ROLE PURPOSE: Senior Program Officer

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 may 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.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability
We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

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

Role Title: Senior Program Officer (SPO)  
Division: Indigenous Australia Program  
Location: Darwin  
Date: January 2021

Employment type: Full time, 1 year fixed-term contract  
Reports to: Team Leader  
Number of direct reports: Nil  
Leadership Band: Leads Self

Purpose of the role:

The Senior Program Officer (SPO) is accountable for implementing the strategic planning, design and operational delivery of programs within the Indigenous Australia Program that are aligned to The Foundation’s strategic framework. The SPO works to establish and coordinate key partnerships to ensure effective program management and delivery.

Key areas of accountability include:

1. Be responsible for working with our partners to develop high quality project designs, and manage the implementation, monitoring, review and evaluation of programs, including the development and management of partner funding agreements.
2. Be responsible for partner engagement and managing relationships across multiple disciplines, including partner support, being the principle point of contact for partners, and coordinating partner reports and accountabilities.
3. Prepare high quality funding proposals to support the implementation of programming.
4. Manage project budgets and contribute to annual budget development processes.
5. Prepare high quality reports for management, Board, donor bodies along with field visit reports and submissions as required.
6. Contribute to the teams overall objectives and provide mentoring to others to support a culture of engagement and collaboration within The Foundation.
7. Collaborate with other divisions to ensure communication flow and systems align with organisational requirements.
8. Keep abreast of specific industry and sector trends and issues within area of expertise and responsibilities and demonstrate personal initiative in regards to the information required to effectively meet objectives.
9. Represent the organisation professionally and advocate for The Foundation’s goals as opportunities present themselves through external forums and as appropriate to the role.
10. Other tasks as requested by your manager.

Our Capabilities:

As a member of The Foundation 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 of others.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Demonstrated ability to communicate with Aboriginal and Torres Strait Islander peoples and a strong understanding and working knowledge of the diverse circumstances and cultures of Aboriginal and Torres Strait Islander peoples.
- Strong experience and demonstrated ability to effectively manage programs, including program development, implementation, monitoring, reporting and evaluation experience.
- Strong experience in contract management, compliance, budget development and budget management.
- Knowledge of public health systems and/or eye health within the context of Aboriginal and Torres Strait Islanders.
- Demonstrated ability to maintain positive public relations with external stakeholders and partners.

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Skills:

- Ability to build and maintain internal and external partnerships and relationships.
- Demonstrated high level written and verbal communication skills.
- Conceptual, analytical and problem solving skills
- Demonstrated ability to work in diverse environments in a culturally appropriate manner.

Desirable Experience:

- Previous experience working within or with an Aboriginal Community Controlled Organisation.
- Demonstrated understanding of the challenges to accessing eye health care services and eliminating trachoma in remote communities.
- Technical knowledge in eye health, trachoma or water, sanitation and hygiene.
- Demonstrated integrity and commitment to The Foundation's Strategy and Guiding Principles.
- Initiative, flexibility and demonstrated drive to achieve results.
- Strong monitoring and evaluation, analytical and program effectiveness skills.
- Work inclusively and collaboratively across the IAP and The Foundation.
- Ability to work under pressure and meet tight deadlines.
- Demonstrated ability to work effectively in a small team with limited support and easily adjust to changing work demands.

**Qualifications:**
Degree and/or equivalent, relevant experience in a related field (such as community development, public health etc).

**The position involves:**
This position is recognised as having “Contact with Children” either direct or indirect.
This position does involve “Working with Children” either direct or indirect.

**Travel:**
Domestic travel

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