



**Aboriginal  
Ability Links NSW  
Broken Hill**

**1x Full Time (35hrs/week)**

## **Aboriginal Ability Links Manager**

**Generous leave entitlements + Salary Sacrifice arrangements available**

The Manager will be employed under the conditions of the Social, Community, Home Care and Disability Services Industry Award 2010.

Broken Hill Local Aboriginal Land Council, Aboriginal Ability Links NSW, has a vacancy for 1 full time Aboriginal Ability Links Manager position to join our team, based in Broken Hill until 30 June 2019. Employment is subject to ongoing satisfactory work performance. Travel is a requirement of the position to deliver the Aboriginal Ability Links NSW in Western Region communities.

The position will be responsible for managing delegated operational aspects of the BHLALC Ability Links Program, to deliver an effective service that provides optimal outcomes for Ability Links participants, pursuing business development opportunities, government tenders and funding sources to expand the service of the Broken Hill LALC Ability Links Program; monitor the overall budget performance of Ability Links and advise the CEO on monthly expenditure reviews; provide leadership and management support, advice, coaching, mentoring, motivation, and individual performance monitoring and development; and provide management support to BHLALC Ability Links staff/personnel, to ensure that high quality service and consistent practice is providing opportunities for people with a disability and their families/carers.

### **Selection Criteria**

The ideal candidate will have:

- Aboriginality is a genuine occupational qualification as authorised by Part 2, division 2, Section 14(d) of the *Anti-Discrimination Act, 1977*,
- Tertiary qualifications and/or relevant senior operational experience in social or community services sector
- Demonstrated leadership and people management capabilities with experience in human and community services sector
- Demonstrated experience in writing successful funding/grant applications
- Commitment to a collaborative approach and demonstrated success in managing and strengthening relationships
- Highly developed communication, interpersonal and negotiation skills, and the ability to communicate with confidentiality and sensitivity,
- Advanced computer skills and Current NSW Driver's Licence,
- A satisfactory Police clearance and current NSW Working with Children Check

### **Ability Links is looking for someone who:**

- Has experience in working in a not for profit or disability sector,
- Is a high level thinker and can communicate with stakeholders at a high level,
- Has experience in project and contract management,
- Possesses the ability to multi task and work well under pressure, and
- willingness to work flexible hours and in a range of locations across a regional area if required.

*This is an Aboriginal Identified Position. Aboriginality is a genuine occupational qualification as authorised by Part 2, division 2, Section 14(d) of the Anti-Discrimination Act, 1977.*

To apply for a position, applicants must submit a cover letter, a statement addressing each of the selection criteria and resume addressed to:

Chief Executive Officer  
PO Box 392  
Broken Hill NSW 2880

Applications submitted without addressing the selection criteria will NOT be considered.

Completed Applications can be emailed to Cory Paulson: [cory.bhllc@iinet.net.au](mailto:cory.bhllc@iinet.net.au)

**Applications close at 5pm 20th November 2018**

**Please note:** Only short listed candidates will be contacted for interviews following the closing date.