



TEACHFOR
AUSTRALIA

JOB ADVERTISEMENT – CHIEF OF STAFF

Employment Type: Full time
Contract role to 31 December 2021

Location: National (can be based anywhere in Australia)

- Passionate, professional and ambitious team working to **close the education gap**
- **Flexible work practices**, including the option to work from home
- Allowance and time off work for **professional development**
- Join us in our commitment and vision for [reconciliation](#), in a space where we learn and grow together

About the Position

The newly created, and time-limited, Chief of Staff role will help guide the organisation, in particular the CEO and Executive Leadership Team, into a new phase of our organisational evolution and drive our new ways of working. This role, reporting directly to the CEO, will play a varied role that supports the coherence and integrity of TFA's new 2023 Strategy and sets TFA up for success to deliver on its vision and mission. They will partner with the CEO to develop the short-term and long-term strategic agenda and enabling the leadership team to deliver on expected results. The role will provide a flexible and strategic resource to the CEO, providing oversight and guidance to high impact projects and will some instances lead them from end to end.

About Teach For Australia

Our vision is an Australia where education gives every child, regardless of background, greater choice for their future. The mission is to grow a community of leaders committed to equity for children and young people, by recruiting and developing exceptional people to teach and lead across Australian schools. Teach For Australia (TFA) are dedicated to ensuring that all children can achieve their potential, no matter what their postcode is.

About You

- At least seven years professional experience, with at least three years relevant experience in a similar strategy, leadership, change and/or planning role
- A strong leadership orientation, with experience in building and leading diverse teams.
- Experience of leading others through strategic planning or large-scale change initiatives
- A natural ability to build connections and relationships, and influence others to achieve outcomes.
- Demonstrated problem solving skills
- Strong outcome orientation – ability to independently set and deliver quality outcomes.
- Demonstrated commitment to our vision and [Core Values](#)

How to Apply

For an opportunity to take your place in this life-changing organisation:

1. [Apply here](#), **by 11:59pm on Sunday 18 October 2020, and**
2. Email your CV to jobs@teachforaustralia.org, with the subject line 'Application: Chief of Staff' (ensure your CV is clearly labelled with your full name.)

All enquiries can be directed to jobs@teachforaustralia.org.

Teach For Australia values diversity, and encourages applicants of all backgrounds to apply.

Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://www.teachforaustralia.org/>.



TEACHFOR
AUSTRALIA

JOB DESCRIPTION

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|---------------------------|--|----------------------------------|---------------------------------|
| Role Title: | Chief of Staff | Financial Accountability: | \$NIL |
| Function: | CEO Office | People Management: | 0 first level 0 second level |
| Reports To: | CEO | Location: | Anywhere within Australia |
| Employment Status: | Full time, maximum term contract to December 2021 | | |

Role Purpose

Teach for Australia has set a compelling vision with a new 2023 Strategy. There is an opportunity for a fixed-term Chief of Staff role through the end of 2021 to help guide the organisation, in particular the CEO and Executive Leadership Team, into a new phase of our organisational evolution and drive our new ways of working.

The Chief of Staff role, reporting directly to the CEO, will play a varied role that supports the coherence and integrity of the 2023 Strategy and sets TFA up for success to deliver on its vision and mission. They will partner with the CEO to develop the short-term and long-term strategic agenda and enabling the leadership team to deliver on expected results. The role will provide oversight and guidance to high impact projects and will some instances lead them from end to end.

The role will also play a central role in supporting the CEO to maintain a stronger external focus, particularly in respect of philanthropy, government relations and connecting to the communities in which we work.

The Chief of Staff role has been deliberately scoped to be fluid and responsive to the needs of the organisation and CEO.

Qualifications and Experience

Essential

- At least seven years professional experience, with at least three years relevant experience in a similar strategy, leadership, change and/or planning role
- Experience building and leading diverse teams and delivering against goals
- Experience of leading an organisation (or a significant part of an organisation) through a strategic planning process or a large-scale change initiative
- Experience of managing a significant project through the full project life cycle

Desirable

- Experience in a not-for-profit organisation or management consultancy
- Experience of the education sector
- Experience in a similar chief of staff role, reporting to a CEO, or leadership role
- Experience of organisational performance management
- Experience of social policy
- Project, change or business improvement qualification (eg, Prince2, PMP, MSP, Lean6Sigma etc)

Skills, Attributes and Knowledge

Essential

- **Strong leadership orientation** and a **flexible self-starter** who thrives on challenges and who is a strong fit for Teach For Australia's vision and core values
- Outstanding **communication skills**, specifically in reflective listening and in written and oral communications which are concise and can influence others
- Ability to **think laterally** and **creatively solve problems**
- Strong ability to **translate conceptual information into operational plans**
- A **continuous improvement mindset** and the **appetite to learn and develop**
- Outstanding **judgement**, weighing up risks and opportunities with all available data while not ignoring your instinct
- High levels of **discretion** and ability to handle sensitive information (commercial or otherwise)
- Competence and comfort in navigating **ambiguity**, with an orientation to **provide clarity and structure**
- Strong **commercial acumen** and understanding of not-for-profit business and operating models
- Strong **outcome orientation**, notably the ability to independently set and deliver quality outcomes
- Demonstrated **strategic planning and problem-solving** skills, able to ask the right questions, diagnose and analyse problems and opportunities, create appropriate strategies, and effectively deliver against strategy
- Strong **influencing and networking** aptitude, naturally builds connections and relationships, and harnesses relevant insights from a range of sources
- **Change and programme management skills**, and the ability to direct and influence senior colleagues to achieve organisational goals
- **Ability to multitask** and balance the priorities of multiple stakeholders / initiatives / deliverables
- **Emotionally intelligent**, able to work effectively and collaboratively with diverse individuals and teams, and establish productive ways of working that enable shared goals to be set and met
- **Hungry** to achieve and exceed goals
- **Humble** and willing to reflect, seek feedback, and improve
- **Curious** and constantly learning and applying new knowledge
- Driven by a sense of **possibility** and **urgency**
- Pays attention to **detail**, but maintains **the bigger picture**

Desirable

- Understanding of the 'Teach For' model, participant experience and stakeholder landscape
- Understanding of the issues and policies effecting educational inequality and best practice in addressing educational inequality
- Understanding of Australian policy and its effects on Teach For Australia

Key Accountabilities

Organisational strategy

- You work closely with the CEO, Executive Leadership Team and other organisational leaders to **ensure accountability for the direction and implementation of the 2023 Strategy** and help **determine priority initiatives**
- You provide **first level advisory and practical support to the CEO**, particularly in instances where opportunities or issues have no natural functional responsibility or are further from the core (i.e. "Second Horizon" bets)
- You **support the CEO to maintain appropriate balance of internal and external matters**
- You provide **ad-hoc strategic advice** to the Executive Leadership Team, Heads of Function and State and Territory Managers, as necessary

Ways of Working

- You **identify and champion key ways of working changes** to enable successful delivery of the 2023 Strategy and work with relevant members of the Executive Leadership Team to operationalise

- You **help coordination among different teams** by identifying where teams are working on similar or complementary issues and could work together more effectively (e.g. supporting information flows, thought partner on workplans, engagement styles etc.)
- You **provide and receive consistent two-way feedback** with the CEO and members of the Executive Leadership Team where appropriate

Strategic Projects and Change Management

- You **lead significant strategic projects** as agreed with the CEO, delivering all aspects of the project cycle (scope, planning, delivery, change management)
- Provide **support and guidance to workstream leads** across priority initiatives
- You **support management of relationships with strategic advisors/consultants** as necessary

Executive management

- You support the CEO and EA to **set up the practices, cadence and content of executive time**, ensuring relevance to the strategy, external environment and internal issues/opportunities; you will **actively champion against unnecessary escalation** to the Executive Leadership Team and encourage problem solving at lower layers of the organisation
- You work closely with the CEO and CFO (as company secretary) to ensure **strong coherence between executive rhythm and Board agenda items**
- You provide support to strategic planning of CEO calendar and meeting preparation

External Landscape

- You work closely with the relevant internal stakeholders, **pro-actively scan the external landscape** (national and global) and ensure TFA strategy is informed by edu-sector developments, evidence and best practice

Our Values

Empowering Greatness

We see great possibilities and strive to bring them to life. We seek to lead by example and are agents for change in ourselves, in students and in our society. We create empowering learning environments that enable others to excel.

Collaboration

We strive to build effective, professional relationships within and across sectors. We have a collaborative mindset that opens us to the opportunities and expertise available through partnerships. We work together - within the organisation, with Associates and with partners, to achieve the individual and systemic changes we seek.

Innovation

We bring energy and creativity to everything we do. We are excited by new ideas and look for new ways to do things that will bring us closer to achieving our goals. We embrace the opportunity to operate outside our comfort zone as a chance to grow and innovate.

Outcome Driven

We are inspired by ambitious goals and pursue them with determination. We use fact-based data to think critically about problems and solutions. We take personal responsibility for delivering meaningful, measurable impact within timeframes that are challenging and motivating.

Humility and Learning

We respect and seek to learn from the communities we serve and the people with whom we work. We recognise the limits of our own experience, ask questions and seek diverse perspectives to inform our views. We work with curiosity and resourcefulness, engage in honest self-reflection and look for ways to continuously improve.

Resilience

We are resilient when faced with obstacles and undaunted by the scale of the change we seek. We rise to the challenge and never forget why we do what we do.