

POSITION DESCRIPTION

Position Title	Operations Manager
Time Commitment	Contract (14 weeks) long service leave replacement, 0.8FTE
Award Classification	SCHADS 6
Location	Hybrid, work from home and Melbourne office
ABOUT THE ORGANISATION	
<p>IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p>VISION: Gender equality for all PURPOSE: To defend and advance the rights of diverse women and girls VALUES: Feminist, Accountable, Collaborative, Transformative</p> <p>OUR GOALS 2020-2023:</p> <ol style="list-style-type: none"> 1. Resource and contribute to a resilient and vibrant feminist movement 2. Promote systemic change towards gender equality for all 3. Build a resilient and relevant feminist organisation <p>We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:</p> <p>STEP UP: and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements</p> <p>STAND WITH: feminist movements in solidarity and amplify the work of global south actors</p> <p>STEP BACK: when others are better placed to take the lead.</p> <p><i>International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from women (including trans women) and non-binary people only.</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.</i></p>	
POSITION SUMMARY	
<p>Working closely with the Director, Business Transformation and the Leadership team, this role will oversee IWDA's Operations portfolio and team to ensure the ongoing delivery of efficient business policies, systems and processes to support IWDA's effectiveness and sustainability.</p> <p>The Operations Manager will oversee our business operations including contract management, procurement, facilities, IT and systems, legal affairs, risk and compliance. The focus for this short term contract will be the delivery of IWDA's office lease arrangements for 2023 and beyond, as well as</p>	

overseeing the day-to-day functions of the other focus areas of the role, and supporting the Operations team during this period

KEY RELATIONSHIPS

Reports to: Director, Business Transformation
 Manages: Operations Coordinator and P&C & Operations Coordinator
 Internal: Leadership team and CEO, Business Transformation team, staff and volunteers
 External: ICT contractors and providers, insurance and travel providers, other contractors and suppliers

KEY RESPONSIBILITIES

1. Manage IWDA's Facilities

- Oversee recommendations from IWDA's Board to manage changes to IWDA's office lease
- Lead strategies that meet IWDA's needs in office utilisation, use of technology and flexible working arrangements
- Lead internal communications and change management to ensure any changes to facilities are well managed and communicated and staff engagement and satisfaction are strong

2. Business Operations

- Oversee development and implementation of integrated processes, practices and systems to ensure IWDA's business effectiveness and efficiency
- Manage all aspects of IWDA's strategic and operational procurement, including travel, health services, information technology, office supplies, furnishings, etc., and ensure value for money
- Support the operation and utilisation of cost-effective and robust IT platforms, including data security (e.g. NetSuite, Salesforce)

3. Legal affairs, risk & compliance

- Oversee contracting processes across IWDA as required, ensuring integrity of all IWDA contracts. Facilitate legal advice as needed
- Ensure adherence to organisational policies and procedures and integrity of corporate systems
- Provide oversight of IWDA insurances, including leading the annual renewal process
- Support IWDA's risk management and assessment process, including annual risk review, business continuity and crisis management as needed

4. Culture, Collaboration & Leadership

- Manage and support the Operations team to achieve objectives
- Model IWDA's values and behavioural competencies at all times
- Model and drive positive risk and safety culture
- Collaborate with the Director, Business Transformation to ensure that IWDA's operational costs are within budget

SELECTION CRITERIA

Technical Experience

Essential

1. Proven success managing operations or facilities functions in a similar role

Behavioural Competencies

- Acting with Transparency
- Judgement & Decision Making
- Building Trusting Relationships

<ol style="list-style-type: none"> 2. Proven ability to ensure organisational risk management and compliance 3. Demonstrated people management skills and experience 4. Demonstrated stakeholder management skills 5. Previous experience managing office lease negotiations and/or office relocation or organisational change processes 	<ul style="list-style-type: none"> • Managing Work & Quality • Valuing Diversity • Collaborating for success • Empowerment • Learning, Improving & Adapting
<p>GENERAL CONDITIONS</p>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Undertake a police check prior to commencement and every two years thereafter. 	
<p>TRAVEL REQUIREMENTS</p>	
<p>None</p>	