



Oxford HR

Executive Search, HR & OD consultancy for
INGOs and social enterprise – worldwide

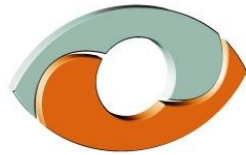
The Fred Hollows Foundation Director of Global Programmes

Based in Sydney

Application Pack

November 2011

www.oxfordhr.co.uk



The Fred Hollows Foundation

Summary

The Fred Hollows Foundation is being supported by Oxford HR in the search for a Director of Global Programmes

Background

The Fred Hollows Foundation is one of Australia's leading international development NGOs and specialises in blindness prevention and Australian indigenous health. The Foundation's expanding international programmes reach across the Asia/Pacific region and parts of Africa. During 2010 the Foundation with its local partners performed 1.3 million eye screenings, delivered 194,903 eye operations and treatments, trained nearly 13,000 medical and support staff, and provided A\$3.5m worth of specialist equipment.

The Job

The Director of Global Programmes provides leadership for the international programme team and has overall management responsibility for around 110 staff members. The Director of Global Programmes reports to the Foundation's CEO and is a member of the senior management team.

The Director of Global Programmes will be a highly experienced international programme manager with professional experience of many of the regions where the Foundation and its partners work. Although the Foundation's international work is in eye health, candidates with experience of the wider international public health sector would be welcome, as would more generalist development programme managers. Significant experience of working with international aid donors (AusAID, USAID, DFID etc), designing, submitting and managing aid funded programmes is essential.

Candidates will have robust but flexible interpersonal and cross-cultural leadership skills, and strong track records of delivering clear and measurable results. They are likely to have held senior programme management roles with international NGOs and/or other international development agencies.



Job Description

Job Title	Director of Global Programmes
Reporting to	Chief Executive Officer
Organisation	The Fred Hollows Foundation
Direct Reports	Director of Global Programs has management responsibility for approximately 110 employees located internationally across various countries including Australia
Working Relationships	<ul style="list-style-type: none">• Member of Executive Management and the broader Management Group of The Foundation• works within the broad strategic and policy parameters set by the Board including supporting relevant Board Committees• represents The Foundation at a sector level and in interactions with major contributors, partners and governments
Terms of Employment	Full time
Salary and Benefits	Competitive
Location	Sydney, Australia
Job Summary	<p>The Director of Global Programs is accountable for ensuring a high standard of strategic program development and operational activity in support of The Foundation's Strategic Framework.</p> <p>Major responsibilities include:</p> <ul style="list-style-type: none">• People leadership• Strategic planning, execution and reporting• Program management• Relationship management and advocacy



Main Responsibilities	Strategic planning, execution and reporting <ol style="list-style-type: none">1) Manage the preparation and implementation of the division's plan, annual budget and periodic forecasts in line with agreed KPIs and timeframes2) Manage reporting requirements in relation to programs, including reports to the Board, Board Sub-committees, AusAID and other funders or donors3) Identify and work with Country teams and Australia-based staff to manage divisional risk and ensure compliance with relevant policies and guidelines across all operations
	People leadership <ol style="list-style-type: none">4) Attract and select the right level of talent, experience and skills to build a strong Foundation now and for the future5) Ensure all direct reports have clear and agreed performance goals and development plans and provide coaching in support of individual career objectives with particular focus on strengthening the capacity of country managers to lead strong country teams6) Demonstrate high levels of personal leadership effectiveness and in particular promote collaboration within and across teams
	Program Management <ol style="list-style-type: none">7) Oversee the development and implementation of all programs and related major projects including management of any significant issues, changes or developments.8) Identify and facilitate resource mobilisation initiatives as needed to ensure achievement of program goals.9) Coordinate the development of relevant programs policies and oversee effective program policy implementation, monitoring and review
	Relationship Management & Advocacy <ol style="list-style-type: none">10) Work co-operatively with the Marketing and Fundraising Manager to develop and maintain strong relationships with sponsors and donors who do or may support the Foundation's international and Indigenous development work11) Actively contribute to the effective overall management of The Fred Hollows Foundation by building strong business relationships and working collaboratively with other staff to drive successful implementation of shared initiatives in line with The Foundation's Strategic Framework.



Person Specification	Qualifications / Education / Training <ul style="list-style-type: none">• Master degree or equivalent
	Knowledge <ul style="list-style-type: none">• Extensive and continuously updated knowledge of the international development sector, particularly within the area of public health including trends and practices.
	Previous Experience Essential: <ul style="list-style-type: none">• Significant senior international aid programme management experience including staff management and leadership;• Substantial experience in leading the design and implementation of international development programs;• Experience in negotiating and partnering with government, multi-lateral and other non-government agencies;• Significant experience working in developing countries at national or regional director level, or equivalent;• Substantial program management experience in at least some of the countries and regions where the Foundation works (Asia/Pacific and Africa). Desirable <ul style="list-style-type: none">• Professional experience in the public health sector and ideally eye health.
	Skills & Competencies <ul style="list-style-type: none">• Exceptional interpersonal and cross-cultural skills;• Ability to manage and lead a wide variety of relationships, often at distance, utilising collaborative consultation, communication and negotiation skills up to senior management level;• Flexibility and the ability to lead complex change;• Strategic planning, execution and reporting;• Proven ability in providing high level policy advice and operational leadership;• Understanding and familiarity with the role of advocacy in providing humanitarian assistance and protection;• Confident presentation and public speaking skills.
	Personal Attributes: <ul style="list-style-type: none">• Commitment to the mission and values of the Fred Hollows Foundation;• Absolute integrity and a firm commitment to transparency and accountability;• The professional stature and gravitas to represent the FHF in external forums and to influence other decision makers;• Ability to inspire large and often remote teams and provide leadership and clear vision for further growth;• A global mindset, that is empathetic to a broad range of cultural needs.



How to Apply

To apply for this post, please supply the following information:

1. A completed [Oxford HR Registration Form](#).
2. An up-to-date **curriculum vitae/resume** (of no more than 2-3 sides of A4)

The Oxford HR Registration Form provides us with the key information we will need to take your application through to interview. **Please note:** also attached to this form is Oxford HR's Equal Opportunities Form. You are under no obligation to complete this. Any information you do provide will only be used in accordance with the UK Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.

The documents should be saved in Word in the following format: First Name, Last Name, Document Name, and Date (yymm) e.g.:

- Pat-Jones-CV-1110
- Pat-Jones-OxHR-1110

The above information should be sent to Michael Wills and Uma Pradhan of Oxford HR Consultants by email to fredhollows@oxfordhr.co.uk

Please note: *If we decide to take your application forward to the next stage, we may ask you to provide a detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable.*

Applications are welcomed until the deadline of 16th December 2011 (by midnight GMT). Oxford HR, together with The Fred Hollows Foundation will then agree upon a Longlist of candidates. These candidates will be invited to participate in a preliminary interview (by telephone) with Oxford HR. A Shortlist of candidates will then be selected and invited to final interviews with The Fred Hollows Foundation currently scheduled for **January 2012.**

Equality Statement

Equality and diversity is at the core of The Fred Hollows Foundation values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. The Fred Hollows Foundation is an equal opportunity employer.



About Oxford HR

Oxford HR operates globally and exclusively within the **international development sector**. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organizational development consultancy.

Oxford HR has many years of experience in recruitment as well as an extensive network of international development, corporate, public sector and academic contacts from across the world. We carry out comprehensive and international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development, as well as corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.

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