

Director of Operations

Join Us: Make a Difference in the Native Title Sector

Location: Hybrid WFH & Office in Perth, Melbourne, Sydney or Canberra

Salary: \$ 160,000 to \$180,000 per annum + 12% superannuation + salary packaging

Position type: Full-time Permanent

Aboriginal and Torres Strait Islander peoples are encouraged to apply.

We are seeking an accomplished and values-driven Director of Operations to provide strategic and operational leadership across the organisation. This pivotal leadership role will lead operational excellence and foster a positive, collaborative workplace culture through strong policies and processes.

About us

The National Native Title Council (NNTC) is the peak body for native title organisations across Australia. As a not-for-profit organisation, we provide a united national voice on matters of significance to the native title sector and advocate for the rights and interests of Traditional Owners.

About the role

We are seeking a Director of Operations to play a key role on the Senior Executive Team at the National Native Title Council (NNTC), providing strategic and operational leadership to ensure the organisation's people, resources, systems and processes are effectively aligned to support the delivery of high-quality services, sustainable organisational performance and NNTC's strategic objectives.

The position supports effective governance, organisational capability and operational excellence while ensuring compliance with relevant Commonwealth and state legislative and regulatory requirements. Your leadership experience in a comparative not for profit, government or relevant commercial sector will be highly regarded. Responsibilities of the role include:

- Oversee financial management and delegated approvals, including identifying and pursuing fundraising and new funding opportunities.
- Oversee contract management, organisational reporting, funding applications, budgeting and the coordination of legal support.
- Oversee corporate services, including information technology, business systems, office operations, insurance and related organisational support functions.
- Provide strategic HR oversight and support, including employee relations, recruitment, workforce matters and staff supervision.

- Lead the development and continuous improvement of organisational policies, procedures, workflows, and operating models to enhance operational effectiveness.
- Working closely with the CEO, COO and Directors on business strategy, growth and future development.
- Fostering a positive work culture and building strong relationships with the operations team, executive team, broader organisation, the board, partners, members, suppliers and other key stakeholders.

Qualifications

- Tertiary qualifications in Business, Management, Accounting, Law or a related field are preferred but not essential.

Experience & Skills

- Experience working as a leader and respected practitioner in the not for profit, government or relevant commercial sector, including demonstrated leadership, advocacy, fund raising and management abilities.
- Operational or complex project management skills with responsibility for people, finances, and services.
- Experience identifying, preparing and securing funding, such as grants, government funding and fundraising opportunities.
- Financial management experience, including budgeting, financial reporting, delegations of authority and oversight of approvals.
- Contract management experience, including funding agreements, supplier contracts and reporting obligations.
- Experience working directly with a CEO, executive team and board on strategy, growth and organisational development.
- Strategic HR experience, including employee relations, recruitment, workforce planning and supervising staff and building a strong team culture.
- The ability to turn strategic thinking into operational planning with impactful outcomes and outputs.

Benefits

- We offer a competitive salary package
- Hybrid – WFH and Office at flexible work locations: the role can be based in Perth, Melbourne, Sydney or Canberra.
- Purpose driven organisation.

How to apply

If this role sounds like you, please click on the apply button and follow the prompts. Candidates should provide a current resume and cover letter that addresses the key selection criteria from the position description. A copy of the position description is available from our website <https://nntc.com.au/work-for-us/>.

We will be touch if you are shortlisted for this opportunity. **Applications close on Friday 16 October 2026.**

If you would like further information or a confidential discussion, please contact Melita Virginie, Human Resources Manager on 0481 367 774.