



Operations Manager Role (part-time)

Victoria Police Legacy (VPL), now in its 40th year, is a 'for purpose' not for profit charitable organisation established to provide ongoing support to the families of deceased serving and retired sworn members of Victoria Police and sworn serving and retired members of Victoria Police, Protective Services Officers and recruits in training, who have lost a spouse or partner. Support to sworn members of Victoria Police and their families who have suffered the loss of a child aged 21 years or younger, or who are experiencing grief or hardship caused by imminent or actual death or permanent (prolonged) disability is also provided.

About the Role

Victoria Police Legacy is seeking a high motivated person for an initial appointment of 2 years, for a newly created part time (15.2 hours – 2 days per week) Operations Manager position. As a member of a small and highly motivated and team, you will have: -

- A relevant tertiary qualification in the areas of Business/Administration is desirable;
- Ability to work at both a strategic and operations ground level;
- Demonstrated business skills including IT, People Management and Financial Management
- Sound knowledge of compliance and risk management in the NFP sector;
- Strong commitment to the Vision, Mission and Values of VPL;
- Proven ability in leading teams and working collaboratively with internal and external stakeholders;
- Proven experience in the preparation of reports for consideration by a Board of Management;
- Demonstrated ability to manage projects and financial budgets;
- Excellent organisational, administrative, time management skills and attention to detail;
- Demonstrated creative and critical thinking skills;
- Ability to work independently and effectively within a small team, contributing positively to team operations and working relationships.
- Skills in Excel and intermediate skills in other Microsoft Office products;

This position would suit the right skilled individual who may be wishing to work 15.2 hours over a 2-day period (working hours per day and number of days negotiable with the right candidate).

Apply for this Job - Position Description: Attached
Applications close - c.o.b. Friday 21st February 2020

For details concerning this role, please contact

Chief Executive Officer – Victoria Police Legacy Lex de Man AFSM

Phone: 0409 451 389

Email: lex.deman@policelegacyvic.org.au



JOB TITLE: -	Operations Manager
POSTION STATUS: -	Part-time, (initial 2-year appointment) (15.2 hours per week – 2 days per week)
REPORTING TO: -	Chief Executive Officer
LOCATION: -	Victoria Police Legacy Office – Carlton South
JOB CLASSIFICATION: -	Social, Community, Home Care and Disability Services Industry Award 2010 SCHADS Level 7
SPECIAL REQUIREMENTS: -	Required to travel and work outside business hours, on occasions

Victoria Police Legacy

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Our Vision

Connected and supported Victoria Police Legacy families.

Our Mission

To provide enduring support to Victoria Police Legatees and deep, effective ties with the Victoria Police family.

POSTION DUTIES

Role Accountabilities

- Act as the first port of call for Field Officers in relation to legatee concerns, requests for assistance etc. and work with Field officers in improving delivery of legatee programs
- Oversee event management activities and be the first port of call for the Office Manager in the delivery of getaways, regional lunches, Christmas lunch etc.
- Manage VPL’s employment obligations including employee contracts, performance reviews, salary reviews and compliance with Fairwork Australia, National Employment Standards and Modern Awards.
- Act as the Safeguarding Children Program Coordinator in line with the Safeguarding Children compliance obligations.
- Manage OH&S compliance including maintaining a safe work environment, incident and hazard management and reporting, WorkCover claims and return to work processes.
- Maintain VPL’s Compliance Register and regularly report to the Board
- Manage special projects such as IT infrastructure upgrade including Client Management System (legatee database)
- Further develop donation and fundraising initiatives and represent VPL at fundraising activities

- Oversee VPL's grants program including education grants, special assistance grants etc and review and authorise funding requests prior to CEO approval.
- Oversee the Volunteer Management Program and support the Volunteer Coordinator in further developing the volunteer program and ensuring compliance with the National Standards for Volunteer Involvement
- Relieve CEO during periods of leave

Selection Criteria

All applicants must address the selection criteria in full to be eligible for the position.

- A relevant tertiary qualification in the areas of Business/Administration is desirable;
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- Demonstrated business skills including IT, People Management and Financial Management
- Sound knowledge of compliance and risk management in the NFP sector;
- Strong commitment to the Vision, Mission and Values of VPL;
- Proven ability in leading teams and working collaboratively with internal and external stakeholders;
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Special Requirements

- The successful candidate will be required to undergo and successfully obtain and maintain a Police Security Clearance.
- The incumbent will be required to complete the OHS requirement of the organisation, which may include local level training relating to equipment usage and Hazardous chemical.
- The successful candidate will be required to undergo and successfully obtain a Working with Children Card.
- The successful candidate will be required to complete online training as part of the organisations Safeguarding Children compliance obligations.

Date: - January 2020