

Operations Coordinator

Living Positive Victoria, a small not-for-profit organisation committed to supporting people living with HIV, is seeking a highly skilled Operations Coordinator. This role requires a professional with experience in human resources, facilities management, workplace health and safety, and financial administration. Operating under limited direction, the successful candidate will play a pivotal role in our team of 14 staff, ensuring the smooth and efficient operation of our organisation, and contributing to our mission of enhancing the human rights and wellbeing of people living with HIV. If you are passionate about making a positive impact and possess the necessary skills, we invite you to apply to join our dedicated team.

Position Details

Title:	Operations Coordinator
Classification:	Social and Community Services Employee Level 6
Organisation:	Living Positive Victoria
Work Location:	Levels 3 & 4, 25 Elizabeth Street Melbourne 3000
Position Number:	325-1
Employment Type:	0.8 EFT
Salary Range:	SCHADS Award - level 6 – generous salary sacrifice available
Further Information:	rkeane@lpv.org.au
Position reports to:	Chief Executive Officer
Date of Creation	February 2025

Living Positive Victoria

Living Positive Victoria is a not-for-profit, community-based organisation representing all people living with HIV in Victoria since 1988 and is committed to the advancement of human rights and wellbeing of all people living with HIV.

Living Positive Victoria works closely in partnership with a range of HIV-sector and other organisations to deliver a comprehensive and coordinated response to the needs of PLHIV in Victoria, nationally and internationally.

Our Vision

Living Positive Victoria shares the vision of the National Association of People with HIV Australia of a world where people living with HIV live their lives to their full potential, in good health and free from discrimination.

Our Mission

Living Positive Victoria is a community-based organisation that works to advance the human rights and wellbeing of people living with HIV. Our mission is to enable and empower all people affected by and living with HIV in Victoria to be part of the response that seeks an end to the HIV epidemic.

Operations Coordinator - Responsibilities and Duties

1. To contribute to the development and implementation of WH&S, administrative and operational policies:

- Implement WH&S and operational policy frameworks including staff and board training as required
- Ongoing review of relevant policies, procedures and processes to ensure effective operations and WH&S

2. To support organisational human resources processes:

- Oversee implementation of HR-related procedures including recruitment, on-boarding, staff exit, hybrid working and grievances
- Manage HR-related records and documentation
- Ensure all staff and board members complete National Police Checks and Working with Children Checks as required
- Support CEO in the development of new contracts, position descriptions and contract variations
- Engage with external HR provider as directed by CEO

3. Administration and Facility management

- Maintenance of Living Positive Victoria's membership records, administration of the annual general meeting, and management of the charitable fund (FLIP)
- Manage facility records Coordinating cleaning, maintenance and repair services as required
- Managing records with regulatory agencies and maintaining business registration
- Maintaining office supplies including first aid kit

4. Budgets and finance

- Assist the Finance Officer in accounts payable and payrollSupport CEO in purchasing and procurements
- Support CEO and Finance Officer in development of annual budget plan, audit and financial report
- Update and manage payment processors and financial platforms

5. Other relevant tasks as directed

Essential criteria

- Minimum 3 years' experience in an operations role, preferably in the not for profit sector or an incorporated association
- Diploma of Business Operations, Bachelor of Business (Human Resources) or similar, or equivalent experience
- Proven ability to interpret legislation, regulations and awards together with policies and procedures
- Working knowledge of workplace health and safety
- Skills in financial administration including financial management software applications, handling and reporting financial data, preparing organisational budgets, invoicing and procurement
- Demonstrated experience in human resources
- An understanding of HIV in the Australian context, including the impact of HIV stigma on people living with HIV and the importance of privacy and confidentiality



- High level written and verbal communication skills
- Current National Police Check and Working with Children Check or willingness to obtain

Desirable criteria

- Proficiency in Xero
- Current HLTAID011 (Provide First Aid) or willingness to obtain

To Apply

To apply or for more information about the position please contact Richard Keane (CEO) by email, rkeane@lpv.org.au using the subject line: Operations Coordinator.

In your application include your current resume and a cover letter that addresses:

- the key selection criteria
- what has motivated you to apply for this position at Living Positive Victoria
- the skills and experience you bring to the role.

We encourage people who are living with HIV and people from Aboriginal and/or Torres Strait Islander communities, LGBTIQ+ communities and migrant backgrounds to apply.

Applications close at 5pm, Monday 3rd March 2025