

Role description

Executive Director - People, Finance and Operations

December 2021

The details

Position	Executive Director, People, Finance and Operations
Direct reports	3x Directors - People & Ops; Finance; Legal & Governance
Reports to	CEO
Status	Full time (1.0)
Location	Preference for Melbourne, but Sydney considered (flexible work arrangements available)
Salary range	c.\$180,000 + super

Role summary

A world-class senior leader in people and organisational operations and performance is sought to join Australia's most dynamic non-profit backing young people to transform the future.

With a bold and ambitious new strategy, a tremendously talented and diverse team of 50 people across the country, and an independent resource-base, FYA is one very special place to work to deliver impact.

You have extensive professional experience in organisational leadership around people and culture, and progressive perspectives about management, change, diversity, recruitment, and development.

You'll also have strong generalist commercial nous, are strong with numbers, and may be a bit of a legal eagle.

Whether you've left a mark in the nonprofit world, a tech startup, or an ASX 100 company (or all of the above), consider FYA your next place for purpose!

We strongly encourage applications from Aboriginal or Torres Strait Islander people, young people, people of colour, women, people with disability, people from LGBTQIA+ communities, and other communities which have been historically excluded from our sector.

About the Foundation for Young Australians

For more than 40 years, FYA has been one of Australia's leading organisations backing young people. We have a team of 50+ trainers, advocates, and engagement experts based in Melbourne, Sydney and around the country.

Over the coming years, we're focused on:

- **Power:** Building young people's power and engagement in their everyday spaces, from schools and communities, to media and culture.
- **Action:** Backing strong, sustainable youth-led movements that are mobilising their generation and driving local and national policy change.
- **Collaboration:** Enabling collaboration between young people and leading organisations to co-design systems and services of the future. This pillar is largely delivered by our dynamic *YLab* social enterprise.

Across all of our work, we prioritise removing barriers and unlocking power for First Nations young people, their communities and movements.

FYA has a unique scale and capacity to deliver real change. Our independence is underpinned by a \$60m endowment, and we collaborate with many of Australia’s leading philanthropic and community organisations.

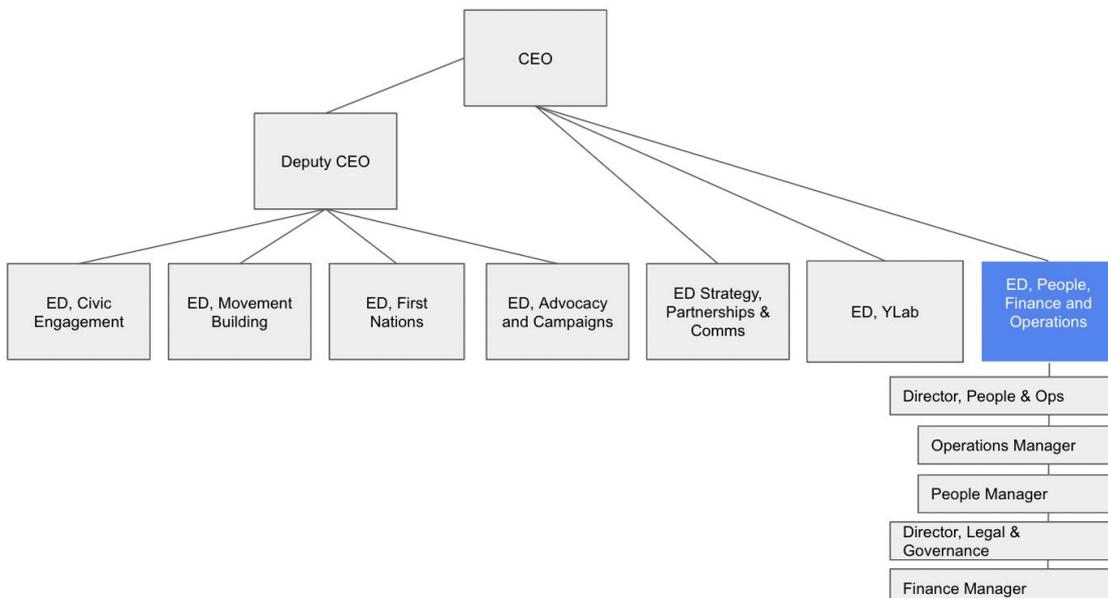
The role

The Executive Director, People, Finance and Operations is a key member of the FYA Executive team, with primary management responsibility for shared organisational infrastructure, finances, policies, systems and communication that underpin our culture, programs and impact.

In the last two years, FYA has undergone an organisational transformation with a new CEO, impact strategy, program model, Leadership team, revenue model and set of articulated values.

We’ve been rapidly evolving our internal systems (especially people, culture, finance and governance) to match, and are seeking a senior and experienced leader to take these to the next level of ease & excellence.

Organisational chart



Responsibilities of the role

- **Strategy and Management**

- **Direct Management:** Lead a small and nimble team (currently 5 staff plus yourself), responsible for shared organisational services. This includes collaboratively setting team strategy and work plans; supervising and supporting team members, and leading ongoing team learning and evaluation.
- **As a member of the Executive:** Contribute to annual and quarterly planning, ongoing coordination, and regular prioritisation across the organisation. Keep the CEO and other Executives appropriately informed and engaged in major people, finance, legal, operational and other matters.

- **People and Culture**

- **Talent:** Oversee recruitment and induction processes, including a focus on debiased hiring and internal advancement.
- **Professional development:** Shape a comprehensive training offering, including peer support, and internal and external training options.
- **Performance management:** Support managers to strengthen team performance through clear capability frameworks, a development review process, performance management systems, and coaching.
- **Workplace relations:** Lead ongoing improvement and interpretation of employment policies and caring, effective resolution of matters arising in the workplace.
- **Internal communications:** Build a culture and practice of openness, transparency and collaboration through effective online and offline forums and channels.
- **Team events:** Oversee organisational celebrations, planning and learning events.
- **Diversity and inclusion:** Make consistent progress in our operations towards intersectional equality, and promote diverse and inclusive practices at FYA.
- **Wellbeing:** Monitor and strengthen employee wellbeing, including sophisticated and bespoke approaches for our diverse workforce often working on the frontlines of their own lived experience.

- **Operations**

- **Office(s):** Shape and maintain a fit-for-purpose Melbourne HQ, and other co-working arrangements as required. NB: FYA is considering an office or refit in 2022.
- **Hybrid/flexible work arrangements:** Embed our new flexible work (office/home hybrid) policy and ensure OH&S compliance.
- **Technology:** Equip our team with the technology that underpins their work, including overseeing external supplier relationships.

- **Finance**

- **Accounting:** Oversee timely, accurate management of income and expenditure, including accounts payable, payroll, and accounting, and efficient and effective systems (including comprehensive independent audit) to manage risks and ensure tax and legal compliance.
- **Budgeting/Forecasting:** Work across the organisation to ensure accurate forecasting (informed by and informing) strategy, program delivery and fundraising decisions; quarterly reporting; regular engagement with the Finance and Audit/Risk Committees.
- **Investments:** Oversee our \$60m endowment investments, including liaison with external funds managers and our Investment Committee related to both financial and environment, social and governance matters.

- **Legal and Governance**

- **Legal compliance:** Ensure our interests are legally protected, and that our policies and practices are compliant with the law and relevant codes of practice.
- **Board work-planning and support:** Oversee our governance arrangements, including reporting to, and servicing of our Board and Committees.

Who we're looking for

- **You have at least 7-10+ years experience leading People and Operations (potentially alongside other functions) in mid-sized, ambitious organisations, including those with diverse, younger-skewed workforces.**

- **Management is your thing.** Your superb extensive personal management experience, in-depth knowledge of human resources practice, underpin a highly caring and down-to-earth approach to organisational-level policy and system development, day-to-day implementation, and the complex matters that inevitably arise.

While we're not after a fixed 'playbook', we are seeking someone who has navigated a full spectrum of organisational performance matters, reflected deeply on what works, and wants to creatively bring this wisdom to our mission.

- **You've gotten big projects done.** You have demonstrated an ability to manage, end-to-end, multiple concurrent large-scale projects over a variety of time horizons - from short intense bursts, to multi-year, multi-phase initiatives. You've supervised staff managing (or directly managed) projects that involve large teams of staff and contractors, ensuring successful delivery on time, budget, quality and team sense of satisfaction. Underpinning this work has been your personal productive work pattern, creativity, and solid antenna for risk.
- **You've built trust through communications.** In past roles as an executive leader, you've established trusting and transparent professional relationships with the CEO, executive teams and other stakeholders and practiced a clear, direct, open and engaging communications style. You've led significant change-management initiatives and kept stakeholders informed, as well as anticipated, engaged with and managed for diverse perspectives.
- **Strong cultural competence.** You have played a key role in shaping specific policies or practices that promote intersectional equality and belonging in the workplace, including a strong commitment to and experience driving First Nations, gender, disability, economic or racial justice. You've successfully worked alongside people from highly diverse lived experiences.
- **Great with numbers.** You have directly managed significant budgets (\$500k+), love a good spreadsheet and getting into the details of budgeting, forecasting and data analysis, and can hold the detail and big picture of budgets in your head. *While not essential*, our preference is you've had experience supervising Finance staff, contractors and presenting numbers to a board or executive.

Bonus experiences

- Governance experience, reporting to or sitting on a board
- Legal experience, especially in HR, corporate, or charity law
- Compliance and project management issues specific to youth focused programming (e.g., child safety and wellbeing, youth participation).

Our values

- We respect and back First Nations young people and their communities
- We back and serve young people
- We shift power to young people with lived experience
- We dream big
- We care about each other
- We are always learning
- We have fun

What we offer

- **A dynamic workplace.** We are a flexible, values-led and impact-driven workplace that combines the best of in-person connection and virtual efficiency.
- **Generous leave conditions and flexible work.** FYA is committed to a flexible workplace, and offers opportunities for part-time work, 18 weeks paid parental leave, paid cultural and ceremonial leave, and paid leave for your birthday. In addition to general hybrid work arrangements, in 2022/2023 team members have the option to work fully remotely (including overseas) for a 3 month period to visit family or friends they've been unable to see during COVID.
- **Attractive remuneration.** Our key asset is our team, and we are committed to recruiting and retaining experts in their field. We pay competitively and offer salary packaging.
- **Extensive commitment to professional development.**

Other important things

- A Working with Children Check is a mandatory requirement of this position, we'll help you with this if you are successful.
- Applicants for this role must have a valid, legal right to work in Australia.