

Australian Council of Social Service

Position Description

Title of Position:	Director of Development and Operations
Term:	Permanent
Responsible to:	CEO
Link to Strategic Plan :	Whole of plan
Hours of work.	Full Time, Monday-Friday (36.75hrs per week)
Location	Sydney.
Salary:	ACOSS EBA Level 8 (\$141,366 pa - \$148, 523+ 10.5% super) <i>+ annual indexed increase at the greater of 1.5% or any increase to the SCHADS Award</i>

1. Organisational Overview

- 1.1 The Australian Council of Social Service is a national advocate for people affected by poverty, disadvantage and inequality, and the peak body for community services nationally.

2. Position Overview

- 2.1 Reporting directly to the CEO and as a member of the ACOSS Senior Management Team, the Director of Development and Operations provides leadership, planning and oversight of all aspects of ACOSS development and operations including business development, people and culture, financial management, risk, legal and compliance, planning and outcomes and impact measurement, business transformation and ICT.

3. Key Responsibilities

- 3.1 Has high level cross-organisational managerial strategic responsibility as a critical member of the ACOSS Senior Management Team.
- 3.2 Provides strategic advice to the CEO on organisational risk and opportunity.
- 3.3 Evaluates, develops, and revises cross-organisational systems, strategies and processes requiring high-levels of organisational acumen and analytical skills.
- 3.4 Oversees complex operational, business development and change processes.
- 3.5 Has oversight of the acquisition and management of new and existing funding sources
- 3.6 Leads, mentors, and develops the ACOSS Operations Team.
- 3.7 Represents ACOSS publicly in meetings and forums with key partners and stakeholders and negotiates at high level with relevant bodies as required.

4. Duties

- 4.1 Effectively engage as a member of the Senior Management team and contribute to sustaining a workplace culture that is vibrant, collaborative, responsive and diverse.
- 4.2 Oversee all aspects of people and culture including playing a key leadership role in driving and fostering diversity and inclusion in the workplace.
- 4.3 Working closely with the CEO and Deputy CEO, drive ACOSS business development and growth strategy and oversee its implementation.
- 4.4 Manage all risk, legal and compliance processes and prepare and present reports and recommendations to the CEO, ACOSS Risk and Audit Committee and Board.
- 4.5 Lead the drive and implementation of new systems and processes to better support ACOSS to deliver its change agenda.
- 4.6 Working closely with ACOSS' external CFO, oversee all aspects of ACOSS financial management including budget preparation, forecasting and audit.
- 4.7 Lead and drive organisational planning and impact and outcomes measurement processes.
- 4.8 Mentor, support and develop the ACOSS Operations Team.
- 4.9 Working closely Partnerships and Development Manager ensure outstanding management of key relationships with new and existing philanthropic, community sector and corporate partners.

Organisational and Human Relationships

Reports to:	CEO
Team	Operations Team
Direct Reports	3
Works closely with:	Deputy CEO, Director of Communications and Engagement, Program Directors and Operations Team

Selection Criteria

Essential

- Demonstrated commitment to reducing poverty and inequality and treating all people with dignity and respect.
- Demonstrated experience in an Executive Leadership role.
- Excellent interpersonal and written and verbal communication skills.
- Comprehensive knowledge, human resource management, change and project management, of financial management strategic and operational planning, governance and compliance and information and communication technology.
- Demonstrated experience leading, thriving multidisciplinary teams.
- Deep understanding of the community sector, its challenges, and opportunities.
- Ability to understand the breadth and complexity of ACOSS's work.
- Qualifications in business, management, or relevant field.
- Willingness to fulfill the reporting and administrative requirements of the role.

Desirable

- Demonstrated experience working with impact and outcomes framework.
- Experience working in an equivalent role in the Community Sector.
- Working knowledge of legal and statutory framework for not-for-profit entities.
- Demonstrated experience leading complex change processes.
- Firsthand experience of living on income support or experience of working with people receiving income support.