

ROLE PURPOSE

Role Title: Executive Operations Specialist

Division: Enabling Services

Location: Sydney

Date: April 2025

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

Reports to: Enabling Services Executive Director (CFO and COO)

Number of direct reports: None

Leadership Band: Leads Self

Purpose of the role:

The **Executive Operations Specialist** is accountable for supporting the CFO and COO (internal title, Enabling Services Executive Director) [ED] in driving operational excellence and overseeing complex projects for the Enabling Services division. In this dynamic role, they will provide executive-level administrative support while managing a range of strategic initiatives and large-scale projects.

The **Executive Operations Specialist** will own the outcomes of:

1. Executive support

- Manage the ED's calendar, schedule meetings, and coordinate travel logistics, ensuring efficient time management.
- Support other Directors and Executives as required.
- Prepare, review, and organise materials for internal and external meetings, presentations, and reports.
- Manage phone calls, emails, and other correspondence for the Executive with professionalism and confidentiality.
- Prepare and edit documents, including memos, reports, and presentations, ensuring clarity and alignment with strategic goals.
- Coordinate and prioritise daily tasks and communication on behalf of the ED, responding to inquiries and requests in a timely manner.
- Prepare and track expense reports, ensuring timely approvals and adherence to company policies.
- Provide day-to-day administrative support, including filing, document management, and office organisation.
- Assist with other administrative duties as needed to facilitate smooth operations for the ED.

2. Project management

- Oversee and lead complex, cross-functional projects, ensuring the successful execution of business initiatives across departments.
- Work closely with the ED to define project objectives, timelines, budgets, and resource allocation.
- Collaborate with internal teams to manage the project lifecycle, from planning through execution, ensuring projects stay on track and within scope.
- Identify potential risks or roadblocks in projects, proactively addressing issues and adjusting timelines as needed.
- Track and report on project progress, providing regular updates and key insights to the ED and other senior leadership.
- Coordinate project resources, vendors, and stakeholders, ensuring alignment with project goals.

3. Operational efficiency

- Assist the ED in optimising and refining operational processes, driving continuous improvement across the organisation.
- Analyse business operations, identify inefficiencies, and propose solutions to enhance productivity.
- Ensure effective communication and alignment between teams to achieve operational goals and business objectives.
- Monitor and evaluate operational performance, providing detailed reports and recommendations for improvements.

4. Strategic initiatives support

- Contribute to the development and execution of the company's strategic initiatives and operational plans.
- Conduct research, prepare reports, and provide insights to support data-driven decision-making for the ED.
- Actively participate in brainstorming and planning sessions, offering project management and operational expertise.

5. 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:

- Office management.
- Experience working in an administrative or support services function.
- Experience in project management.
- Experience working in a complex global organisation.
- Previous experience working closely and proactively with executive teams.

Skills:

- Outstanding organisational skills, and a demonstrated ability to meet diverse and conflicting deadlines in high volume work environment with strong attention to detail.
- Strong professional personal presentation, with an attitude of service and support. Good attitude towards teamwork and works productively and respectfully in a team.
- Excellent interpersonal, oral and written communication skills

Desirable Experience:

- Experience within eye health

- Excellent knowledge and capability utilising Microsoft Office software.
- Ability to develop effective systems for office administration tasks.

Qualifications:

Tertiary qualification in a related field is desirable

Travel:

None

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

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.

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 that are identified as working with children