ROLE PURPOSE: Program Operations Coordinator

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.

Our Vision
We see a world in which no person is needlessly blind and Indigenous Australia’s exercise their right to good health.

Our Purpose
To end avoidable blindness and improve Indigenous Australian’s health.

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

Role Title: Program Operations Coordinator
Division: Programs
Location: Sydney
Date: November 2018
Employment type: Full time, Fixed-term contract
Reports to: Global Lead, Program Operations
Number of direct reports: 0
Leadership Band: Leads self

Purpose of the role:
The Program Operations Coordinator is accountable for supporting the Global Lead to oversee the planning, coordination and analysis of designated projects, systems and process for the global Programs Division.

The Program Operations Coordinator will own the outcomes of:
1. Compliance coordination, standardisation and improvement across the Division and its country programs to ensure internal and external policies and compliance requirements are adhered to: including in the areas of child protection, security, risk, counter terrorism and others as requested.
2. Support organisational initiative to strengthen and roll out new work processes or systems to ensure the effective functioning of operations in country programs including but not limited to security, partnership due diligence, procurement, project management approaches, monitoring, evaluating reporting and learning systems.
3. Contribute to Division’s response to information requests that bridge technical and geographical teams (internal and external) including internal EMG reporting, ACFID/DFAT compliance, coordination of country output reporting
4. Operationalising changes in process around delivering programs in Challenging Operating Environments,
5. Support Global Lead to coordinate work planning and coordination activities and contribute to a strong sense of team among the Sydney-based Program Operations team, the globally located Regional Operations Coordinators and the broader Division.
6. Other tasks as requested by your manager

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.

Skills:
• Strong collaborative skills and ability to engage people with programming and non-programming backgrounds
• Demonstrated advanced written and oral communication skills
• Computer literacy including a high proficiency in Excel and ability to prepare and analyse data and produce graphical outputs
• Training and mentoring skills. Facilitation skills a bonus.
• Outstanding organisational and time management skills including the ability to prioritise and multi-task work.

Essential Experience:
• Strong experience (5 years) in an international development or Not for Profit sector
• Project and program management experience, including budgeting, planning and reporting
• Overseas experience working in a developing country to support the development of skills and capacity
• Implementing and advising on organisational strategies, systems, processes and/or standards

Desirable Experience:
• Knowledge of compliance requirements of DFAT including the ANCP accreditation process

Qualifications:
Bachelor degree in International Development, Business, Social Science, Public Health or related field required. Masters desirable.

Travel:
Domestic and International up to 4 weeks per year as needed

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.

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