

## POSITION DESCRIPTION

# OPERATIONS LEAD YITPI YARTAPUULTIKU

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

Make a Difference We serve our community well	Grow & Improve We improve our work everyday	Better Together We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> <li>• Deliver public good</li> <li>• Improve the quality of people's lives</li> <li>• Community focussed</li> <li>• Deliver Council's City Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Innovate</li> <li>• Continuously improve</li> <li>• Problem solve</li> <li>• Adapt &amp; change</li> <li>• Engage the community</li> <li>• Shape the future</li> </ul>	<ul style="list-style-type: none"> <li>• Trust, honesty, integrity</li> <li>• Care &amp; support each other</li> <li>• Work as a team</li> <li>• We celebrate success</li> <li>• We are accountable</li> <li>• Open communication</li> </ul>

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The position is:

Position Title	Operations Lead – Yitpi Yartapuultiku		
Department & Section	Community Development - Yitpi Yartapuultiku		
Team	Yitpi Yartapuultiku		
Reporting to	Manager Yitpi Yartapuultiku		
Positions Reporting to it	Venue Hire Coordinator		
Classification and Stream	MOA Level 6		
Position Number		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## How does this position contribute to our community?

Supports the delivery of the Yitpi Yartapuultiku Aboriginal Cultural Centre to be a place for Aboriginal and non-Aboriginal people to learn, experience and be immersed in Aboriginal culture.

## What does the position do?

- Provide leadership, direction and day-to-day operational management of Yitpi Yartapuultiku in a way that supports the vision and key objectives of the Cultural Centre.
- Coordinate site operations, operating within a shared leadership model, that ensures effective cultural guidance and community collaboration in Yitpi Yartapuultiku.
- Supports the delivery of best practice customer service and customer experiences across the Cultural Centre.
- Provide effective leadership and day to day supervision of Yitpi team members.
- Ensure effective and appropriate management of built, natural and cultural assets and resources across the Yitpi Yartapuultiku site (encompassing cultural centre building, surrounding landscape, shoreline and cultural activity areas).
- Lead effective planning, implementation, operation and evaluation of a broad range of programs and services, in accordance with relevant plans, policies and frameworks.
- Develop and maintain operational plans that support effective management of the built, natural and cultural assets and resources of Yitpi Yartapuultiku.
- Undertake risk management, WHS planning and documentation.
- Develop operational policies and procedures for the site.
- Engage external specialist expertise and advice where needed to support site operations (i.e. cultural, ecological, logistics).
- Recruitment, supervision, and training of volunteers.
- Procurement and contractual management of contractors and service providers within established policy and procedures.
- Collaborate and build strong relationships with key stakeholders, commercial tenants, community groups and organisations that contribute to the growth and success of the Centre.
- Operate within established community governance processes that maximise Aboriginal community participation outcomes and support shared decision making.
- Ensure all day-to-day activities of Yitpi Yartapuultiku are conducted in a culturally respectful and appropriate manner.
- Work collaboratively with staff across the organisation to support a range of activities.
- Assist in preparing operational budgets and monitor expenditure and revenue in accordance with established budgets.
- Ensure financial performance targets are monitored and achieved.
- Use sound judgement when working with staff, contractors and stakeholders to find solutions to highly complex cultural matters or situations.
- Provide advice to Council and stakeholders on operational matters pertaining to Yitpi Yartapuultiku.

- May be required to work out of hours, evenings, and weekends to support the operational requirements of the Centre.

## **What outcomes does the position deliver?**

- Yitpi Yartapuultiku is welcoming, inclusive, accessible place that provides opportunities for aboriginal and non-aboriginal people to learn, experience and be immersed in Aboriginal culture.
- Yitpi Yartapuultiku grows and develops as a vital community place and cultural destination for all people.
- Operation of Yitpi Yartapuultiku is managed in alignment with agreed strategic goals and objectives.
- The lives, wellbeing, culture and spirituality of Aboriginal people is supported and improved.
- The connection and respect between Aboriginal and non-Aboriginal people is enhanced.
- Yitpi Yartapuultiku thrives through authentic community participation that places community, culture and Country at the centre.
- The priorities and resources of Yitpi Yartapuultiku are responsive to community needs.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Politically aware

## **Qualifications for the position**

- Tertiary qualifications in a relevant discipline or desirable or the equivalent in work experience.
- Working with Children Check, or willingness to undertake prior to commencement is essential.
- Child Safe Environment training certificate or willingness to undertake training upon commencement is essential.

## **Experience**

- In the development of services and coordination of facilities.
- Experience in leadership and supervision of staff.
- Community service provision within an Aboriginal community setting.
- Working with Aboriginal people and Aboriginal communities.
- Monitoring budgets and contractual agreements.

## **Knowledge**

- Role and function of community and Aboriginal cultural centers/facilities.
- Operational requirements and methods of community programs and services.
- Facility management processes and procedures.
- Procurement and contract management.
- Product and service planning and implementation.
- Community engagement methodologies.
- Volunteer management.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.

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- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Procurement and Contract Management**

- Responsible for complying with Councils procurement policy and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

## **Our Safety and Return to Work Commitments**

### **All Employees**

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_