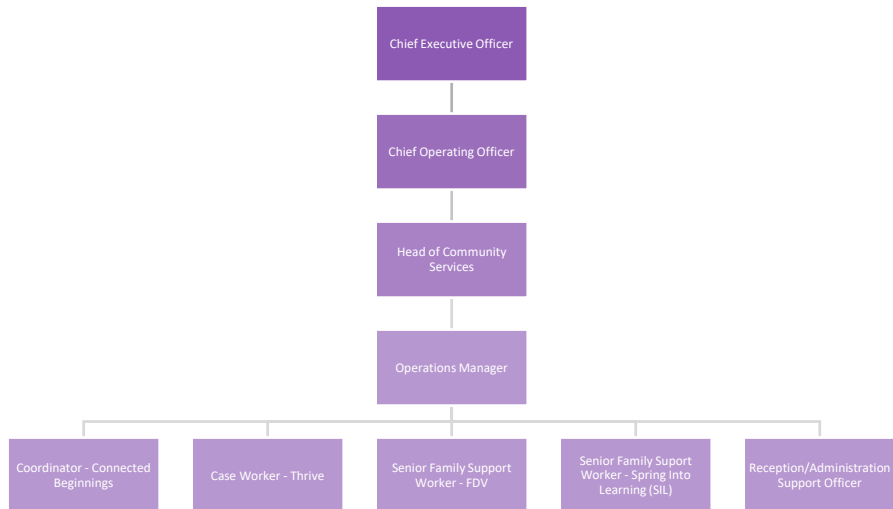


Position Description

Position Title:	Operations Manager
Program:	Regional Services - Goldfields
Salary:	Wanslea Enterprise Agreement; Level 8



Purpose, Values and Aspiration

Our Purpose

We support children and young people to grow and develop safely.

Our Values

- We Care
- We Collaborate
- We are Accountable
- We have Courage
- We Celebrate

Our Aspiration

We create exceptional opportunities for every child and young person to thrive.

Commitment to Child Safety

Wanslea is committed to ensuring the safety, wellbeing and inclusion of all children; and has zero tolerance of child abuse or any form of harm. It is expected that staff and volunteers will always act in a way that prioritises the safety and wellbeing of children by ensuring that children feel safe and are safe.

Diversity Statement

Diversity, equity and inclusion are foundational to Wanslea' purpose, values and strategies. To achieve a culture of inclusion, we must unlock the power of our people. Providing access to meaningful opportunities, creating an environment in which everyone can thrive and grow personally and professionally. We strive to build and nurture a culture where inclusiveness is a reflex, not an initiative. Where there is a deep sense of pride, passion and belonging that transcends any role, service, language or country and is unified in our shared commitment to excellence, innovation and social responsibility.

Position Intention

To develop, implement and support early childhood, housing, health and family support services in the Goldfields region.

Key Responsibilities

Purpose, Values and Aspiration	<ul style="list-style-type: none">• Promote and demonstrate the Purpose, Values and Aspiration of Wanslea• Embed our Purpose, Values and Aspiration in all work practices and interactions
Core Competencies of the Role	<ul style="list-style-type: none">• Facilitate local community engagement by children and their families in programs and services, ensuring that the programs engage, understand and service the community and meet all contractual key performance indicators• Support, lead and manage the program teams to deliver the required outcomes• Manage program performance and develop and implement service delivery to attain required outcomes and service volumes, and achieve key performance indicators for the programs• Monitor and assess opportunities that will prove beneficial to Wanslea and the community• All other managerial duties as required
Organisation and Time Management	<ul style="list-style-type: none">• Manage budget preparation and expenditure to ensure effective and efficient implementation of resources• Manage program reports and data collection according to the requirements of the funding body• Monitor the workload and TOIL of staff
Quality and Improvement Focus	<ul style="list-style-type: none">• Monitor and access opportunities to facilitate increased participation in a range of high-quality early learning, parenting, child and maternal health, well-being programs and services• Provide feedback on key programs and processes to enable early diagnosis of issues and work toward timely improvements
Communication and Interpersonal Relationships	<ul style="list-style-type: none">• Build and maintain effective collaborative and consultative working relationships with internal and external stakeholders, government, schools and community members, to support local capacity building and holistic service delivery• Work constructively with peers and colleagues, contributing to organisational results through cooperative and collegial interactions• Provide leadership in the induction, orientation and mentoring of new staff
Professionalism	<ul style="list-style-type: none">• Research, develop and implement a range of innovative and effective strategies to engage communities• Assist with policy development and review, research and evaluation of programs
Decision Making and Problem Solving	<ul style="list-style-type: none">• Develop, implement and evaluate strategies and systems to ensure an integrated approach to community engagement• Identify service gaps and community needs and implement strategies to address them

	<ul style="list-style-type: none"> • Provide leadership in the adherence to all Workplace Health and Safety policies and procedures
Teamwork and Leadership	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with the principals of the identified schools, key staff in government departments and community organisations • Engage in collaborative professional relationships with all stakeholders including the development and support of the family reference group and operations committees • Represent Wanslea within the community, government and non-government sectors' • Participate in, report on, and lead regular Wanslea team and other meetings as required • Contribute to the achievement of the goals as outlined in Wanslea's Strategic Plan and the overall objectives of the organisation • Train and support staff to develop improved skills, tools and process in all aspects of community consultation and community engagement • Clearly articulate, understand, promote and at all times act in accordance with Wanslea's Values, Code of Conduct and commitment to Child Safe Principles
Child Safety	<ul style="list-style-type: none"> • Embed the National Principles of Child Safety into all work undertaken • Ensure all reporting requirements are met in regard to any risk to child safety

Selection Criteria

Essential Experience	<ul style="list-style-type: none"> • Degree in education, health, social science, community development or related field • Demonstrated understanding of Aboriginal and other cultures with regard to family functioning and child development • Demonstrated understanding of programs associated with supporting vulnerable families in the areas of housing, child development and their safety • Demonstrated experience in leading and supervising multi-disciplinary teams • Demonstrated experience in budget management and reporting in line with the budget requirements of the funding body
Personal Qualities	<ul style="list-style-type: none"> • Demonstrated high level interpersonal, verbal and written communication skills including the ability to develop and maintain productive and sustainable community and professional partnerships • Demonstrated organisational and management skills including extensive relevant experience in managing and supervising staff and evaluating community based programs • Proven ability to form community networks and effectively interpret the needs of individuals and community groups • Proven ability to work independently, demonstrate initiative and work effectively under pressure • Proven ability in managing diverse and complex programs supporting local capacity-building and holistic service delivery • Demonstrated high-level analytical and administrative skills with particular emphasis on complex issues • Demonstrated knowledge of work, health and safety responsibilities

Desirable Criteria	<ul style="list-style-type: none">• Experience in facilitating collaborative community networks between agencies, organisations and community groups• Sound knowledge of the current funding environment
Required Compliance Documents	<ul style="list-style-type: none">• Current Working with Children Check• Current satisfactory National Police Clearance• Current WA Drivers Licence• Work eligibility within Australia