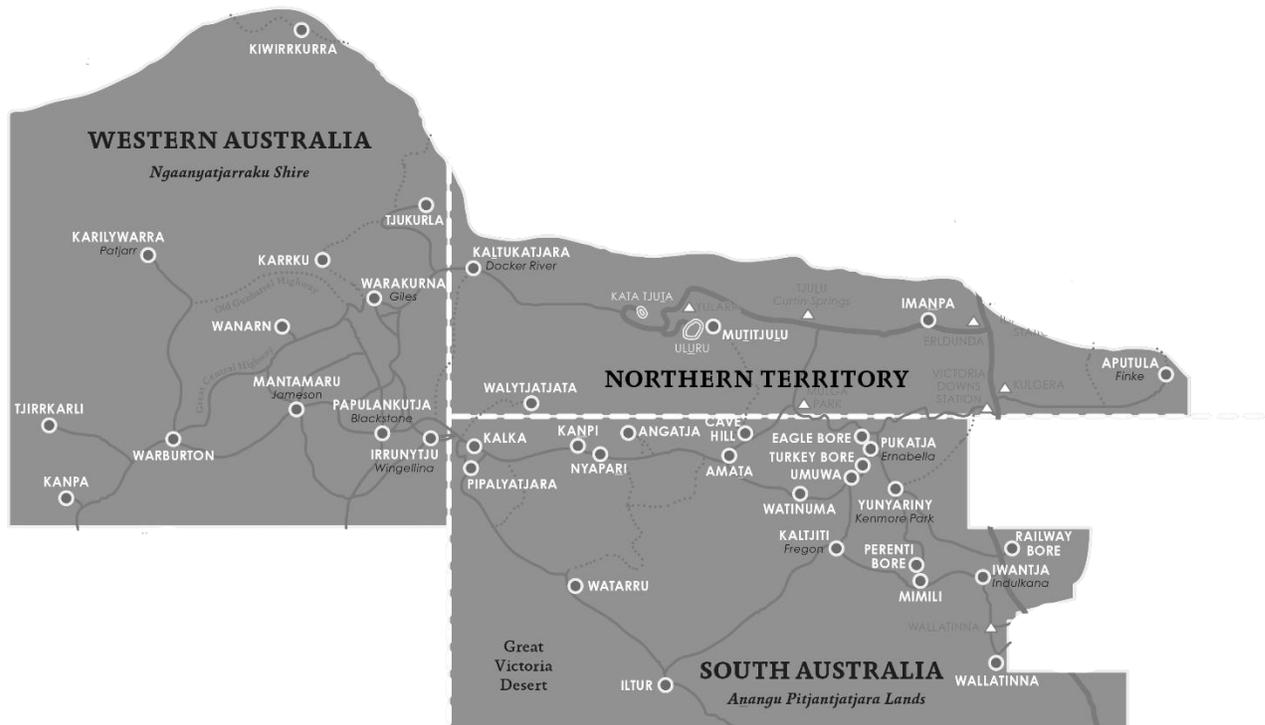


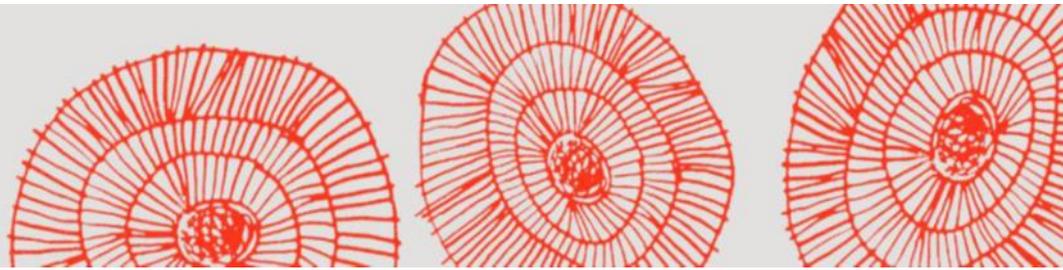
NPY lands

KUNPUNUKGU PALYANTJA IRITI-NGURU

Growing strong together for a long time

We support health, social and cultural programs in 24 remote desert communities across the tri-state region of South Australia, Northern Territory and Western Australia, an area covering 350,000 km.





Our Services

NPY Women's Council is led by women's law, authority and culture to deliver critical health, social and cultural services for all Anangu in the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara lands.

Tjungu aged and disability care

We help the aged and people with a disability with services that are not otherwise available in remote communities so they can stay on country with family and culture.

Domestic and family violence service

We work alongside Anangu women experiencing domestic and family violence. We support women to increase their safety, and support communities in their collective efforts to resist violence.

Child and family wellbeing service

We work with families to keep children healthy and safe through child nutrition, intensive family support and kinship care programs.

Ngangkari traditional healers

We are the Ngangkari cultural healers of the NPY lands, we are dedicated to strengthening wellbeing through Anangu knowledge and healing practices. The Uti Kulintjaku Project positively builds understanding of mental health and wellbeing.

Youth service

We help grow powerful young people through culturally aware and targeted programs including recreation, sport, camps, bush trips, boarding school, work ready and social health programs.

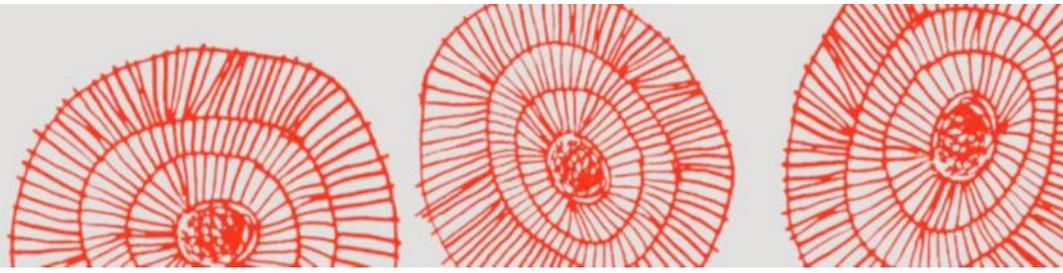
Tjanpi desert weavers

We are a social enterprise providing income for Anangu women through fibre art.

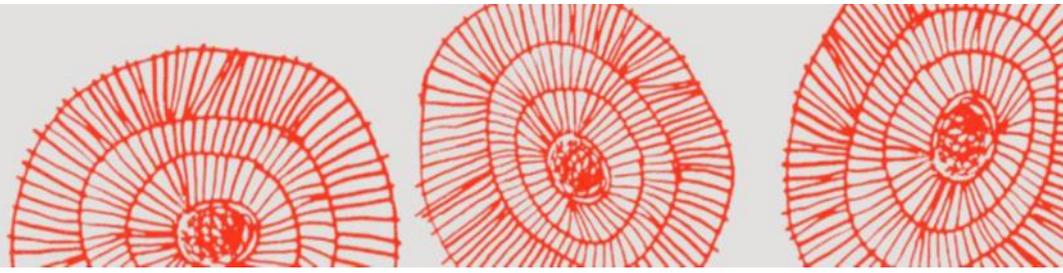
Women's law and culture

We support hundreds of Anangu women to come together to ensure the continuation of women's culture, law, dance and ceremonial cycles.

Research & policy



We advocate and elevate Anangu voices through research, submissions to government and enquiries and commissions. We create organisational policy that ensures an Anangu led, cohesive place of work.



Role Overview

Position	Administration Manager
Reports to	Chief Operating Officer
Location	Mparntwe (Alice Springs), with the expectation to spend significant amount of time in communities
Occupational qualifications	Applicants need to demonstrate an understanding of issues affecting Aboriginal and Torres Strait Islander peoples and possess culturally appropriate engagement and communication skills.
Direct reports	Administration Team; ERF program
Employment type	Full-time, ongoing
Pre-employment qualifications	Working with Children Clearances and Police Checks

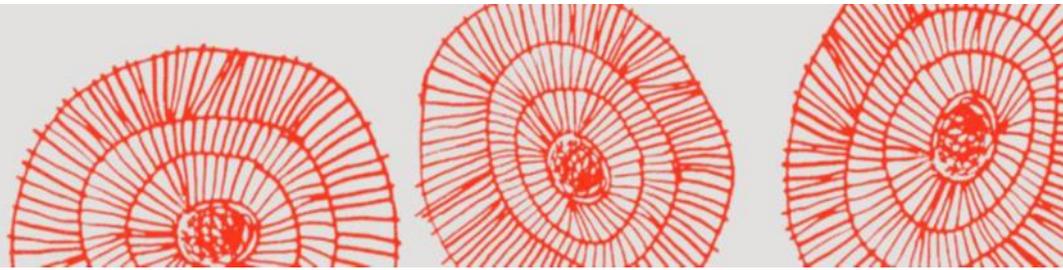
Position Purpose

The Administration team provides general administrative, vehicle and property maintenance support to all NPYWC programs and staff both in Alice Springs and remote communities. The Administration Manager is also a key owner and champion of the organisation's WHS responsibilities and embedding good practice and high levels of safety into how the organisation does its work

The Administration Manager has overall responsibility for the management of the Administration team, drawing on your team's expertise to effectively provide services to the organisation.

More specifically, you will:

- Provide supervision, support and training for all members of the Administration team.
- Overall responsibility for the management of facilities and fleet including repairs, maintenance, asset purchase, lease and replacement
- Manage the comprehensive insurance policies for the organisation.
- Liaising with Real Estate Agents, Solicitors, Landlords and Community Development Advisers in relation to existing and new properties in both Alice Springs and remote communities (including repair & maintenance issues).
- Manage Emergency Relief Funding.
- Monitor the Administration budget to ensure that costs are kept within funding availability.
- Co-ordinate the provision of security services and cleaning contractors.



- Work closely with your supervisors and other team Managers to ensure a co-operative and collaborative approach and the smooth administration of the organisation.
- Ensure the administration procedures reflect current procedural practices and optimize efficiency in a central Australian context. Maintain procedures and processes for reference by co-workers and managers and directors.
- Work collaboratively with team managers and the Administration Team Leader, to manage existing and new properties and fleet.
- Responsibility for WHS policies and procedures

In addition the following are other key areas of responsibility / support for the Administration Manager

Strategic: The Administration Manager will have a key role as part of the NPYWC Leadership team to actively participate in organizational strategic planning, policy development, and input to / support of high-level decision-making across programs where required.

Financial & Resource Authority : The Administration Manager will be responsible for developing and delivering extensive future year budget and activity forecasts around the organisation's assets including properties (owned and leased) and vehicles.

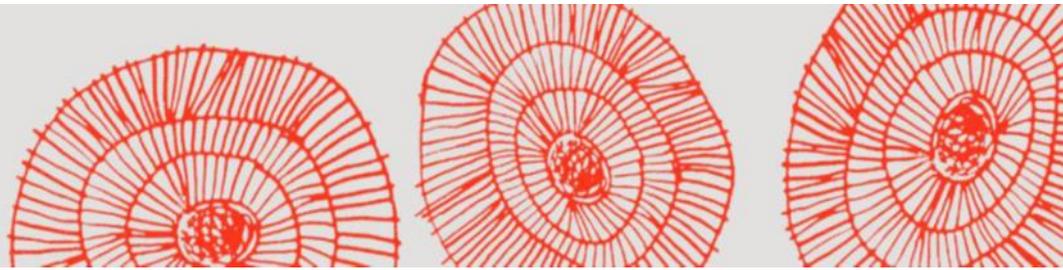
Policy & Governance: The Administration Manager will have a key ownership and leadership role around the organisation's understanding and achievement of compliance to WHS and other critical legislative or legal requirements including policy development, governance influence, and organisational accountability.

People Leadership : The Administration Manager may be required to provide leadership and support around organisational workforce planning, and broader performance management responsibilities.

Organisational Impact : The Administration Manager will be a key member of the leadership team and may be required to lead cross-functional initiatives, and make or contribute to complex organisational decisions.

Conditions of Employment:

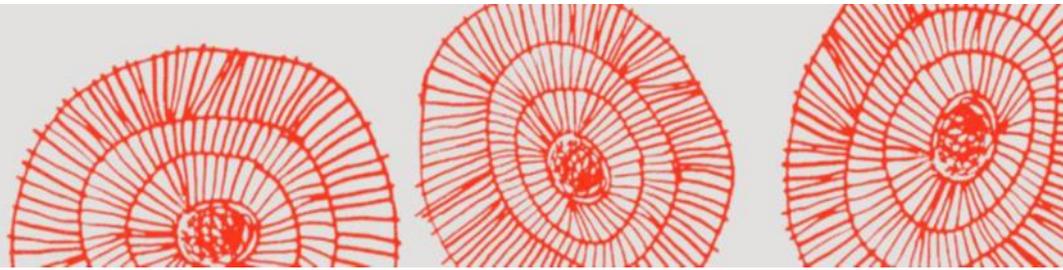
- Salary packaging benefits are available.
- Generous leave entitlements, including RDOs.



- Negotiated remote allowance might apply if based in a remote location.
- A valid Working with Children Check (WWCC) and National Police Clearance are required prior to commencement.

Special conditions:

- Out of hours work requiring overnight absences will be required.
- Current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role.



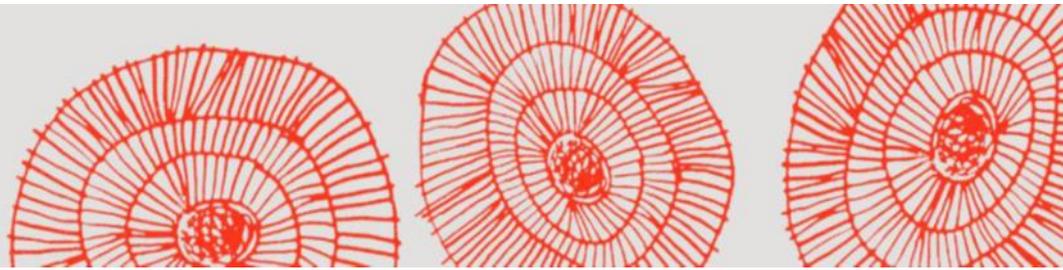
Key relationships

Internal Relationships

- **Chief Executive Officer (CEO) & Chief Operating Officer:** The primary reporting line. The Administration Manager advises the CEO & COO on strategic administration team matters, risks, opportunities, business cases and the status of workplace health and safety framework (WHS).
- **Leadership Team:** Collaboration with Program Managers to understand servicing, facilities and fleet opportunities, business cases and the status of workplace health and safety framework (WHS), and embed culturally safe practices within their teams.
- **Directors:** The Administration Manager needs to maintain a respectful and transparent relationship with the governing body, ensuring administration services are with the direction set by Directors and providing updates on WHS risk.
- **Administration Team:** Leading, managing, and mentoring the internal administration team members to deliver effective daily operations.

External Relationships

- **Anangu Communities and Traditional Owners:** Essential for culturally appropriate engagement, and properties and fleet management practices interface effectively with local cultural protocols and customary law across the NPY lands.
- **Facilities & Property**
 - Landlords and Property Managers*
Manage leases, inspections, repairs, and tenancy compliance across offices, staff housing, and accommodation including lockable carports.
 - Maintenance Contractors & Trades*
Builders, electricians, plumbers, HVAC, and general maintenance providers—often in remote communities where reliability and cultural awareness are critical.
 - Cleaning, Security & Essential Services Providers*
Ensure facilities are safe, hygienic, and secure, particularly in high-risk environments.
- **Fleet & Transport**
 - Vehicle Suppliers & Dealerships*
Procurement of vehicles suited to remote and off-road conditions.
 - Mechanics & Service Centres*
Routine servicing, repairs, and emergency breakdown support, including regional and remote providers.



Fuel Suppliers

Coordination of fuel cards, remote fuel access, and account management.

Insurance Providers & Brokers

Vehicle, property, and asset insurance, claims management, and risk mitigation.

Registration & Licensing Authorities

State and territory road authorities for vehicle registration, compliance, and permits.

- **Compliance, Safety & Risk**

Work Health and Safety Advisors / Regulators

Guidance and compliance relating to WHS obligations for facilities and fleet.

Auditors & Compliance Bodies

Support for audits related to assets, safety, and governance.

Emergency Services

Local police, fire, and emergency responders in regions where facilities are located.

- **Suppliers & Service Partners**

Office & Equipment Suppliers

Furniture, IT peripherals (non-technical), safety equipment, and consumables.

Accommodation & Travel Providers

Where staff travel or remote accommodation is required to support service delivery.

Utilities Providers

Power, water, communications, and waste services, including remote service arrangements.

- **Government & Sector Interfaces**

Local, State, and Territory Government Agencies

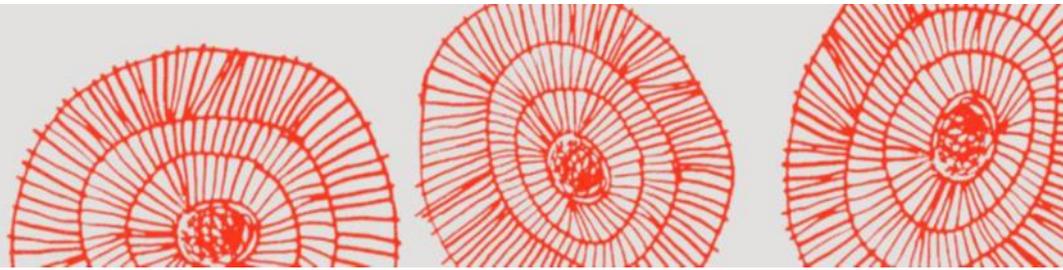
Especially those connected to housing, infrastructure, transport, and compliance.

Funding Bodies (operational interface only)

Providing asset-related information, reporting, or compliance data as required.

Peak Bodies & Networks

Access to best practice guidance for remote operations, facilities, and fleet management.



Competency framework

The behaviours and skills which help you to thrive:

- Plan and prioritise
- Change and adapt
- Ensure excellence
- Make decisions
- Communicate with influence
- Capacity to collaborate

To apply for this role, please upload a resume and cover letter via our website or email recruitment@npywc.org.au