



Position Description

Director – Operations and Development

About ECCV

The Ethnic Communities' Council of Victoria (ECCV) is the voice of multicultural Victoria. We are a community-based, member-driven peak body for multicultural and ethno-specific organisations committed to empowering people from migrant and refugee backgrounds. Our purpose is to help build a culturally diverse and cohesive society that is just, fair, and inclusive with specific reference to the needs and aspirations of Victorians from migrant and refugee backgrounds.

Our Values

- Integrity
- Empowerment
- Respect
- Social Cohesion
- Equality
- Innovation

About this role

Position:	Director, Operations and Development
Reports to:	Chief Executive Officer
Hours:	1.0 FTE
Term:	1-year fixed term contract, with probability of renewal
Salary:	Level 7 of the Social, Community, Home Care and Disability Services Industry (SCHCADS) Awards, 2010 Classification
Teams:	Program Delivery and Community Outreach Team Business Operations Team, including relevant contractors, consultants and specialist support as needed

Position Statement

We are seeking an experienced and highly competent Director of Operations and Development to join the ECCV team. Reporting directly to the CEO, you will play a critical role in overseeing ECCV's projects, business operations and business development. You will provide ECCV with strategic guidance, supporting governance practices, overseeing all projects, ensuring compliance with regulatory requirements, and maintaining government funding obligations.

Key Responsibilities

Project Delivery and Oversight

- Hold responsibility for oversight of key projects, including project scoping, establishment, management, reporting, budgeting and cross-functional coordination.
- Identify risks and opportunities for project delivery across the organisation.
- Provide oversight and guidance to other priority projects as required.

Grants Management and Reporting:

- Ensure compliance with government funding requirements and obligations.
- Assist in the oversight of grants management, including applications, reporting, and compliance.
- Maintain accurate records and documentation related to grants and funding.
- Collaborate with managers and project leads to monitor grant expenditures and outcomes.
- Assist in the timely preparation and submission of grant-related reports and documentation.

Business Development:

- This role has a substantial component of operations management, however will evolve over time to include a focus on strategic business development
- Collaborate to identify funding opportunities (government, philanthropic, corporate and other) aligned to ECCV's mission
- Lead or support processes to successfully develop and acquire project and other funding opportunities
- Collaborate with stakeholders to develop funding for new and existing ECCV projects

Collaboration, Risk and Reporting:

- Collaborate with cross-functional teams to ensure effective governance, risk management, and compliance practices.
- Prepare impactful reports and presentations for the CEO, Board, and other stakeholders as needed.
- Monitor regulatory changes and industry best practices related to governance, compliance, and grants management.
- Contribute to continuous improvement initiatives and promote organisational excellence.

Governance

- Ensure current governance policies, procedures, and frameworks are up to date.
- Provide guidance to the CEO and Board of Directors on governance best practices.

Compliance and Risk Management

- Ensure compliance with relevant laws, regulations, and ethical standards.
- Strengthen internal controls, risk management practices and quality assurance processes.
- Identify and assess organisational risks, developing comprehensive risk management strategies.
- Implement measures to mitigate risks and monitor their effectiveness.
- Conduct regular risk assessments and provide recommendations to senior management and the Board.
- Foster a risk-aware culture throughout the organisation, providing training and guidance.

Qualifications and Experience

- Bachelor's or Master's degree in business administration, law, or a related field.
- Strategic and business planning experience with the ability to develop robust accessible systems and processes to track complex projects, and to drive and deliver accountability and continuous improvement.
- Analytical and problem-solving skills, with the capacity to think creatively, act strategically, be flexible and the ability to provide qualitative and quantitative analysis and insights to complex issues.
- Ability to build strong internal and external networks and engage with diverse stakeholders.
- Proven experience in project management, governance, risk management, compliance, or related roles.
- Proven ability to bring innovative ideas and contribute to diversifying business operations.
- Strong knowledge of corporate governance principles, risk management practices, and compliance frameworks.
- Understanding of the not-for-profit and community sectors.
- Experience in grants management and government funding compliance.
- Excellent understanding of relevant laws, regulations, and ethical standards.
- Demonstrated ability to provide strategic advice to senior leadership.
- Strong understanding of multicultural affairs, social justice, and equity issues affecting ethnic communities highly regarded.

Personal Qualities

- Demonstrated ability to engage with stakeholders, peers and others to build productive relationships based on mutual respect, collaboration and trust.
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others.
- Demonstrated commitment to ECCV's values and to working in a way that is values-driven.
- Demonstrated commitment to achieving ECCV's objectives, able to apply drive and energy to achieving work targets.

- Perseverance in achieving objectives despite limited resources, tight deadlines and occasional setbacks.
- Excellent communication and interpersonal skills, with the ability to engage stakeholders effectively.

Key Selection Criteria: Essential

1. Project and Team Management:

- Demonstrated experience in leading teams.
- Scoping, establishing, monitoring, completing and reporting on multiple projects across multiple teams, stakeholders and funders.

2. Strategic Thinking, Planning and Implementation:

- Ability to translate strategic objectives into actionable plans and initiatives, and to implement those initiatives.
- Strong analytical and problem-solving skills to address complex organisational challenges.
- Experience in conducting comprehensive environmental scans, identifying trends, and assessing opportunities and risks.

3. Stakeholder Engagement and Relationship Management:

- Excellent interpersonal and communication skills to build and maintain relationships with internal and external stakeholders.
- Proven ability to engage and collaborate with diverse stakeholder groups, including government agencies, community organisations, and culturally diverse communities.
- Experience in representing an organisation and advocating for its interests in external forums and partnerships as needed.

4. Strategic and business development

- Experience in identifying new opportunities, and experience in formulating and submitting applications for funding across a range of potential funders.

5. Governance and Risk Management:

- Knowledge of corporate and/or not-for-profit governance principles and practices.
- Demonstrated experience in developing or implementing governance frameworks, policies, and procedures.
- Ability to identify and assess organisational risks, develop risk mitigation strategies, and monitor their effectiveness.
- Understanding of legal and regulatory requirements relevant to the organisation's operations.

6. Leadership and Team Management:

- Proven leadership abilities, including the ability to motivate and guide high-performing teams.
- Strong interpersonal skills to foster collaboration and create an inclusive work environment.

7. Communication and Influence:

- Excellent written and verbal communication skills to convey complex ideas and concepts effectively.
- Ability to influence and persuade stakeholders, including senior leadership and decision-makers.
- Some experience in public speaking, and liaising with communication professionals in relation to media engagement and social media
- Demonstrated understanding and respect for cultural diversity and the ability to work sensitively with diverse communities.
- Commitment to promoting inclusivity and social equity in all aspects of work.

Conditions

- All conditions are in line with the SCHCADS Award.
- The role is subject to periodic professional review and development.
- People from culturally diverse backgrounds are strongly encouraged to apply.
- ECCV is an Equal Opportunity Employer.

To apply, please submit your resume, cover letter, response to key selection criteria, and any additional supporting documents by email to eccv@eccv.org.au. The application deadline is Sunday, 26 November 2023.

Only shortlisted candidates will be contacted for an interview. Position commencement time is flexible, with the option to start early 2024 or sooner.

Approval

Mo_Elrafihi
Chief Executive Officer
November 2023