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Redfern NSW 2016
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Chief Operating Officer

Key Position Information	
Job Title	Chief Operating Officer
Business Unit	
Location	Redfern, NSW
Reports to	Chief Executive Officer
Status	Permanent, Full Time (35 hours / week)
Salary	SCHADS Level 8 Plus superannuation, not-for-profit salary packaging available
Financial Delegation	TBC (total budget to be determined)
Direct Reports	Project Leads, Project Officers, AARC team

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Role Purpose

The Chief Operating Officer (COO) is a key executive leader responsible for translating AbSec's strategic direction into operational success. The COO ensures the organisation's infrastructure, systems, and people are aligned and optimised to deliver on AbSec's mission and objectives. The role is also responsible for driving alignment across all project activities to organisational strategy, overseeing project leads and fostering collaboration across teams.

The COO works closely with the CEO, Executive Leadership Team, and Board to ensure a high-performing, values-led organisation that is resilient, culturally strong, and delivers positive outcomes for Aboriginal children, families, and communities.

Position Requirements

Essential:

- Demonstrated understanding of and commitment to Aboriginal self-determination and the rights of Aboriginal children, families, and communities.
- Executive-level leadership experience managing diverse operational and/or project delivery functions.
- Experience in leading multi-disciplinary teams to deliver organisational objectives.
- Demonstrated ability to lead organisational transformation and manage change collaboratively.
- High-level interpersonal, negotiation, and relationship management skills.
- Strong decision-making, problem-solving, and strategic planning capability.
- Exceptional communication skills, both written and verbal.

Desirable:

- Tertiary qualifications in business, public administration, community services, or related disciplines.
- Experience working in an Aboriginal community-controlled organisation.
- Lived experience as an Aboriginal and/or Torres Strait Islander person.

Function	Accountabilities
Strategic	<ul style="list-style-type: none">▪ Support the CEO to deliver on AbSec's strategic plan and organisational goals.▪ Develop and deliver on AbSec's operational plan.▪ Provide leadership and strategic oversight to the project team, ensuring clear alignment with AbSec's objectives and values.▪ Lead cross-functional planning and integrated operations to support whole-of-organisation effectiveness.▪ Identify and raise challenges and opportunities to the Chief Executive Officer for the organisation to advance against objectives, as a collective unit representing the sector.▪ Identify and source business development opportunities that align to the strategic direction of the organisation▪ Contribute to strategy development, monitoring, and evaluation.
Operational	<ul style="list-style-type: none">▪ Lead the day-to-day operations of the project team.▪ Oversee the planning and successful delivery of projects, including supervising Project Leads and enabling cross-team coordination.▪ Ensure the effective implementation of operational policies, systems, and processes that support service delivery and compliance.▪ Lead internal improvement initiatives to enhance organisational capability and responsiveness.
Organisation Contribution	<ul style="list-style-type: none">▪ Work collaboratively with managers and team members to achieve AbSec's project objectives and strategic goals.▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.▪ Contribute to organisational leadership through active participation in the Executive Team.

	<ul style="list-style-type: none"> ▪ Represent AbSec in external forums, stakeholder engagements, and working groups, as delegated by the CEO. ▪ Comply AbSec Policies and Procedures, including WHS, Governance and Delegations. ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Directors. ▪ Project Leads and relevant Managers. ▪ All staff to ensure robust input into activities. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives. ▪ Government departments and funding bodies. ▪ Professional service providers and vendors.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- A demonstrated understanding of the issues facing Aboriginal families in the delivery of quality services to meet outcomes for children in a sustainable and viable way.
- Understanding of Aboriginal issues and the importance of cultural connections for Aboriginal children, young people, families and communities.
- Outstanding advocacy skills with a proven record of results.
- Demonstrated ability to work pro-actively and in partnership with Chief Executive Officer and Executive teams to achieve organisational objectives.
- Demonstrated experience in overseeing financial management of projects with multiple funding sources.
- Demonstrated experience to manage staff and maintain relationships within internal and external stakeholders.
- Ability to support the continuous improvement of the growing Aboriginal community-controlled sector.
- Understanding of the NSW child protection system and out of home care systems.
- Demonstrated experience in workforce planning, developing best-practice driving projects to a successful completion.
- High level of computer literacy, sound working knowledge of MS Office software.

The following are desirable:

- Aboriginality is strongly preferred.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.