

**ROLE DESCRIPTION****Role:** HSP/RISE Senior Manager**Similar roles:** Senior Program Manager**Line Manager:** Head of Policy and Programs**Team:** Policy and Programs**Number of reports:** 2**Employment status options:** Full-time**Location options:** Gadigal Country (Sydney Office) - Hybrid**Indigenous Identified:** Flexible, Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply**What is my main purpose in this role?**

- Your role is responsible for overseeing and managing the HSP and RISE Project within Aurora. This position requires strong leadership, strategic thinking, and exceptional project management skills to drive successful outcomes. The Senior Manager will collaborate closely with cross-functional teams to ensure that programs are delivered on time, within budget, and aligned with strategic objectives.

**What does success look like in this role?**

- Strategic KPIs achieved in alignment with the strategic operational plan.
- High engagement in the programs
- High-performing and motivated team
- Ensuring compliance with regulations and legislation for programs.
- Managing and mitigating any risks within the programs
- Financial performance.

**What are my key responsibilities?**

- **Program Planning and Strategy**
  - Define a long-term vision for the HSP and RISE project in alignment with external factors and internal resources.
  - Lead the development of program strategies, objectives, and plans in alignment with organisational goals and priorities.
  - Define program scope, goals, deliverables, and resource requirements, establishing clear timelines and milestones.
  - Coaches and empowers team members to develop and focus their strengths to achieve program outcomes
  - Conduct thorough needs assessments, stakeholder analysis, and risk assessments to inform program design and implementation.

- **Project Management and Execution**

- Direct and oversee the execution of program activities, ensuring adherence to project plans, timelines, and budgets.
- Monitor program progress, identify potential risks or issues, and implement mitigation strategies to minimise disruptions.
- Coordinate cross-functional teams and external partners to ensure seamless collaboration and communication throughout the program lifecycle.
- Lead the co-design and implementation of innovative solutions that improve participant and stakeholder experience within the program and ensure agile operations.

- **Resource Management and Budgeting**

- Plan budgets in alignment with Aurora's strategy, the program's plans, and the resources available.
- Manage implementing the program's budgets, tracking expenditures, forecasting costs, and identifying opportunities for cost savings or reallocation.
- Delegate, guide and empower managers to align their budget with the forecast, objectives, and plans.
- Work closely with finance and procurement teams to ensure compliance with financial regulations and policies.

- **Leadership and Program Management**

- Lead by example promoting Aurora's values and cultural safety.
- Provide vision to team members and ensure they understand the bigger picture/ bigger purpose of the task they perform.
- Provide leadership and direction to Program staff, creating a supportive, positive and engaging work and team environment that promotes Indigenous leadership opportunities.
- Manage team members' motivation, engagement, and performance to align with Program goals and ensure KPIs are met.
- Collaborate with other managers across Aurora to ensure tailored pathways for students and scholars pursuing their education aspirations.
- Work with Aurora's managers from other teams to support fundraising initiatives, data collection exercises and reporting.
- Collaborate with P&C to ensure cultural safety, wellbeing, continuous growth and the implementation of HR policies and processes.
- Coach the managers and leaders of the team.

- **Quality Assurance and Evaluation**

- Establish quality assurance processes and standards to ensure program deliverables meet or exceed stakeholder expectations.
- Conduct regular reviews and evaluations of program performance, soliciting stakeholder feedback and implementing improvements as needed.
- Implement continuous improvement initiatives based on evaluation findings and best practices in program management.

*Aurora values the contribution of each team member's unique skills and expertise toward achieving its objectives. The organisation is committed to supporting employees in identifying opportunities for growth and improvement, sharing their insights, and adding value wherever they can.*

*Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.*

*Aurora is an EEO employer that welcomes applications from people who have a disability, are LGBTIQ+, and people of culturally diverse backgrounds.*

## **Other requirements of the job.**

### **Cultural Safety**

- Comply with cultural safety principles about overcoming the cultural power imbalances of places, people and policies to contribute to improvements in Aboriginal and Torres Strait Islander education. This includes:
  - Continuously growing and applying understandings of Aboriginal and Torres Strait Islander cultures;
  - Actively reflecting critically on the potential for one's own unconscious bias;
  - Continuously supporting reform (internally and externally) to ensure procedures, processes and program practices are culturally safe.

### **Child Safety / Working with Vulnerable People**

- Maintain the National Child Safety, Code of Conduct and Procedure.
- Work with internal staff and external advisors to provide internal training and advice on child safety matters.
- Role model the required behaviours including:
  - Providing a welcoming and safe environment for children and young people.
  - Promoting the safety and well-being of children and young people associated with the program.
  - Interacting with children and young people in ways that are positive and safe.

- If required, provide adequate care and supervision of children and young people associated with the program.
- Acting as a positive role model for children and young people.
- Report to an appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.
- Manage reports of any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

### **Organisational Participation**

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- Promote and monitor issues of work, health and safety.
- Undertake other responsibilities and duties within the scope of this role, as directed.

### **What will make me successful in this role?**

#### **• Purpose and values**

- To align with our vision that supports Aboriginal and Torres Strait Islander students to realise their full education and employment potential.
- To uphold our core values of respect, collaboration, accountability, and impact.
- To promote cultural, psychological, and child safety, and encourage an inclusive and supportive environment.
- To be a leader who prioritizes purpose and people, and is dedicated to achieving excellence, promoting well-being, and fostering personal and professional growth.

#### **• Experience**

- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families. Provide regular reporting as required.
- The ability to communicate effectively with Indigenous peoples, stakeholders and organisations.
- A strong eye for detail and task orientation.
- An aptitude to work towards multiple deadlines in a calm and measured manner.

- Strong verbal communication and interpersonal skills, with an ability to collaborate across teams.
- Well-developed written communication capabilities.
- Ability to balance taking direction and exercising initiative.
- Bachelor's degree in education, project management, or a related field or equivalent experience.
- 5+ Years experience in Senior Leadership and leading teams which teams including Program and Engagement Managers.

- **Skills**

- Strategic thinking.
- Planning and organising.

Coaching.

*\*All employees must have a working with children check (WWCC), police check, and references. Aurora will inform candidates/employees when checks are conducted. Aurora will cover these expenses.*

### **What are the benefits when working at Aurora?**

- To be inspired by our purpose, leaders, and team members, with 93% of our team members recommending Aurora as an excellent place to work.
- To experience a culture of psychological and cultural safety, with 96% of team members viewing Aurora as an inclusive organisation.
- To have a healthy work-life balance, with a hybrid work model, "No Meetings Fridays," , and access to Sonder, Aurora's health and wellbeing app. We also offer policies that support employees' personal and professional goals, such as study leave, cultural leave, and parental leave.
- To have opportunities for personal and professional growth, with multiple training sessions, Yarns with Elders and mentors, and internal development programs.
- We offer a competitive salary. Your salary would be between **\$110,000 and \$140,000** depending on your experience + super + Non-for-Profit salary package (<https://eziway.net.au/>).

## LET'S TALK!

If you want to have a confidential conversation about this role, please contact [PC@aurorafoundation.com.au](mailto:PC@aurorafoundation.com.au) we will be delighted to speak with you.

To know more about Aurora Education Foundation please visit

<https://aurorafoundation.com.au/> or follow us    

Artwork created by our Aurora High School Program Students