

POSITION DESCRIPTION

POSITION TITLE	Operations and Finance Officer
DIVISION	Community Programs
DEPARTMENT	Children's Programs
REPORTS TO	Quality, Performance and Admin Manager, HIPPY Australia

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

Children's Programs have a focus on supporting children and families experiencing poverty and disadvantage to have equitable access to education, community engagement and culturally safe services. This includes early years programs, home based learning, parenting supports, integrated approaches to working with vulnerable communities and evidence-based group program delivery.

POSITION PURPOSE

This position will support the Home Interaction Program for Parents and Youngsters (HIPPY) program to improve financial and operational processes, analysis and reporting across the network. You will be responsible for strengthening HIPPY's financial reporting, monitoring and analysis processes, relevant administration system management, reporting, performance management, and other key innovative approaches

KEY RESPONSIBILITIES AND DUTIES

1. Operational and Financial Processes and Performance

- Lead the implementation of financial data processes and system administration to ensure effective use across the HIPPY Australia team and the HIPPY Network
- Undertake analysis and review of HIPPY providers' financial reporting
- Enhance HIPPY's financial and operational systems, processes and analysis with efficiencies and innovations through regular review and feedback from the network and HIPPY staff
- Review and streamline HIPPY operational processes as required to improve performance
- Support HIPPY Management and staff with regular financial reporting, trend analysis, performance concerns, training and risk management
- Support HIPPY to implement financial and organizational risk mitigation approaches as required

2. Quality Monitoring, Performance and Learning

- Support the integration of the Quality, Monitoring and Performance strategy and operational approach that meets requirements of Grant Agreements and Sublicence Agreements to ensure alignment between financial performance and program outcomes
- Engage regularly with the HIPPY Network to support ETO enquiries, implementation of data and reporting systems, investigation and solution management
- Support the L&D Team to develop and deliver training to the HIPPY Network on using the Efforts to Outcomes (ETO) performance management system
- Undertake audits and assessments as required to support site support team engage with the providers their relevant performance data

3. General Administration

- Support the HIPPY Australia Lead Team with documentation management, induction and training for new staff, and other relevant administration

4. Team Participation

- Attendance in team meetings and other team requirements including training
- Project team participation as required
- Annual planning workshops across BSL

5. Employee Management and Accountability

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices
- Take responsibility for managing risk, safety, health and compliance in own area of responsibility and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures

6. Multi-Skilling

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the manager.

SCOPE OF RESPONSIBILITY

Direct Reports None

KEY SELECTION CRITERIA

Career Experience:

- Demonstrated ability to develop, monitor and analyse financial performance systems within allocated budgets.
- Demonstrated experience in similar roles including quality management, performance and improvement systems, data analysis, administration, system efficiencies and other related experiences
- Experience in supporting the managing of operations and/or contracts, preferably in the community sector including project management

Personal Qualities:

- Strong organisational and problem-solving skills and ability to manage multiple tasks with an outcome focus
- Well-developed influencing, communication, and conflict resolution skills
- Ability to work independently and effectively within a team, and within an integrated service framework, to achieve outcomes. A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Relevant tertiary qualification, or equivalent experience, in Administration, Finance, Business Management, and other relevant areas
- Strong computer literacy skills with competency in Microsoft Office Programs including Word, Excel and Outlook and the use of databases

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MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements work based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.