

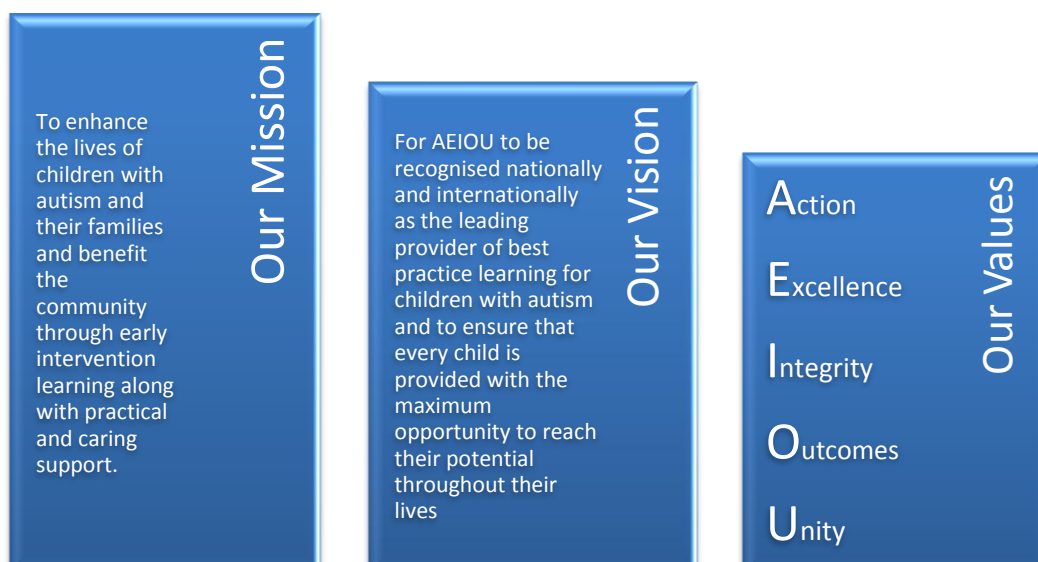
<i>Operations Manager</i>			
Location	Nathan	Essential Qualification(s)	Min. Advanced Diploma (Children's Services) or relevant business qualification
Tenure and Status	2 year contract, Full-time, 5 days per week	Essential licence(s)	Ability to obtain or hold Positive Blue Card Current Queensland Drivers Licence
Classification	Salaried	Probationary Period	3 months
Position resources	Mobile phone, Laptop Parking Permit, iPad Car Allowance – Level 1	Annual Leave	5 weeks
Delegation of Duties:	CEO	Authorities in your absence:	CEO

AEIOU Foundation

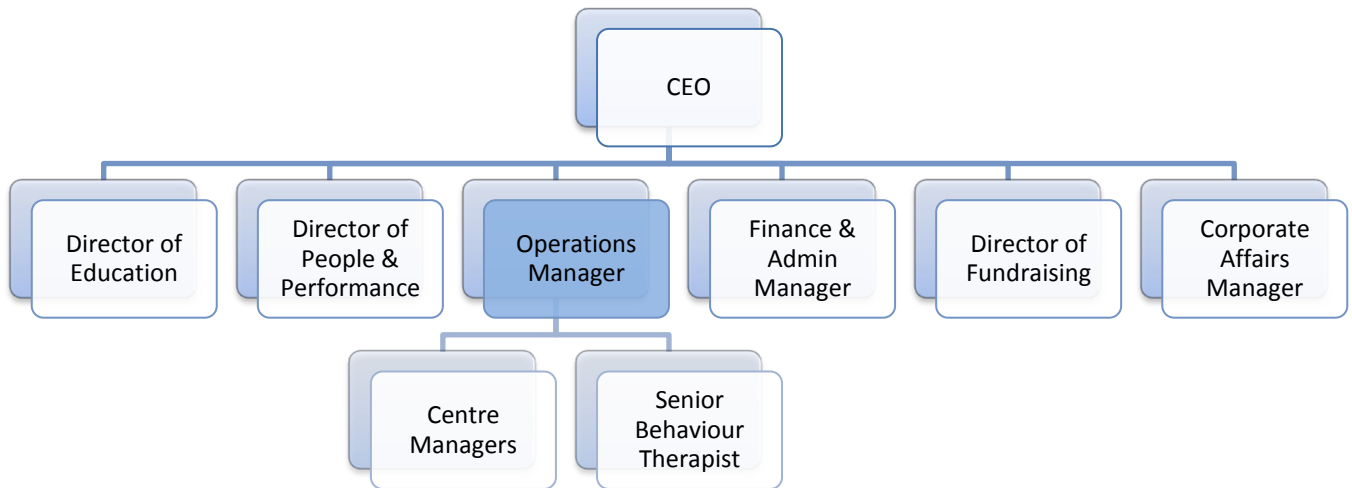
The AEIOU Foundation is a not-for-profit organisation and one of Australia's leading providers of full-time and part-time early intervention for children who have been diagnosed with an autism spectrum disorder who are aged 2 ½ to 6 years. AEIOU provides the only service of its kind in Queensland and South Australia delivering a curriculum which has been specifically developed to meet the individual needs and strengths of each child.

At AEIOU, children are supported by a range of professionals, including skilled learning facilitators, early childhood teachers, speech pathologists, behaviour therapists and occupational therapists. The program is also supported by a dedicated research and psychology team.

AEIOU is recognised for its work with the broader community to raise awareness, improve service delivery and for providing an evidence based early intervention program which meets the 2012 Australian Good Practice Guidelines. The Foundation is committed to delivering a high quality service, and improving the way we operate and work together.



Reporting Relationships



Key relationships include all other members of the Executive Management Team, Board Members and external stakeholder representatives. In particular, this position will work closely with the Curriculum & Projects Manager.

Position Purpose

This role is to provide operational and best practice support to centre managers.

Position Responsibilities

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| <ul style="list-style-type: none"> • To ensure staffing levels at each centre are in accordance with budget and occupancy levels. • To work with the centre managers, therapy professional development coordinators and the human resources team to plan and deliver professional development needs • To provide a high level of technical and logistical support to centre managers • To support centre managers in their primary role of business management and staff leadership • To ensure all centres are visited on a regular basis or as required • To maintain currency of knowledge of legislation to support best practice • To develop and deliver in-service training workshops as required • To actively contribute to the strategic direction of AEIOU • To contribute to the annual budgeting process • To ensure that centres are maintained in a clean and orderly manner at all times and that all safety requirements are met • To assist as required with client complaints • To coordinate and host centre manager meetings • To support centres through audit processes (eg. Human Services Quality Standards) | <ul style="list-style-type: none"> • To monitor each centre's expenditure to ensure compliance with budget and financial delegation levels • To ensure all centres are compliant with all necessary legislation, standards and regulations • To develop and produce reports as required • To assist centre managers with the practical applications of preparing rosters, managing budgets and compliance • To recruit, train and support new centre managers • To liaise and work closely with the Curriculum & Projects Manager to ensure the early intervention program delivered is of the highest quality • To assist with tender and grant applications as required • Support the development/review of relevant policies and procedures • To liaise with the fundraising department as required in relation to parent/centre related fundraising activities • To assist the finance & administration team in relation to maintaining high occupancy levels • To prepare regular reports for the CEO for inclusion with Board reports |
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Organisational Responsibilities

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| <ul style="list-style-type: none">• To comply with all AEIOU policies and procedures at all times• A commitment to meeting and exceeding customer expectations• To adopt and embrace the organisation's values• To recognise and acknowledge the constraints that affect AEIOU and assist in making in necessary changes• To ensure the environment is kept in a safe and hygienic state at all times• To promote AEIOU to the local and wider communities | <ul style="list-style-type: none">• A commitment to work as an effective team member• To assist team members in understanding and responding to challenges, change and conflict• To ensure that all communication is completed in a professional and polite manner• To follow and practice correct fire and emergency evacuation procedures• Promote and consider WHS at all times |
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Key Selection Criteria

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| <ul style="list-style-type: none">• Previous management experience within the early childhood or disability sector is essential• Strong written & oral communication skills together with a strong customer service focus• Leadership skills necessary to foster an environment of innovation and team commitment• Excellent people management, conflict resolution, and negotiation skills | <ul style="list-style-type: none">• Demonstrated commitment to continuing professional and personal development• Experience in the not-for-profit, disability, education, community, childcare or health sector would be highly regarded• A working knowledge of the Microsoft Office suite of products with the ability to learn new software applications |
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