

POSITION DESCRIPTION



JYAC aims to create a great workplace for all employees. We consider an employees whole journey with us and begins with each employee knowing what is expected of them in their job, how well they are performing against that job, and what future job opportunities might be available to them. JYAC position descriptions have been designed to clarify the role, how it fits into the bigger picture, and how performance against that role job will be measured. We use position descriptions in the recruitment process when appointing people, but we also use them to set performance expectations and provide feedback about how the holder of the job is delivering against what is required. We also use the job description to assess training and development requirements employees may have, relative to the role.

Job Title:	General Manager Operations
Job Holder (Name):	
Job Category:	Management

Job Reports To (Title):	CEO
One Up Manager Title:	N/A
Location:	East Perth

JOB PURPOSE

(How does my department, team, job contribute to JYAC)

The General Manager is a key member of the Executive Leadership team responsible for overseeing a wide range of projects, and economic development opportunities and contracts. The role works closely with the CEO and demands a strategic thinker with strong commercial acumen, leadership skills and a focus on building and maintaining successful relationships.

KEY ACCOUNTABILITIES & RESULT AREAS

(What are the primary accountabilities of this job?)

- Manage the Corporation's varied projects that build economic sustainability or benefit Martu people.
- Identify and develop opportunities for new economic projects or those that benefit Martu.
- Oversee grant activities, compliance and reporting requirements to meet funding and regulatory requirements, including grant development and proactive sourcing of funding.
- Manage and oversight of Corporation grant contracts.
- Identify, business case and implement opportunities for commercial investment and attraction.
- Work with Martu businesses to support the development of economic opportunities including business development and business incubation support.
- Undertake commercial assessments and due diligence on economic opportunities.
- Develop and maintain strong relationships with key stakeholders, which will include Members, local communities, government, regulators, NGOs and industry.
- Collaborate with the leadership team on implementing the strategic plan and annual strategies and be proactive in creating new opportunities.
- Work within and comply with all JYAC policies, procedures and established guidelines.
- Work collaboratively with all colleagues, teams and stakeholders throughout the course of work.
- Actively and positively contribute to the JYAC team culture.
- Follow all other reasonable management requests as directed.

TEAM RELATIONSHIPS

(Does the job involve managing others or working collaboratively with others? If so, who?)

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Are there any jobs directly managed by this job? If so, which jobs?	Project and Grants Officer MW Economic Officer
Are there other teams this job is required to work collaboratively with?	Heritage and Rangers Corporate Services Future Acts
AUTHORITY & DECISION MAKING	
(What decision making authority and spending limits does this job hold?)	
Safety Authority:	As per delegation matrix
Financial Authority:	As per delegation matrix
People Authority:	As per delegation matrix
QUALIFICATIONS, LICENCES AND EXPERIENCE	
(What formal qualifications, licences and experience does someone need to hold this job?)	
Mandatory or Legislative:	<ul style="list-style-type: none"> Tertiary qualification in business / finance / legal. Extensive experience in project management across varied areas. Robust financial and analytical skills. Exceptional interpersonal and communication skills, including building strong relationships and influencing key stakeholders to achieve desired outcomes. Strong business writing and presentation skills, confidently able to present to senior decision makers. Resilient and self-managing with the ability to work autonomously, take initiative and reliably deliver on tight deadlines.
Desirable:	<ul style="list-style-type: none"> Understanding of Aboriginal culture, heritage and land matters in the native title sector. Understanding of Native Title obligations and responsibilities.

CAPABILITY REQUIREMENTS				
(What core, leadership and technical skills must someone demonstrate to hold this job)				
Core Capabilities				
	Understands	Lives	Guides	Leads
Self-Awareness				
Communication				
Collaboration				
Adaptability				
Future Focused				
Business Acumen				
Business Enablers				
Job Family: Corporate Services	Understands	Lives	Guides	Leads
Stakeholder Management				
Governance, Risk and Compliance				
Finance				
Procurement and Contract Management				
Project Delivery				
Leadership Capabilities				
Management Capabilities	Understands	Lives	Guides	Leads
Manage & Develop Others				

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Communicate with Purpose & Clarity				
Influence with credibility				
Manage Profitability				
Strategic Capabilities				
Strategic Capabilities	Understands	Lives	Guides	Leads
Vision, Lead & Embed Change				
Enable Growth				
Create a High Performance Culture				
Navigate a Path through Complexity				

APPROVAL			
The job holder agrees they are accountable for the deliverable of the key result areas and the direct manager agrees they will support the job holder in achieving these deliverables.			
Job Holder		Manager	
Name	Signature / Date	Name	Signature / Date