

ROLE PURPOSE



Role Title: Head of Governance

Division: Legal, Governance, Risk and Compliance

Location: Sydney

Date: August 2025

Employment type: Full time (open to consider part time)
Fixed-term 2-year contract with flexible work arrangement

Reports to: Legal, Governance, Risk and Compliance Director

Number of direct reports: 1

Leadership Band: Leads Others

Purpose of the role:

The Head of Governance is responsible for leading and strengthening governance practices across The Fred Hollows Foundation Globally, including all entities. This role ensures alignment Boards and Leadership, promotes transparency and accountability, and supports the effective functioning of governance structures in line with legal, ethical, and strategic standards.

Key Responsibilities:

Governance Leadership

- Develop and implement governance frameworks that support effective decision-making across Boards.
- Ensure compliance with statutory and regulatory requirements in all jurisdictions of operation.
- Provide strategic advice to the CEO and Board Chairs on governance matters.
- Act as the Company Secretary for the Global Board and Entity Boards as required

Board Support and Coordination

- Facilitate collaboration and engagement between the Global and Entity boards to ensure alignment of strategy, policy, and oversight.
- Support the Governance team in preparing and managing board and committee meetings, including agendas, papers, minutes, and follow-up actions.
- Support board member recruitment, induction, and ongoing development.

Policy and Compliance

- Oversee the development, review, and implementation of governance-related policies and procedures.
- Monitor compliance with governance policies and escalate issues as appropriate.
- Lead risk assessments and advise on risk culture related to governance.

Stakeholder Engagement

- Build strong relationships with all Board Directors, aligned with The Foundation's philosophy of genuine partnership as being the cornerstone of efficiency
- Act as a key liaison between the organisation and external governance bodies, regulators, and corporate secretarial service providers.
- Foster a culture of ethical leadership and accountability across all levels of the organisation.

Capacity Building

- Build governance capacity within all entities through training, mentoring, and resource development.
- Promote best practices in governance and continuous improvement.
- 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:

- Proven experience in governance leadership within complex, multi-entity organisations, preferably in international development
- Company Secretary qualifications
- Strong understanding of nonprofit governance, legal frameworks, and regulatory compliance.
- Familiarity with governance in federated or networked organisational models.
- Exceptional communication, facilitation, and stakeholder engagement skills.
- Ability to navigate cross-cultural and international governance environments.
- Strategic thinker with high integrity and discretion.

Skills:

- Leadership and Management skills
- Highly developed interpersonal skills with the ability to effectively influence stakeholders at all levels.

Desirable Experience:

- Experience in international development & NFP sector.

- Excellent communication skills, ability to work effectively in cross-cultural environment.
- Highly developed facilitation and capacity building skills
- Exceptional attention to detail

Qualifications:

Master's in Governance, Risk Management, or Business Administration (MBA)

Travel:

Domestic as required

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

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