



## JOB READY MANAGER

### Key Selling Points:

1. Drive the development and delivery of Job Ready to support participants into employment
2. The applicant will have the opportunity to work in a unique Indigenous Social Enterprise driving change across the country
3. The applicant will be a part of a leading organisation driving Indigenous self-determination through enterprise, education and employment

Employment Type: Fixed-Term, Full-Time

Salary: \$80,000 to \$85,000 per annum

Reporting to: NCIE Sustainability Lead

### Main Content:

#### **The National Centre of Indigenous Excellence**

The National Centre of Indigenous Excellence Ltd (NCIE) is built on the land of the Gadigal people of the Eora Nation. The NCIE builds capabilities and creates opportunities by delivering life-changing programs from our heritage-listed facilities in Redfern.

Our values are Excellence, Inclusiveness, Integrity and Growth

#### **Job Ready**

The NCIE's Job Ready program provides training and mentoring in the hospitality industry and other areas that can lead to employment opportunities for Aboriginal and Torres Strait Islander job seekers.

Since 2006, the Job Ready Program has trained, mentored and supported up to 100 participants a year into further training and employment, in cooperation with numerous small and large employers.

#### **About this job**

The Job Ready Manager will manage the development and implementation of the Job Ready program alongside a small team with 1-2 direct reports. They will lead Job Ready training, oversee employment placements and be responsible for realising desired outcomes of the Indigenous Advancement Strategy (IAS) Contract held with the Prime Minister and Cabinet (PM&C). They will also lead the development of the future direction of the program, ensuring it adapts to the needs of the community and resourcing opportunities available.

#### **Selection Criteria**

##### **Essential:**

1. Highly developed communication skills to effectively facilitate and negotiate significant outcomes with a wide range of people, including with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of their cultures
2. Strong demonstrable project management skills, including experience in development and delivery of outcomes specified by funding contracts
3. Demonstrated budget management, data analysis, and reporting skills to communicate social and financial impact to a variety of stakeholders
4. Sound understanding of risk management and WHS in teaching/educational and catering environments
5. Demonstrate excellent written and oral communication skills
6. Experience managing and working in small team environments (including management of interns and volunteers), with a high degree of initiative and self-motivation
7. Advanced experience in departmental software and the ability to utilise the Microsoft Office suite of applications in a MS Windows environment
8. The successful candidate will have or have the ability to get a NSW Working with Children Check
9. Current First Aid Certificate

##### **Desirable:**

1. Relevant tertiary qualifications such as Certificate IV in Workplace Training and Assessment
2. At least five years' relevant experience in employment and job readiness programs, including knowledge of Indigenous employment
3. Possession of a driver's license

##### **Benefits of Working with NCIE:**

- Attractive salary packaging - NFP
- Free on-site gym & pool membership
- Bonus leave days for all - just because

**Aboriginal and Torres Strait Islander applicants are highly encouraged. We recognise the value of and strongly support the principles of equal employment opportunities in the workplace and encourage people of all backgrounds to apply.**

**All applicants will be subject to a Criminal History Check.**

Please apply by submitting your resume and cover letter addressing the above selection criteria via email to [john.leha@ncie.org.au](mailto:john.leha@ncie.org.au).

The subject title of your email should state "Job Ready Manager Application."

**Questions:** please contact John Leha via email: [john.leha@ncie.org.au](mailto:john.leha@ncie.org.au) or via phone: 9046 7800