

ROLE PURPOSE: Head of Funding Strategy Integration



Our Vision

We see a world in which no person is needlessly blind or vision 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: Head of Funding Strategy Integration

Division: Public Affairs

Location: Sydney

Date: April 2020

Employment type: Full time, Permanent contract with flexible work arrangement

Reports to: Strategic Initiatives Director

Number of direct reports: Three

Leadership Band: Leads Function

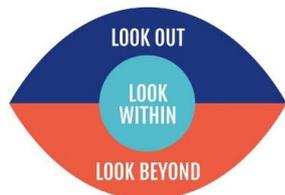
Purpose of the role:

The **Head of Funding Strategy Integration** is accountable for the integration and support of funding strategies, by delivering market intelligence to inform strategy and identify funding opportunities; management and support of systems and processes to enable effective funding; and project management of opportunity development and grant submission.

The **Head of Funding Strategy Integration will own the outcomes of:**

- 1. Strategy integration & planning.** Lead integration projects to align areas of program funding and opportunities for new funding (Country Funding Plan development) and ensure strategy development is informed by market intelligence. Lead annual planning for PA, in markets and across teams & projects. Manage operational support for delivery of strategy across PA teams, to support effective funding strategy with efficient systems and processes.
- 2. Leadership & process management.** Lead and coordinate effective strategic projects and change management for Public Affairs and ensure integration with budgets and forecasts. Manage implementation and integration of the Funding Opportunity Cycle with cross-divisional and organisational groups. Manage direct reports and support leadership peers in Public Affairs to ensure high engagement of staff. Interface with organisational change management functions to implement initiatives across PA.
- 3. Funding opportunity development.** Lead team to develop new funding opportunities and project management of submissions through the Funding Opportunity Cycle and grant development application process. Develop and maintain systems and processes, in liaison with other divisions, to support this work.
- 4. Compliance & Governance Oversight.** Support governance of FHF fundraising entities and PA representatives and other new partner entities e.g. Associate Entities. Lead development and implementation of policies applicable to Public Affairs. Work collaboratively with Governance team on ongoing governance and legislative requirement for current and new markets and jurisdictions. Support the securing and maintaining of fundraising registration in all markets. Lead PA input for external compliance, e.g. DFAT Accreditation.
- 5. Reporting.** Lead divisional reporting and development of tools and processes to track commitments and targets.
- 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 Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and 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:

- Strong experience working in a management capacity with a proven track record leading staff.
- Significant experience in strategic planning and project managing major marketing projects.
- Budgeting and financial reporting experience
- Strong experience initiative and resourcefulness to identify and solve issues proactively.

Desirable Experience:

- Experience working in NGO sector.
- Strong experience and understanding of product and funding development cycles.
- Demonstrated understanding of a business operations environment.
- Experience working with a database or CRM

Skills:

- Strong strategic skills and ability to translate strategy into project and work plans.
- High level project management skills
- Strong stakeholder management and ability to deliver for multiple clients.
- Ability to work collaboratively with a range of internal and external stakeholders in a multi-cultural and multi-disciplinary environment.
- Excellent problem-solving and critical thinking skills
- Outstanding listening, written and verbal communication skills.
- High level of computer literacy with the ability to analyse and interpret data.
- Persuasive and negotiating abilities, effective listening, diplomacy and tact.
- Excellent interpersonal and relationship-building skills
- Excellent people management skills, with a strong team orientation and a willingness to build capacity.

- A flexible and adaptable work style, with the ability to manage competing priorities to a high standard.
- An excellent team player.

Qualifications:

Relevant Bachelor's degree

The position involves:

This position does not involve "Working with Children" either direct or indirect.

Travel:

n/a

Additional Responsibility:

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