

**Position:** Manager

**NPYWC Program:** People and Workplace Services

**Employment Details:** Permanent, Full Time, 38 hours per week

**Location:** Alice Springs based with some travel to the NPY region

**Base Salary:** \$110,934 – \$120,516 per annum (negotiable based on experience) with additional benefits

## 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.

## Your Team:

The People and Workplace Services (PAWS) team are responsible for delivering operational excellence to the employees and clients of NPY Women's Council (NPYWC).

PAWS are a business support team that includes Human Resources, Business Support and Property and Vehicle Maintenance. It also forms part of a wider Corporate Services division that includes Communications, Finance and Information Technology.

At the point of further expansion, the organisation is committed to ensuring that the PAWS team is undertaken in accordance with the strategic vision of the organisation.

## Your Role:

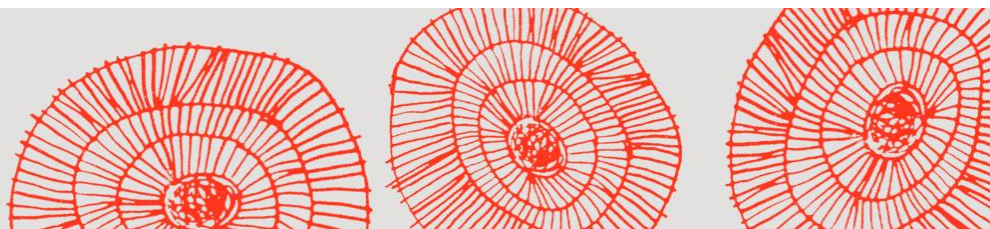
This role will lead the People and Workplace Services team (7 staff) which consists of Human Resources, Business Support, Properties and Vehicle Maintenance.

The position plays a critical role at NPY Women's Council by introducing new and different perspectives and practices; in relation to operations, leadership, culture and capability.

You will be joining at a pivotal time to continue the design and delivery of our systems and strategy.

## Your Responsibilities:

- Support the Chief Executive Officer and leadership team to develop and implement strategic and operational business (incorporating Human Resources, Business Support, Vehicle and Property Management).
- Provide leadership to a diverse and skilled team that involves a mixture of day to day operations along with strategic projects.
- To manage the day to day HR function which includes generalist advice across all portfolios to staff and managers.



- Lead the development and delivery of the NPY Women's Council Workforce Development and Capability Framework (WDCF).
- In combination with the WDCF, lead the development and delivery of the NPY Women's Council Learning and Development Framework.
- Lead the delivery and integration of Employment Hero, the new Human Resource Information System.
- Oversee the effective administration of the PAWS processes such as planning, policy review, data collection, including continuous quality improvement to ensure effective implementation of projects and systems.
- In collaboration with the organisational leadership team, ensure that policies and operational guidelines remain relevant for effective use for front line service delivery.
- Organise and engage the PAWS team in a range of continuous quality improvement processes, including the development of an annual PAWS operational plan to effectively guide the operation of the service.
- Participate in the leadership group of NPYWC and ensure that PAWS operates in line with NPYWC's strategic plan.

## **Skills and Experience:**

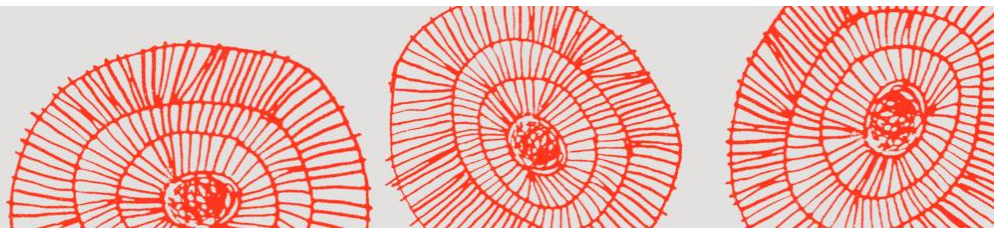
- Experience leading a varied and multi-skilled operational team.
- Experience leading a generalist HR function in a large organisation.
- Experience partnering with a senior leadership team to deliver on operations and strategy.
- Demonstrated experience or knowledge and willingness to deliver a Workforce Development and Capability Framework.
- Demonstrated experience or knowledge and willingness to deliver a Learning and Development Framework.
- Demonstrated ability to apply contemporary management and leadership approaches for service delivery, including supporting staff, in a complex context.
- A record of success in leadership and managing people, and highly developed interpersonal skills.
- Demonstrated experience in administration, financial and program management, along with writing funding proposals and reports.
- An understanding of supporting staff working cross culturally and with a high level of trauma content.

## **Qualifications:**

- Relevant tertiary qualification in areas of Human Resources, Business, Commerce, management or relevant field.

## **Remuneration:**

- Base Salary: \$110,934 – \$120,516 per year
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



- Demonstrated capacity to implement strategic organisational change as required.
- Ability to work with minimal supervision and balance competing demands in a complex environment.
- Demonstrated high level written communication skills.
- Excellent interpersonal and communication skills across diverse groups, including demonstrated ability to work in partnership with all NPYWC staff and pursuing aims set by NPYWC Directors.
- Comprehensive computer skills.

**Desirable:**

- Experience living and working in remote Australia is desirable.

## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a 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. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.

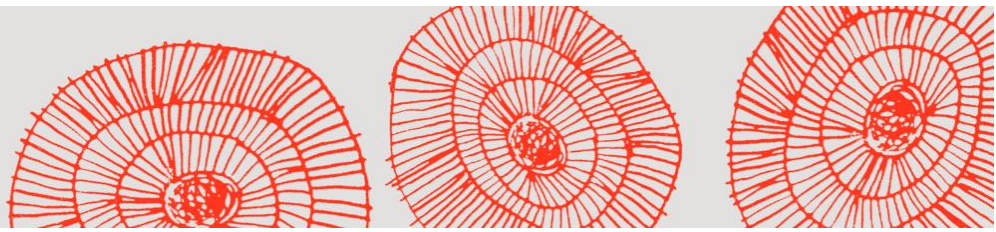
**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact our Senior HR Officer on 08 8958 2329 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.



**Ngaanyatjarra  
Pitjantjatjara  
Yankunytjatjara  
Women's Council**



**APPROVED COPY**

Signed 

Date: April 2021

**Liza Balmer, CEO**

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

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Employee Name (Please Print)

.....  
Employee Signature

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Date