

POSITION VACANT: Operations manager

Are you inspired to tackle one of Australia's main drivers of environmental loss and extinction? Be a critical part of a growing organisation that has a strong reputation for fearless advocacy, forming diverse collaborations, conducting expert analysis and delivering a track record of success.

Position:	Operations Manager
Reports to:	CEO
Reports:	All operations staff and contractors
Basis:	Full time preferred
Location:	Home or shared office, ideally close to Canberra/Sydney/Melbourne/Brisbane/Katoomba
Duration:	Three-year contract, extension possible
Salary range:	\$100,000-116,000 pro rata plus super, depending on skills and experience

Context

The Invasive Species Council is going through a period of major growth. The Operations Manager is a key position to build on and strategically develop existing capability. The role will lead and grow an operations team that consists of two part time admin staff, a database officer, a bookkeeper and an IT consultant.

Job description

The Operations Manager is responsible for ensuring the establishment and smooth and efficient operations of the systems that enable the implementation of ISC's strategic plan and yearly plans. This role will provide management, direction and leadership to all operational aspects of ISC including IT-systems, financial management, governance, risk management and human resource management and safety.

Key accountabilities and responsibilities

Systems

- Oversee the strategy, growth and maintenance of all IT systems including file management, communication systems, website, social media, finance and CRM database.
- Develop policies, procedures and training for all operational aspects.
- Support the operational needs of home and shared offices.
- Manage security, access and privacy issues associated with IT systems and information held.
- Develop relationships with external organisations and advisors to support improved systems.

Financial management

- Manage oversight of the day-to-day finances, including the maintenance of accurate records and oversight of accounts receivable and payable.
- Manage grant payments, contracts and reporting requirements.
- Prepare the yearly budgets and monitor financial performance.
- Manage preparation of annual accounts and audit.

Management and leadership

- Inspire and manage the operations team including recruitment, work plan development and performance management.
- Ensure team members meet and exceed agreed objectives and targets by providing support, direction, coaching and feedback.

- As a member of the Executive team, actively participate in organisation-wide decision-making at the senior management level.

Governance

- Oversee compliance with ISC rules and policies and all relevant legal obligations.
- Support preparation of board and AGM papers and meetings and reporting of board decisions and their implementation.
- Support strategic and yearly plan development.
- Oversee the organisation-wide performance and impact reporting system

Risk management

- Develop an annual risk assessment process.
- Develop and manage health and safety policies and processes and assist all staff and volunteers maintain a safe and fair workplace environment.
- Understand and implement appropriate mitigations according to ISC's risks and its risk profile.

Human resources (with assistance from the CEO)

- Ensure compliance with relevant industrial awards and conditions.
- Develop and maintain human resource policies and procedures and systems for support.
- Maintain systems to record information about staff, contractors and volunteers.
- Assist with recruitment of staff in conjunction with relevant managers.
- Assist staff with identifying training and development opportunities to help progress the training and development plans developed by staff with their managers.

Other

- Celebrate ISC's contribution to the environment and all Australians.
- Adhere to ISC policies and procedures and ensure adherence by staff and volunteers.
- Attend staff meetings and training as required.
- Proactively contribute to the culture at ISC: a positive, fun, and value-driven culture within the team and the whole organisation.
- Practice and promote appropriate self-care and collaboration at an individual, team and organisation-wide level.
- Other duties as determined by the CEO from time to time.

Key selection criteria, skills and experience required:

Essential

- A proven record of managing and motivating staff.
- Highly developed financial management skills, including at least five-year's experience in a senior financial management role.
- Extensive experience, at least for eight years, developing and managing operations systems that support a decentralised workplace.
- Highly developed emotional intelligence and interpersonal skills including the ability to identify, assess and manage oneself and the impact of actions on others, to accommodate difference and to build confident professional relationships with team members.
- A sound appreciation of current HR and OHS policies and systems.
- Highly developed written and verbal communication skills.
- Willingness to travel to meet with staff and collaborators.

Desirable

- Experience working in environmental or social change NGOs.
- Experience building systems, human capital and team culture in an organisation of a similar size or larger.
- Knowledge of Xero, CiviCRM, Mailchimp and cloud-based storage systems.
- Detailed understanding of invasive species and conservation issues.

Location

The position is to be based at a home or shared office, ideally close to Canberra, Sydney, Melbourne, Brisbane or Katoomba. The Invasive Species Council supports decentralised working arrangements.

Applications

Please send a resume and a statement explaining how you meet each of the selection criteria to administration officer Alison Chan by email: recruitment@invasives.org.au. Applications that do not directly address how they satisfy each criterion will not be accepted.

Applications close: Sunday 4 December 2022 11:59pm.

Further information

Contact CEO Andrew Cox on 0438 588 040 for specific information about the role.

About the Invasive Species Council

The Invasive Species Council is a non-government donor-funded organisation that seeks better laws and policies to protect the Australian environment from invasive plants, animals and diseases. Invasive species have been the main driver of environmental loss of Australia's native animals since colonisation and remain one of the main threats to the future survival of all our unique wildlife on land and sea.

Formed in 2002, the Invasive Species Council is Australia's only environmental organisation dedicated to strategically tackling this issue and has made numerous interventions that have reduced the environmental impacts from invasive species.

Over recent years we:

- played a major role in ensuring the establishment of the national office of environmental biosecurity.
- secured \$411 million over ten years to eradicate red fire ants from south east Queensland,
- co-founded Australia's premier biosecurity gathering, the Australian Biosecurity Symposium.
- jointly conducted ground-breaking research to identify harmful invasive insects that could establish in Australia.
- led efforts to recognise the national threat from expanding populations of feral deer.
- driven the Reclaim Kosci campaign that seeks to reverse the protection of feral horses in Kosciuszko National Park.
- played a leadership role in recognising 2021-2030 as the Decade of Biosecurity.

Our 2022-2030 Strategic Plan and other background information can be found on our website: invasives.org.au.