



Contracts & Compliance Officer

Follow your passion, be part of something special with an employer of choice where people are paramount and values are a lived experience.

- Be part of an organisation where clients are at the heart of everything they do
- Excellent package, including salary sacrifice options and 6 weeks leave
- Not for Profit organisation with a proud history and exciting future growth plans

Community Housing Central Australia (CHCA) is an Aboriginal controlled, not-for-profit, Tier 2 registered community housing provider (CHP) based in Alice Springs, Northern Territory.

Established by the Tangentyere Council in 2009, their mission is to improve people's lives by providing safe and affordable homes, with a key focus on addressing the housing problems faced by many Aboriginal people in the Northern Territory.

CHCA currently manage 530 social and affordable housing homes including those within the Alice Springs Town Camps and have ambitious growth plans with a number of new development projects underway.

The Contracts & Compliance Officer (CCO) is a newly established position in response to CHCA's housing growth and strategic direction. This role reports to the Chief Executive Officer (CEO) and is an integral support to the CEO and Management Team. As the new CCO you will be internally focused on reporting, compliance and the development of useful and usable reports and insights for the wider organisation and assume responsibility for completion and lodging of all external reporting requirements.

The successful candidate will have a proficient background in Program and Contract Management, preferably within the Not for Profit or Community Services sector, with an excellent understanding around systems, policies and procedures, along with impressive planning, problem solving and analytical skills.

In addition, you will have a related tertiary qualification, excellent time management, administration and communication skills and an impressive stakeholder engagement and development capability. Candidates with experience around Microsoft Power BI, AI or any other Business Intelligence apps or programs will be held in high regard.

You will also have excellent cultural awareness and people skills, with the demonstrated ability to effectively communicate and work with people and stakeholders from a wide range of backgrounds and life experiences, some with limited English or English as a second language.

If you are all of the above and passionate about the successful delivery of an organisation's vision and strategic plan and display a high degree of professionalism, integrity and ethical behaviour then we would like to hear from you.

In return you will receive a competitive base salary and an excellent benefits package, including 6 weeks annual leave, full remote Not-for-Profit salary packaging options, flexible working arrangements, including part time hours and relocation assistance, if applicable.

To be considered for this exciting new opportunity you must have full, unrestricted working rights and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to mark@communityconsultingaustralia.com.au

Please note, applications will be reviewed and assessed as received and this position will close when a successful candidate is appointed, only shortlisted applicants will be contacted.