



Healing Foundation

Strong Spirit • Strong Culture • Strong People

Position Description	
Position Title:	Manager (Operations) Contracts and Reporting
Reporting to:	Senior Manager Finance
Direct Reports:	1
Location:	Brisbane or Canberra
Job Type:	Full time
Appointment:	12 months non-ongoing (with possibility of extension)
Competency Framework:	Lead Practitioner L2 (\$118,450.00)
Last updated:	06.03.2022

THE HEALING FOUNDATION VISION

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that provides a platform to amplify the voices and lived experience of Stolen Generations survivors and their families.

We work with communities to create a place of safety, providing an environment for Stolen Generations survivors and their families to speak for themselves, tell their own stories, and be in charge of their own healing.

We promote trauma-aware, healing-informed practice to help government, policymakers, and workforces understand their role in intergenerational healing.

By addressing unresolved trauma in First Nations communities – trauma that was caused by colonisation and actions like the forced removal of children – we are walking alongside communities on the path to healing.

We are governed by a First Nations Board and Executive and guided in our work by our Stolen Generations and Youth Reference Groups.

Our work honours our First Nations ancestors who inspire strong spirit, strong culture and strong people in all future generations.

THE ROLE AND THE TEAM

The role: Manager (Operations) Contracts and Reporting

Our **Operations** team enables The Healing Foundation’s work to deliver our strategic objectives through the functions of Audit, Finance, Compliance, Intellectual Property, Procurement, Contract Management, Communications, and Information and Communication Technology. Each team collaborates with colleagues across the organisation to deliver solutions for identified needs - adding value through their subject matter expertise.

COMPETENCY FRAMEWORK CORE COMPETENCIES AND JOB SPECIFIC COMPETENCIES

The Healing Foundation Competency Framework is designed to provide a roadmap for leaders and teams to have more specific discussions on *‘how to be successful’* at the Healing Foundation by articulating what our expectations of ourselves and others are. It is designed to support the achievement of our strategic plan.

Reporting to the **Senior Manager Finance**, your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
<p>PEOPLE AND RELATIONSHIPS</p>	<ul style="list-style-type: none"> • Live our Values and Guiding Principles: Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others • Enhance Health and Wellbeing: Be socially responsible with a genuine commitment to an environment where people are safe, free from harassment of any kind, and where they can enhance their physical, mental and emotional wellbeing • Grow Cultural Awareness and Connection: Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected • Proactively Engage and Communicate: Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes and that encourages and supports all staff to speak up about unwelcome, offensive or illegal behaviours.
<p>RESULTS AND EXPERTISE</p>	<ul style="list-style-type: none"> • Understand Our Business: Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities

	<ul style="list-style-type: none"> • Service Delivery: Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues • Be Accountable and Outcome Focused: Accept responsibility for role, make prompt informed decisions and take focused action to achieve results
INNOVATION AND CONTINUOUS IMPROVEMENT	<ul style="list-style-type: none"> • Put Ideas into Action: With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other • Achieve Change: Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience • Grow and Share Knowledge: Incorporate learning, knowledge capture and sharing into your work routinely

JOB SPECIFIC COMPETENCIES	
ROLE & RESPONSIBILITIES	<p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm by others <p>Job specific competencies include:</p> <ul style="list-style-type: none"> • Working in consultation with the Senior Manager Finance and COO to manage end to end contract management functions (incl. Negotiation, contract development, management of deliverables, adherence to ethical partnership statements, and financial transactions). • Oversee THF’s procurement panel of providers. • Be accountable for procurement planning and tendering, ensuring compliance with legislation, procurement policies, processes, and procedures. • Oversee a register of all funding and service agreements; • Conduct reviews of THF’s contracting and procurement processes, as required; • Provide contract management and procurement advice to the Leadership Team, Executive and Board; • Identify and recommend mitigation strategies for the risks associated with contract management activities, supplier performance and compliance with mandatory requirements; • Promote and maintain transparent, respected, and trusted working relationships with partners and external stakeholders; • Support the Senior Manager Finance with internal/external audit processes;

	<ul style="list-style-type: none"> • Ensure contract executions in line with THF’s Delegation of Authority and <i>The Corporations Act 2001 (Cth)</i>; • Prepare and deliver staff training to ensure compliance with contract management and audit requirements; and • Other related duties as required. <p>Contracts include: Grants, Funding Agreements, Service Agreements, Partnership Agreements, Consultancy Agreements, Project Contracts, Tenders, Facilities Contracts and Fundraising Contracts.</p>
<p>QUALIFICATIONS & EXPERIENCE</p>	<ul style="list-style-type: none"> • Strong understanding or commitment to the First Nations sector demonstrating knowledge, advocacy and prior engagement with First Nations people, and the understanding of and commitment to working in a culturally sound and strengths-based way • Contract Management and Audit experience • Strong understanding of legislative and regulatory compliance • Prior experience with Contract Administration, preparing professional, well-structured and concise contract administration documentation; • Strong understanding of The Corporations Act 2001 (Cth)
<p>MANDATORY REQUIREMENTS</p>	<ul style="list-style-type: none"> • The employee will undertake and maintain a valid State specific WWVP, AHPRA Certificate of Registration or police clearance based on the legislative requirements of the state or territory in which they reside • Ability to travel and support The Healing Foundation’s activities across a variety of regional and remote Aboriginal and Torres Strait Islander communities • Demonstrated cultural competency and an ability to work positively and productively with persons from a variety of international and cultural backgrounds • To ensure the safety of those most vulnerable people in the community, you must be able to provide evidence of COVID-19 vaccination
<p>HIGH DESIRABLE CRITERIA</p>	<ul style="list-style-type: none"> • Diploma of Contract Management or related qualification