

Operations Coordinator Position Description



Title:	Operations Coordinator
Reports to:	Executive Officer, Koorie Youth Council
Hours:	1.0 FTE (35 hour per week)
Remuneration:	\$ 83,840.56 VALS D Plus 11% Superannuation and 17.5% Leave Loading. Salary Packaging available through MAXXIA.
Status:	24 months with the possibility of extending. Subject to funding and performance.
Location:	Based in Fitzroy with access to flexible working from home arrangements and frequent state-wide travel.

About the Koorie Youth Council (KYC)

The Koorie Youth Council (KYC) is the representative body for Aboriginal and Torres Strait Islander young people in Victoria. Guided by an Executive of 15 Aboriginal and Torres Strait Islander young people and our state-wide members, KYC values the diversity and strength of young people as decision-makers. KYC advocates to government and community to advance the rights and representation of Aboriginal and Torres Strait Islander young people. By hosting events like the annual Koorie Youth Summit, KYC brings Aboriginal and Torres Strait Islander young people together to amplify their voices for social change.

KYC's vision is Koorie Youth collectively creating our futures so that all young people feel safe, seen and heard.

About the Victorian Aboriginal Legal Service (VALS)

Established in 1973, VALS is Victoria's only specialist and dedicated legal and support service for Aboriginal and Torres Strait Islander people. Over time, VALS has expanded its services for Aboriginal and Torres Strait people. Our practice areas include criminal law, family law, civil and human rights law, a dedicated youth justice service and a specialist litigation unit, unique amongst Aboriginal and Torres Strait Islander legal services nationally.

KYC is auspiced by the Victorian Aboriginal Legal Service (VALS).



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About the role

The Operations Coordinator will coordinate, lead and supervise the day-to-day administrative and operational tasks within KYC. The role will lead the continuous development, implementation and monitoring of strong internal office operations, including development and updating of organisational policies and procedures. The role will also provide executive assistance to KYC leadership as required and supervise the KYC Office Assistant.

*** Aboriginal and Torres Strait Islander people are strongly encouraged to apply***

Key responsibilities and Duties

- Provide high level administrative and operational support to the KYC leadership Executive and Advisory Board.
- Develop and maintain key administrative functions of the organisation including finance, HR and project processes, filing systems, reporting requirements and basic OH&S.
- Support KYC Leadership team with the day-to-day management and function of the office including managing assets, maintenance and ordering office equipment and consumables as required.
- Manage all logistical and practical aspects of office redesigns or other similar projects.
- Lead the development, implementation and monitoring of KYC's internal operations and administrative functions, with a continuous improvement outlook.
- Mentor, support and manage KYC Office Assistant.
- Receive, action and secure confidential financial and personal information as required.
- Participates in ongoing training and staff development and acts and remains professional at all times, upholding KYC and VALS' values;
- As directed, undertake other duties as directed which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.



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Key Selection Criteria

1. A strong understanding of the Victorian Aboriginal community, with a demonstrated knowledge of community strengths and challenges, particularly those that relate to young people.
2. Demonstrated experience of office management or high-level administration, including financial knowledge. Examples may be an Office Manager role, or senior Executive Assistant
3. Demonstrated ability to work autonomously and with ambiguity.
4. Highly developed planning and organisational skills, with ability to oversee several work areas and balance multiple tasks efficiently.
5. Strong interpersonal communication skills with diverse range of people ranging from community members, executives and government representatives.
6. Good written communication skills and experience managing confidential information.
7. Demonstrated understanding of working within a youth participation framework.
8. A willingness to work occasionally on weekends and evenings, and to travel regionally and rurally.
9. Demonstrated understanding of appropriate behaviours when engaging with children and young people from diverse backgrounds, and commitment to the *Code of Ethical Practice for the Victorian Youth Sector* and the *Victorian Child Safe Standards*.
10. Compliance with all KYC and VALS values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

Reporting & Accountability

The KYC Operations Coordinator reports to and is accountable to the KYC Executive Officer.

The KYC Operations Coordinator supervises the KYC Office Assistant.

Employment Conditions

KYC promotes the safety, wellbeing and inclusion of all children and young people, and takes child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity, and reference checks. The successful applicant will require a current Working with Children Check and Police Check (costs reimbursed) and must agree to adhere to our child safe policy and code of conduct.



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VALS is dedicated to providing a flexible and positive work environment for all of our employees that includes access to on-site staff counselling, training and wellbeing initiatives, flexible and remote working options, paid parental, ceremonial and cultural leave and other generous terms and conditions.

On offer of this position, you must provide:

- A copy of your current Employee Working with Children Check card.
- A copy of your current Victorian Driver's Licence.
- You will be required to complete a current Criminal History Police Check.
- Proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation.
- COVID-19 Proof of Vaccination Certificate or current and valid medical exemption certificate.
- Copies of any certificates or degrees relevant to this role.

Application Process

Applications can be addressed to Bonnie Dukakis, KYC Executive Officer, at job@vals.org.au. Your application must include:

- A brief cover letter including where you saw the job advertised.
- A current resume.
- Your answers to the Key Selection Criteria, as listed in this position description.
- Contact details for a minimum of three referees, including your last line manager. KYC will not contact your referees without your permission.

Applications close at 11.59PM on Sunday 3/03/2024.

If you have any questions about the role, please contact KYC Executive Officer via email at bonnie@koorieyouth.org.au