

Operations Coordinator

Do you have excellent financial accounting, administrative and project management capabilities?

Are you seeking opportunities to use your skills and experience as part of a collegiate and collaborative team within a for-purpose organisation?

The organisation

Sustineo is an innovative, award-winning consulting firm working at the intersection of research, evaluation, and impact in Australia and the Asia-Pacific. We combine the rigour of academic research with the targeted advice, practical recommendations, and value for money of the commercial sector. We have a proud history of helping organisations in Australia and across the Asia-Pacific to understand and solve difficult problems and contribute to sustainable, positive change.

Sustineo's core capabilities include applied social research, monitoring and evaluation, impact assessment, performance assurance, strategy, and governance. We work across a range of sectors including climate change and sustainability, law and justice, economic development, and rural, agricultural and community development. Our small core team is supported by a network of associates who are specialists in their fields.

The opportunity

In the context of Sustineo's expanding portfolio of work, we are looking for an **Operations Coordinator** to join our dedicated and collegiate team. We are seeking someone with experience in **financial accounting, administration and project management**. The **Operations Coordinator** will play an integral role in supporting the smooth and efficient delivery of work across the Sustineo team.

The role

The **Operations Coordinator** is responsible for supporting business activities across Sustineo. This will include supporting the development, implementation, and monitoring of consulting projects and business development activities, as well as supporting Sustineo's broader business operations. Specific elements of the role include:

- **Project operations** – support project set up and implementation through relevant management software programs; support project financial management across multiple projects, including budgeting, invoicing, and financial tracking; manage subcontractor invoices, including processing payments, confirming receipt, and

updating relevant systems; provide advice on the financial aspects of contracting; support project managers and staff with project administration, including travel arrangements.

- **Business development** – support proposal budgeting and planning; support monitoring business development performance and processes; support collation of business development collateral; and support where required with administrative elements of proposal submission.
- **Business operations** – establish and maintain clear project financial processes; support the Consulting team in maintaining inputs into project management platforms and monitoring project performance, including project implementation aligned to timelines, budget and resourcing; support Management and Consulting teams in implementing established business systems and processes; lead in undertaking logistics and administration to support all Sustineo personnel (including those working remotely).
- **TBD** – as shaped by you and by your strengths to help support, develop, and grow the organisation.

The person

The successful applicant for the **Operations Coordinator** role will bring their own range of skills and attributes to our work. The following is a non-exhaustive list of the attributes and skills we value:

- Experience in project and financial management, including budgeting, invoicing, and tracking across multiple projects.
- Ability to quickly learn and use various project and budget management software tools.
- Experience in managing financial processes related to subcontractor payments, compliance, and reporting.
- Organised and detail-oriented, with the ability to handle multiple projects simultaneously.
- Experience in the efficient and effective implementation of business operations.
- Skills in reviewing and providing advice on contracts, with a focus on financial terms and conditions.
- Excellent communication and relationship-building skills across diverse teams and stakeholders.
- Flexible and collaborative, with experience working in fast-paced environments and adapting to new challenges.
- ...What are the skills you think you best contribute?

Sustineo team members are both dedicated to their work and take the time to enjoy working in an important space with wonderful people. We expect the successful applicant will actively contribute to supporting our positive organisational culture.

We know from research that some potential applicants, particularly women, do not submit applications if they feel they do not fully meet the requirements of the position. If you've read the position description up to this point but talked yourself out of applying, we encourage you to reconsider and keep reading!

Other specifics of the position

We expect applicants for the **Operations Coordinator** role to have at least 5 years of experience. The preference is for the position to be based in Canberra.

The salary range will be between \$80,000 and \$88,000 (excluding superannuation) as a full time equivalent (FTE), depending on experience. The position is flexible to both full and part-time arrangements, as negotiated with the successful applicant.

Diversity and inclusion

Diversity and inclusion are important parts of Sustineo's workplace culture and our work. We do not discriminate on the basis of sex, race, colour, religion, sexual orientation, gender identity or expression, or disability. We encourage applicants from historically underrepresented groups. If this role sparks an interest for you but you feel you don't match all the criteria and are unsure of your fit, please reach out for a discussion.

Eligibility

You must have the legal right to work in Australia. A person can legally work in Australia if they are an Australian citizen or permanent resident or a New Zealand citizen, or they hold a valid visa with permission to work.

Applications

Applications are due 7 April 2025. However, **we will review applications on a rolling basis and the recruitment process may be closed early if a suitable candidate is found.** Your application will include:

- your resume outlining your experience and qualifications relevant to the role and including details for two referees (3-page limit)
- a cover letter describing why your skills, experiences, and qualifications make you the best candidate for this opportunity (1-page limit).

Submission of applications, as well as any questions related to the role, should be sent to recruitment@sustineo.com.au.