

Position Description Form			
Position Title:	Director of Operations	Location:	Perth, Melbourne, Sydney or Canberra*
Reports To:	Chief Executive Officer/Chief Operating Officer	Direct Reports	5-6 direct reports

Role Purpose

The Director of Operations is a key member of 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 role supports effective governance, organisational capability and operational excellence while ensuring compliance with relevant Commonwealth and state legislative and regulatory requirements.

The Director of Operations has overarching responsibility for the effective management and coordination of NNTC's corporate and operational functions. This includes financial management and delegated financial approvals; budgeting and financial reporting; fundraising and funding applications; contract management; legal support and coordination; information technology and business systems; office and administrative services; insurance; and human resources support. The role also oversees the development, implementation and continuous improvement of organisational policies, procedures, systems and workflows, together with key administrative functions, including organisational correspondence and meeting coordination.

Reporting to the Chief Executive Officer and working collaboratively with the, Senior Executive Team and other key stakeholders, the Director of Operations provides strategic advice and operational oversight to strengthen organisational effectiveness, manage risk, optimise resources and ensure NNTC has the systems, infrastructure and internal capabilities required to achieve its strategic priorities.

This is an identified position, and Aboriginal and/or Torres Strait Islander candidates are strongly encouraged to apply.

Who We Are

Working in a dynamic sector the National Native Title Council (NNTC) is the peak body for the native title sector. Our members are made up of the Traditional Owners of Australia's lands, waters and resources, and their representative bodies. Through the native title system, we advocate for the rights and interests of all First Nations people.

We support First Nations peoples' right to true self-determination – their right to speak for and manage their own Country, to govern their own communities, to participate fully in decision-making and to self-determine their own social and economic development.

www.nntc.com.au

This position can be based in any of our offices: Perth (head office), Melbourne, Sydney or Canberra. Regional locations may be negotiated for the right candidate.

Typical Duties & Responsibilities

	Duties and Responsibilities
Operational	• 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. • Oversee administrative functions, including organisational correspondence, email management and general administrative support. • Oversee the coordination and management of organisational meeting schedules. • Leading and developing our operational teams across multiple locations. • Driving productivity, performance and accountability throughout the business. • Identifying problems early and taking decisive action to resolve them. • 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. • Other duties as required

Qualifications and Experience

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.
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	• 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. • Governance experience working with boards and executive.
Skills/ Ability & Knowledge	• The ability to turn strategic thinking into operational planning with impactful outcomes and outputs. • Financial acumen and sound judgement on risk, compliance and resource allocation. • Excellent communication skills, both written and verbal, including reporting to executives or boards. • Strong problem-solving skills, including early identification of risk and solutions focused outcomes. • Strong people leadership, including management and building accountability.
Qualifications/ Licenses	• Tertiary qualifications in Business, Management, Accounting, Law or a related field are preferred but not essential.