

Position Description: Operations Manager

FTE: 0.8 (4 days per week)

Salary: \$115k-\$125k pro rata

Reports to: Chief Executive Officer (CEO)

Location: Hobart, Tasmania

Reporting Structure & Key Relationships

- Direct Reports: Finance & Admin Officer, Office Coordinator, Executive Assistant
- Functional Relationships: External CFO (finance), External HR Advisor (HR compliance), Leadership Team
- Collaborates with: Engagement Manager (EM), Program Manager (PM), and project staff.

About the Role

Landcare Tasmania is at a pivotal moment in its evolution — scaling from a small, passionate team to a statewide organisation delivering significant environmental, agricultural, and community outcomes. This position offers a unique opportunity for an experienced professional who wants to contribute to a values-driven NGO with a clear future of growth and impact. It will appeal to someone seeking a meaningful leadership role that gives back, or to someone already in the for-purpose sector looking to take the next step in an organisation with vision, capacity, and purpose. In time we see the successful candidate progressing into a role as our Chief Operating Officer.

Role Purpose

The Operations Manager plays a key leadership role in ensuring Landcare Tasmania operates efficiently, effectively, and sustainably with a clear plan for the future. The Operations Manager is responsible for translating strategic priorities into operational delivery, overseeing internal systems, compliance, financial management, and people and culture functions.

As a member of the Executive Team, the Operations Manager works closely with the CEO, Board, and staff to strengthen organisational capability and support the continued growth and impact of the Landcare movement in Tasmania.

Key Responsibilities

Strategic & Operational Leadership

- Provide leadership and direction to support organisational strategy development and implementation.
- Develop and implement change management strategies, communication plans, and transition activities.

- Coordinate change readiness activities and ensure risks are identified and managed.
- Foster a collaborative, high-performing culture aligned with Landcare's mission and values.
- Act as Deputy CEO when required, including oversight during CEO absences.
- Lead workforce planning, professional development, and culture initiatives across the organisation.
- Support the CEO in delivering the Business Model Review and embedding the three-pillar structure.
- Manage and support the Operations team and external Finance/HR service providers.
- Support governance processes, including reporting, annual planning, and board liaison.

People & Culture

- Develop, implement and continuously improve a People and Culture plan with the goal of making Landcare Tasmania an employer of choice.
- Oversee workforce planning, recruitment, and performance management.
- Promote staff wellbeing, professional development, and a values-driven culture.
- Facilitate smooth internal communication and cross-team collaboration.
- Provide leadership support and coaching to the executive team.

Finance & Governance

- Ensure financial sustainability through sound planning, monitoring, and resource allocation.
- Support governance processes and reporting to the Board and funding bodies.
- Ensure policy frameworks, compliance, and risk management systems are effective and current.
- Provide supervision and support to the Administration Officer, ensuring efficient day-to-day financial management.
- Oversee compliance with legal, contractual, and regulatory obligations
- Meet financial compliance requirements, including taxation reporting relevant to charities.
- Lead the annual audit process and identify opportunities for cost savings and revenue generation.

- Maintain contracts with key suppliers

Operations & Systems

- Oversee finance, HR, and operational systems with support from external providers and internal staff.
- Ensure IT, HR, and administrative systems support staff productivity and accountability.
- Lead process improvement initiatives to strengthen service delivery and member support.
- Facilitate training, briefings, and tools that help staff adapt to new systems, processes, or structures.
- Manage an external firm to provide appropriate IT support, operating systems, and cybersecurity.

Facilities

- Manage leased premises and other fixed assets, including maintenance services, procurement, and contract renewals.

Qualifications and Experience

- Tertiary qualifications in business management, environmental management, finance, or a related discipline.
- Demonstrated experience in an operations leadership role
- Proven financial and business management skills, including budget oversight and strategic resource allocation.
- Experience managing people, teams, and organisational systems in a values-based environment.
- Familiarity with governance, compliance, and reporting frameworks for not-for-profit organisations.
- Can demonstrate prior success in leading organisations through change

Skills and Attributes

- Strong leadership, communication, and interpersonal skills.
- Strategic thinker with the ability to translate strategy into action.
- Collaborative and adaptable approach, comfortable working in a dynamic, evolving team.

- Commitment to Landcare Tasmania's vision and community-led approach to environmental care.
- Emotionally intelligent, empathetic, and able to lead through change.

How to Apply:

To apply for this role, please submit:

1. Your resume - Please ensure it clearly outlines your experience relevant to the responsibilities and requirements of this position.
2. A short covering letter - In your letter, please provide responses to the following two questions:
 - a. *Landcare Tasmania is scaling and embedding a new organisational structure. What are the three things you would prioritise in your first 90 days as Operations Manager?*
 - b. *What does a healthy workplace culture look like to you, and what role should leaders play in creating and sustaining it?*

The Closing date for applications is 5pm on 14th December 2025