

Business Support Officer

Do you want your work to make a difference for NSW?

Together, we create thriving environments, communities and economies.

- **Support the Aboriginal-Owned Worimi Conservation Lands**
- **Package includes salary (\$87,493 to \$96,540), employer contributions to superannuation scheme and annual leave loading**
- **Ongoing full-time opportunity**
- **Located in Nelson Bay**

This is an Aboriginal Identified role where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977).

About the Role

NSW National Parks and Wildlife Service (NPWS) has a unique opportunity for a Business Support Officer to support the Aboriginal-owned Worimi Conservation Lands in Port Stephens.

As the Business Operations Officer you will manage the finances of the Board of Management for the Worimi Conservation Lands, you will:

- Set up and maintain effective and efficient accounting systems
- Assist the Board with developing its annual budget
- Analyse data and prepare high quality and accurate financial reports
- Manage the Board's revenue streams such as beach vehicle permits and commercial tour operations
- Find ways to continually improve the Board's business systems and revenue streams.

About You

We are looking for a motivated, proactive and enthusiastic individual with excellent organisational and communication skills. You will have good negotiation skills and the ability to establish effective relationships with various stakeholders both internal and external to the organisation. You will have a high degree of personal integrity and a commitment to accurate record-keeping. You will look beyond the day-to-day tasks to drive strategic business improvements.

Essential requirements

- This position is an identified Aboriginal position and therefore Aboriginality along with a cultural association with the Worimi people is a requirement.
- Demonstrated skills in planning, organising and implementing administrative and financial policies and systems that are effective and consistent with recognised and current Acts.
- Capacity to analyse and review revenue collection strategies and practices.
- Ability to extract and interpret reports from computerised financial systems.
- A current Australian driver's licence.

To view the Role Description: [Business Operations Officer](#)

To Apply

If excited by the information above, we look forward to receiving your application, including a copy of your resume and cover letter expressing your interest and suitability for the role.

DPE strongly recommends all applicants who can be safely vaccinated for COVID-19, to be so.

In our inclusive and accessible workplace, differences are embraced, contributions are valued, and everyone has a sense of connection and belonging. DPE supports various employee affinity groups, practice flexible working, offer job share and workplace adjustments. We are committed to the Premier's Priorities and welcome applications from all.

A recruitment pool may be created for ongoing and temporary opportunities of the same role or role type that may become available over the next 18 months.

Applications close Sunday 30 October 2022 at 11.55pm

For more information about the role, please contact Rachel Reese, Manager Area, NPWS on (02) 4984 8232 or rachel.reese@environment.nsw.gov.au

Applications are to be lodged online at iworkfor.nsw.gov.au

Job Reference Number [523771](#)