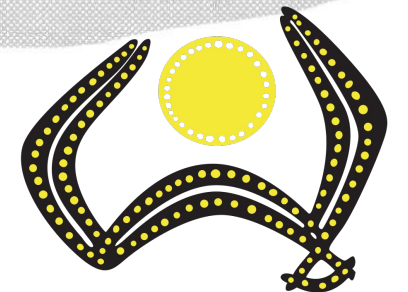


NASCA

NASCA Young Women's Academy
Operations & Compliance Manager



NASCA
CULTURE EDUCATION COMMUNITY

Our Vision

A proud, prosperous, and healthy Australia where Aboriginal and Torres Strait Islander young people thrive

**We empower Aboriginal & Torres Strait
Islander young people to:**

- Strengthen cultural pride and identity
- Improve social and emotional well-being
- Improve school attendance, performance and attainment
- Develop specific career pathways and work ready skills
- Build life-skills, personal development and long term resilience

**In 2022 & 2023:
NASCA had over
95% graduation
rate, compared
to NSW average
of 43%**




Who we are

- NASCA is a 100% Indigenous governed and led organisation with 95% of program staff identifying as Indigenous.
- Established in 1995 we have supported over 17,000 young people.
- In 2023, we supported over 1,500 young people.
- We work across New South Wales with 16 Young Women's Academies, five Co-Ed Academies and in nine remote communities across the Northern Territory.

What we do

- We connect our young people to **CULTURE**, to build a sense of belonging, and increase self-esteem which leads to improved social and emotional well-being.
- We support young people in their **EDUCATION**, mentoring and helping them to build pathways for future educational and employment opportunities.
- We are by **COMMUNITY**, for Community. Our staff have the lived experience and shared cultural knowledge to provide the right support to the young people they work with.

[NASCA: Culture, Education, Community](#)



Our unique approach means our young people experience better outcomes in:

- Connection to Culture
- Wellbeing
- Education and employment

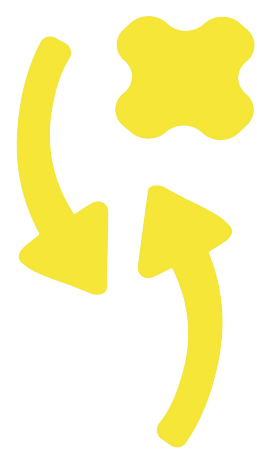
Position Overview

The Operations & Compliance Manager is a critical role within People & Operations which focuses on compliance, governance, WHS and operational management. The role supports NASCA's dispersed, multi-site workforce across NSW ensuring the processes, frameworks, and tools that underpin everyday operations are robust, compliant, and easy for staff to navigate. From HRIS management and WHS governance to policy development and asset oversight, the successful applicant brings both technical depth and a genuine commitment to NASCA's mission of empowering Aboriginal and Torres Strait Islander young people to thrive.



Position	Operations and Compliance Manager
Reports to	People & Operations Director
Location	Redfern
Employment Status	Full-time
Remuneration	Salary base \$104,000 plus superannuation and optional salary packaging benefits.
Allowances and Other Benefits	<ul style="list-style-type: none">• Competitive Base salary + NFP salary packaging (package up to \$15,900 tax free) plus meals and entertainment benefit (up to \$2,650) + Remote Area Benefit for eligible staff (Remote Area Benefit)• Employee Assistance Program - Independent confidential counselling service;• Growth and Development budget• Wellbeing assistance and tools to take care of your mental and physical wellbeing so you can do your best work• 6 weeks paid parental leave (minimum tenure applies)• 4 weeks of annual leave plus the potential of up to 21 additional days of AL• 1 day of cultural or ceremonial leave per year

Position Overview cont'd



Compliance

- Own and manage end-to-end compliance processes, including probity checks, First Aid, Mental Health First Aid (MHFA), and Working with Children checks.
- Establish and maintain compliance frameworks and tracking systems to ensure no gaps across the organisation's footprint.
- Define key HR compliance processes across NASCA's footprint and educate staff accordingly.

HR Systems, Data Management, & Policies

- Own and manage NASCA's HRIS (Employment Hero), ensuring full functionality of the platform. Provide employees with platform access and respond to any platform queries.
- Provide workforce analytics and reporting to support strategic decision-making.
- Lead the development and implementation of workplace policies and procedures, ensuring they are aligned with industry best practices and developed through a cultural lens. Ensure all policies and procedures comply with legal standards and regulatory requirements.

Work, Health, & Safety

- Ensure NASCA's operations comply with all relevant WHS laws, regulations, and standards, inclusive of psychosocial WHS.
- Act as the primary expert on Risk Assessments; conduct risk assessments for all NASCA-wide activities except site excursions. Provide training on writing risk assessments to Team Leaders.
- Develop, implement, and continuously improve safety protocols to protect staff, visitors, and stakeholders.
- Provide ongoing WHS training and education programs for all employees to promote a culture of safety awareness and responsibility.
- Manage and investigate WHS incidents, ensuring timely reporting, resolution, and adherence to legal obligations. Monitor and review WHS performance metrics, using data to drive continuous improvement.

Operational & Asset Management

- Develop and manage usage processes for NASCA's car fleet and Hertz buses, ensuring optimal utilisation, compliance, and cost-effectiveness. Oversee maintenance schedules, vehicle allocation frameworks, and regional bus operations.
- Oversee the lifecycle of tech assets from procurement to disposal, ensuring timely upgrades and replacements.
- Oversee the procurement and distribution of company apparel, ensuring timely delivery and inventory management.

Desired Skills and Experience:

- Demonstrated experience in compliance management and WHS
- Strong understanding of employment legislation, WHS regulations, and governance frameworks
- Previous experience managing HRIS platforms (Employment Hero or similar)
- Excellent time management skills; demonstrated ability to manage multiple and competing tasks in a fast-paced environment
- Process-driven approach to all initiatives with solid project management skills
- Sound judgment and willingness to make independent decisions based on logic and common sense
- Strong stakeholder and vendor management skills
- Excellent written and verbal communication skills

Typical Day

- Reviewing compliance records and actioning any upcoming renewals (e.g., WWCC, First Aid, MHFA) across NASCA's footprint.
- Working within Employment Hero to manage employee records, respond to staff queries, and run workforce reports.
- Liaising with Team Leaders and Regional Managers about WHS requirements, risk assessments, or policy updates.
- Coordinating with asset and fleet suppliers, managing device allocations, or overseeing vehicle compliance schedules.
- Preparing compliance and operational data summaries for the People & Operations Director or quarterly board report.
- Driving policy reviews and drafting or updating policies and procedures in line with legislative changes.

Must haves:

- At least 3+ years' experience in an HR, compliance, or operations management role
- Tertiary qualification in Human Resources, Business Management, Work Health & Safety, or a related discipline (or equivalent experience)
- Strong understanding of Australian employment legislation and WHS regulations
- Working with Children Check and AFP clearance (or willingness to obtain)
- Commitment to cultural safety and demonstrated respect for Aboriginal and Torres Strait Islander peoples, cultures, and communities
- Passion for social justice and equality for Indigenous peoples



Essential Criteria

Please write your responses in a separate document and attach it with your application.

Please ensure you **respond to all of the essential criteria listed below**. Your answers must address each point clearly and follow the word limits provided for each question. Applications that do not respond to these criteria may not be considered.

Qualifications and experience (Max 150 words):

1. Describe your relevant qualifications and/or professional experience, and how it successfully positions you for this Operations & Compliance Manager role.

Compliance Management (Max 200 words):

2. Describe your experience managing end-to-end compliance processes, including workforce-related checks such as probity, Working with Children, First Aid, or similar. Include examples of how you have established or improved compliance frameworks, maintained audit-ready records, and ensured compliance across a dispersed or multi-site organisation.

WHS Knowledge and Practice (Max 200 words):

3. Outline your knowledge and practical experience in Work Health & Safety, including psychosocial hazards. Provide examples of how you have conducted risk assessments, developed or implemented safety protocols, managed WHS incidents, and promoted a culture of safety in a workplace setting.

HR Systems & Data Management (max 200 words):

4. Describe your experience managing an HRIS platform (e.g., Employment Hero, ELMO, or similar). Include examples of how you have maintained data integrity, generated workforce reports, configured the system, and supported staff with platform access or queries.

Operational & Asset Management (max 200 words):

5. Share your experience managing operational assets or resources, such as technology, fleet vehicles, or inventory. Describe how you have managed vendor relationships, maintained asset registers, ensured compliance and cost-effectiveness, and contributed to continuous improvement in operational processes.

Culture & Values (Max 200 words):

6. NASCA is a 100% Indigenous governed and led organisation. Describe your understanding of and commitment to cultural safety, and your experience working with or in support of Aboriginal and Torres Strait Islander peoples, communities, or organisations. How do you bring cultural awareness into your day-to-day practice in a professional setting?



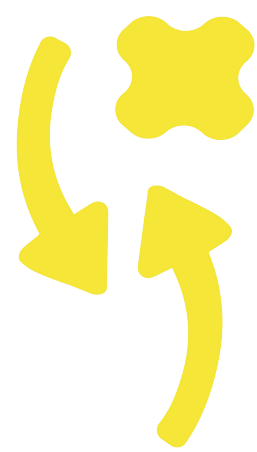
How to Apply

Please create an Employment Hero profile and submit your Resume and Essential Criteria Responses

You will need to submit **the items listed below** to be considered:

1. **Resume:** including relevant experience to make it easier for us to work out how your experience matches what we're looking for. Please include references and your contact details.
2. **Essential Criteria Responses:** To proceed directly to a panel interview, please respond to all our essential criteria listed in page 7. Please ensure you:
 - Answer each question clearly
 - Stay within the specified word limit
 - Submit your responses as a separate document (PDF format), attached with your application**Please note that incomplete applications that do not address the selection criteria for the position will not be considered.**
3. **Create** an Employment Hero profile via [this link](#).
4. **Submit** your CV and Essential Criteria Responses via your Employment Hero profile.

For more information: contact the NASCA team on 02 8399 3071 or via jobs@nasca.org.au





NASCA VALUES

- Cultural Pride & Inclusion
- Collaboration
- Excellence
- Integrity
- Trust

NASCA
CULTURE EDUCATION COMMUNITY