

YORTA YORTA NATION ABORIGINAL CORPORATION POSITION DESCRIPTION

POSITION TITLE:	Operations Manager
REPORTS TO:	CEO
EMPLOYMENT TYPE:	Full-Time, Ongoing
DIRECT REPORTS:	4
AUTHORITY LEVEL:	Cross-Functional Oversight
AWARD:	Non-Award
PRIMARY LOCATION:	Shepparton/Barmah (travel as required)
DATE/REVISION DATE:	July 2026/July 2027

POSITION SCOPE:

The Operations Manager is responsible for overseeing all facets of Yorta Yorta Nation Aboriginal Corporation's (YYNAC) Business Unit operations and assets. This role is accountable for executing day-to-day functions, managing resources, and optimising workflows to achieve the best strategic and commercial outcomes for YYNAC.

Working closely with the CEO and CFO, the Operations Manager translates the YYNAC Strategic Plan 2020–2030 into sustainable, compliant, and highly efficient operational realities that support the overarching objective of financial self-determination.

ORGANISATIONAL VISION:

'Learning from the past to build on Yorta Yorta's future'

ORGANISATIONAL VALUES:

- **Professional Integrity**
We treat all our people with dignity and respect.
- **Quality**
We will always strive to do our best and improve the way we do things.
- **Responsibility**
We commit to the actions we take to achieve the best possible outcome for our people.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs.

In alignment with the goals of the YYNAC Strategic Plan 2020-2030, the Operations Manager will:

Key Focus Area	Operational Responsibilities
Business Advancement and Growth	• Drive the development and execution of operational plans tailored to YYNAC's long-term objectives, ensuring business units are optimised for sustainable revenue generation and growth. • Identify, evaluate, and operationalise emerging business opportunities to diversify YYNAC's Business Unit's and strengthen economic self-determination. • Partner strategically with the CFO and Department Managers to ensure financial discipline across all Business Units. • Establish and maintain quality control systems to ensure operational compliance with legislative frameworks, workplace health and safety (WHS) obligations, and industry standards. • Work closely with the CEO to drive major infrastructure developments and in securing funding streams/mitigate project shortfalls to ensure on-time delivery.
• Organisational Development •	• Actively collaborate as a key member of the Executive Team to translate overarching organisational objectives into clear, measurable workflows across all operational tiers. • Lead, mentor, and upskill Management Team's to foster ethical, results-driven and future oriented leadership. • Formulate and deliver operational reports, performance metrics, and compliance updates to support the CEO and Board of Directors on a weekly or as directed basis. • Represent operational interests and project milestones on assigned committees as directed by the CEO. • Partner with HR to manage workforce operations, leading the prompt resolution of staffing issues while ensuring compliance with industrial instruments and fostering a culturally safe, supportive team environment. • Oversee workplace OHS compliance and support business planning initiatives, ensuring a safe working environment while keeping daily operations aligned with organisational goals. • Make operational decisions with a whole-of-organisation perspective, balancing the needs of different teams to ensure overall stability and alignment with strategic planning and long-term goals.
Grants & Grants Management	• Leverage established YYNAC networks to identify and secure new funding streams and proactively seek top-up grants to eliminate project shortfalls. • Oversight of the operational budget, ensuring funds are managed responsibly, spending tracks closely against forecasts, and all funding and grant requirements are met. • Monitor programs prior/post fire, flooding, monitoring animal/plant species. • Oversee the operational execution of existing grants, providing

	guidance to YYNAC departmental managers. • Collaborate with CFO and relevant government bodies for grant reporting and acquittals. • Guide new managers in applying for, obtaining and managing grants.
Engagement and Advocacy	• Engage with relevant State and Federal Government agencies - leading, negotiating and advocating for, and behalf of YYNAC's best interests. • Provide Support to the CEO in the preparation of briefings and presentation documents required for presentations at a ministerial, advocacy and Federal/State level.
All YYNAC Staff	• Understand and comply with all relevant policies and procedures as may be amended from time to time • Perform all accountabilities in an efficient and proactive manner to deliver quality outcomes • Contribute as an effective team member to complete all tasks within your skills level, including assisting team members • Proactively raise any health and safety issues with management as may be identified from time to time

PERSON SPECIFICATION

The appointee should possess the following skills, abilities and experience:

Qualifications/Certification Required:

- Valid, unrestricted Australian Driver's Licence (Mandatory).

Essential Experience:

- At least 5 years of senior operations or program management experience, ideally within a Not-for-Profit or purpose-driven corporate enterprise.
- Demonstrated deep knowledge of the Yorta Yorta Nation's communal and corporate governance structures, with a proven ability to respect family lines and successfully navigate community consultation frameworks.
- Track record of interpreting and developing workplace policies that are clear, practical, and aligned with organisational goals.
- Proven experience in budgeting, developing business plans and business operations.
- Demonstrated experience negotiating, collaborating and advocating directly with senior government personnel, statutory authorities, and local councils.
- Practical and decisive problem-solving skills, with the ability to assess situations objectively and implement timely, effective solutions.
- A highly adaptable approach to work, with a proven track record of handling changing environments and managing shifting timelines calmly and effectively.
- Exceptional coaching skills with a natural ability to build morale, oversee diverse teams, and provide guidance and leadership to Management Teams and Staff.

- Highly developed and persuasive written and verbal communication skills with experience in producing high level documentation and communication to both internal and external stakeholders of all levels.
- Excellent organisational, time management and problem-solving skills.
- Well-developed computer skills (MS Suite).

OTHER RELEVANT INFORMATION:

- Commitment to equal opportunity principles and occupational health and safety requirements.
- Treat all confidential information in line with Yorta Yorta Nation Aboriginal Corporation (YYNAC)
- All positions with YYNAC require a negative Drug and Alcohol Test, Police Check and Working with Childrens Check to be submitted prior to commencement of employment.
- Disclosure of any pre-existing illness or injury which could be affected by the position duties.

MORE ABOUT THE CORPORATION:

YYNAC was formed in 1998 to represent the rights and interests of the Yorta Yorta Nation and its members. Integral to acquiring these rights was the appointment of YYNAC as a RAP with defined legislative functions in 2007, following commencement of the Aboriginal Heritage Act 2006 (Vic) and the subsequent signing in 2010 of the YYNAC Co-Management Agreement with the State of Victoria.

YYNAC is governed by a Board of Directors of 7 Yorta Yorta People elected at the YYNAC Annual Meetings. The YYNAC membership is by connection to Yorta Yorta Apical Ancestors who are represented through 16 Family Groups. The Yorta Yorta Council of Elders (COE) comprises membership from the 16 Family Groups and are responsible for protecting and promoting the interests of Yorta Yorta Nation. The COE has responsibility for decision making on applications for activities proposed on our Country. They are the Knowledge Keepers for our tangible and intangible heritage and culture, including with respect to the return of our Ancestral Remains and cultural objects on behalf of the Yorta Yorta Nation.

Yorta Yorta traditional Country covers a wide area in New South Wales and Victoria and is subject respectively to state and commonwealth legislative processes, including the Victorian Aboriginal Heritage Act 2006 (the Act).

The role of YYNAC includes to protect and manage the cultural rights and interests, support and advancement of the aspirations of Yorta Yorta People as outlined in the Yorta Yorta Whole of Country Plan 2021-2030 and YYNAC Strategic Plan.

This is an “Indigenous Only” role under Special Measures of the EEO Act 2010 Section 12.