

# ROLE PURPOSE: Operations Manager – Public Affairs



## Our Vision

We see a world in which no person is needlessly or visually impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

### Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

### Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

### Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

# ROLE PURPOSE

**Role Title:**

Operations Manager, Public Affairs

**Division:**

Public Affairs

**Reports to:**

Senior Operations Manager, Public Affairs

**Date:**

May 2019

**Employment type:**

Full time, fixed term

**Location:**

Sydney

**Number of direct reports:**

N/A

**Leadership Band:**

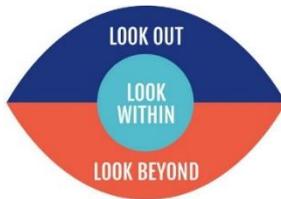
Leads Self

**Purpose of the role:**

The Operations Manager, Public Affairs is accountable for efficient operations, financial management, and external compliance across the Public Affairs division.

The Operations Manager, Public Affairs will own the outcomes of:

1. Management and support of financial systems and processes across the Public Affairs division, including budgeting month-to-month, financial reporting, forecasting, and compliance with The Foundation's procurement process.
2. Ensuring implementation of processes for Public Affairs' to meet external compliance measures, including fundraising regulations in all markets.
3. Developing strong business relationships across The Foundation to manage physical office operations and set up for Public Affairs staff across all markets.
4. Leadership and team contribution through values and behaviour.

**Our Capabilities:****As a member of the Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- Demonstrated experience in project management, including complex plan development and budget management
- Minimum 5 years' experience working in fundraising, marketing and/or communications teams
- Experience working across international teams and with different markets.

**Desirable Experience:**

- Experience in international development & NFP sector
- Experience working in an administrative, office management and/or support services function.

**Skills:**

- Project management and ability to meet conflicting deadlines.
- Strategic planning, critical thinking, problem solving.
- Strong written and verbal communication skills.
- Ability to manage multiple work-flows and patterns of work with key personnel.
- Excellent interpersonal and relationship-building skills.
- Good attitude towards teamwork and works productively and respectfully in a team.
- Strong knowledge and capability utilising Microsoft Office software

**Qualifications:**

Tertiary qualification in a related field is desirable.

**The position involves:**

This position is recognised as having "Contact with Children" either direct or indirect  
This position does not involve "Working with Children" either direct or indirect.

**Travel:**

As required

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.