

ROLE DESCRIPTION**Role:** HSP/RISE Delivery Manager**Similar roles:** Program Manager**Line Manager:** HSP/RISE Senior Manager**Team:** Policy and Programs**Number of reports:** N/A**Employment status options:** Full-time**Location options:** Gadigal Country (Sydney Office) -Hybrid**Indigenous Identified:** Yes**What is my main purpose in this role?**

- Your role is responsible for overseeing the successful execution and implementation of various programs within our organisation. This role requires a blend of project management expertise, leadership skills, and a focus on delivering results. The Delivery Manager will collaborate with cross-functional teams, stakeholders, and external partners to ensure the effective delivery of programs aligned with Aurora's objectives.

What does success look like in this role?

- Program's outcomes
- Stakeholder feedback, including students, carers and their families, Elders and Partner schools
- Team dynamics and feedback from internal stakeholders and direct reports
- 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 Execution**
 - Support the development of program plans with the Senior Manager outlining goals, timelines, deliverables, and resource requirements for each program.
 - Coordinate with team members to define project scope, objectives, and success criteria.
 - Monitor program progress, identify potential risks or roadblocks, and implement mitigation strategies to keep projects on track.
 - Oversee Aurora Support Plan implementation and management
 - Coaches and empowers team members to develop and focus their strengths to achieve program outcomes.

- **Leadership and 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 their task.
- Provide guidance, support, and mentorship to team members, fostering a culture of accountability and high performance.
- Conduct regular check-ins and evaluations and provide constructive feedback to team members to drive continuous improvement.
- Oversee that all day-to-day operations of the Programs align with strategic and annual plans, coordinating activities of each team.
- Build relationships with program stakeholders through camp attendance and school/community visits.
- Collaboration with other managers across Aurora to ensure tailored pathways for students and scholars pursuing their education aspirations.
- Collaborate with P&C to ensure cultural safety, wellbeing, continuous growth and the implementation of HR policies and processes.
- Assist with the recruitment of new team members and oversee onboarding in accordance with Aurora processes.
- Undertake other duties within the scope of this role, as directed.

- **Stakeholder Communication and Engagement**

- Serve as the primary point of contact for program stakeholders, including internal teams, external partners, and clients.
- Communicate program objectives, milestones, and progress updates effectively to stakeholders at all levels.
- Facilitate meetings, workshops, and presentations to gather feedback, address concerns, and ensure alignment with stakeholder expectations.

- **Resource Allocation and Budgeting**

- Allocate resources efficiently to support program activities, balancing workload and priorities across multiple projects.
- Monitor program budgets, track expenses, and identify opportunities for cost optimisation or reallocation of funds.
- Collaborate with finance and procurement teams to ensure that program expenditures align with approved budgets and financial guidelines.

- **Quality Assurance and Continuous Improvement**

- 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.
- Identify opportunities for process optimisation, automation, or innovation to enhance program delivery efficiency and effectiveness.

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.

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 people, 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 Program Management

- **Skills**

- Focus on impact and results.
- Community building.
- 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 **\$100,000 and \$130,000** depending on your experience + super (11%) + 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 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