



Supporting women.  
Defeating poverty.



# Candidate Information Pack

Director, Strategy and  
Enabling Services





*We seek a world of hope, inclusion and social justice, where poverty has been overcome and all people live with dignity and security.*

– CARE Australia Vision –



## About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the Australian public to carry out our work.

CARE Australia is a member of the CARE International Confederation. We strive for a world of hope, inclusion and social justice, where poverty has been overcome and people live in dignity and security.

For over 30 years, CARE Australia has earned an international reputation for our ability to not only respond to the symptoms of poverty, inequality and injustice, but seek to address the root cause issues.

We are also renowned for our innovative, sustainable and effective long-term work, our commitment to being locally led, globally connected and our ability and willingness to adapt and change to ensure we are maximising impact.

CARE Australia operates with a high degree of accountability and transparency and is committed to protecting the rights of children and broader safeguarding across all aspects of work. We are an organisation committed to diversity, equity and inclusion, with gender equality at the heart of everything we do.

Following a recent change of leadership, CARE has embarked on a new pathway that is repositioning it for many of the emerging challenges and opportunities impacting the most vulnerable in Asia Pacific and beyond. This has meant, building on many decades of success, ensuring CARE has a strong future focus and appetite (and resourcing) for entrepreneurship, enterprise and innovation across all aspects of our work. We are also currently in the process of changing our operating model and playing a lead role in pushing for reform in the aid sector and the roles that international organisations need to play to complement the efforts of local communities. It means a retained focus on maximising impact, but a stronger commitment to embracing new forms of partnership, investments and technology.



## About the Department & the Role

Bringing values driven, commercial and entrepreneurial acumen, the Director, Strategy and Enabling Services will lead the Enabling Services Department (Finance, HR, IT, Risk and Country Office support) supporting CARE Australia's broader operations and strategic ambition. The role will provide strategic oversight and monitoring to key organisational functions, including strategy, planning, risk management and compliance, and cultural and operational transformation. Working with a future focused Executive Team, this role is responsible for the alignment of resources and strategy across the organisation and the ongoing evolution of a sustainable, innovative, relevant and fit-for-purpose operating model.

The role will lead on ensuring strong support to strategic investment opportunities, agile financial stewardship (Beyond Budgeting) for the whole organisation, and ensuring contemporary, streamlined approaches to managing core corporate functions that support the pursuit of our mission. The role also oversees corporate support to geographically dispersed country offices (noting the nature of this is evolving as we pursue more locally led impact). The role engages and contributes to the broader CARE International Confederation in relevant areas and on global change initiatives.

The Director works closely with the Board of Directors, and acts as Company Secretary to oversee the organisation's legislative compliance.

As a part of the Executive Team, the Director leads initiatives to cultivate a culture focused on impact and accountability. The Executive Team role models our values and principles, and exemplifies our commitment to child protection and safeguarding, being anti-racist and supporting genuine localization.

### Position details

Department: Enabling Services

Location: Melbourne or Canberra

Reports to: Chief Executive Officer

Position Type: Full time, Fixed Term

Suitable for Job Share: No

# Key Responsibilities

- Oversee, review and develop core enabling services functions (Information Technology; Human Resources; Finance; Risk and Compliance; Business Support and Governance) which optimise engagement, ensures departmental integration, avoids waste and duplication and supports organisational impact.
- In collaboration with the CEO, drive the development, monitoring, reporting, implementation and evaluation of CARE's Strategic and Operational Plans.
- Contribute to the leadership of CARE as a key member of the Executive Team, ensuring that the overall organisational structure and operations are appropriate to achieve the organisation's strategic goals and desired impact.
- With Executive Team colleagues, inspire others through role modelling values, a commitment to continuous improvement and through supporting and enhancing cross departmental work and shared internal accountability.
- Fulfil the functions of CARE's Company Secretary and ensure CARE Australia's compliance with relevant statutory and legal obligations, professional ethical standards and codes of conduct.
- Manage and oversee Country Office operations and provide enabling services support to Country Office operations in the areas of: Finance and Procurement; Administration and Logistics; HR and Leadership; international finance and contract oversight; and Safety and Security.
- Support the development, implementation and monitoring of organisation-wide policy, with a strong focus on exceeding all relevant accreditation standards.
- Contribute to relevant global CARE Confederation working groups to both enhance collective impact and relevance and also leverage the resources and tools that are available and relevant.
- Occasional executive lead on special time bound or organisation wide initiatives as necessary (e.g. RAP, Diversity and Inclusion planning, Green Team etc.)



# Key Responsibilities (cont.)

## People, Culture and HR Responsibilities

- Reporting through the People Committee, oversee a strengthening of the People and Culture function that supports an aligned, strong, supportive and inclusive culture. Oversee the development of a People Strategy and initiatives to support a hybrid working culture.



## Financial and Risk Responsibilities

- Reporting through the Finance and Risk Committee, oversee financial planning to support a sustainable organisation for the future, including setting and monitoring of integrated annual and multiyear budgets to meet the organisation's operating needs, and to oversee the necessary investment and long-term financial planning for the organisation.
- Take forward the principles of 'Beyond Budgeting' to ensure a more agile approach to financial stewardship and robust forecasting in support of enhanced performance and 'real time' decision making.
- Provide sophisticated modelling and advice on matters such as long-term financial sustainability, investment strategies, business operating models, sources of funding including emerging market based approaches and impact ventures.
- Oversee an investment and asset management strategy to ensure CARE achieves an optimal return on investment.
- Ensure that the Board, Chief Executive and Executive Team have the finance and risk management information needed to inform their strategic decision making.
- With the Senior Manager, Risk and Compliance, operationalise and embed dynamic risk management across CARE's operations.



## IT Responsibilities

- Alongside the IT Manager, develop and deliver a technology services plan/strategy to build digital capability, system improvements and automation in line with the operational and strategic direction and needs of the organisation and its pursuit of greater efficiency and productivity.



# Selection Criteria/personal attributes



- Strong leadership capability and people management skills with demonstrated experience in managing, inspiring and empowering multidisciplinary teams in changing environments.
- Proven senior executive experience in complex operating environments with experience of developing and implementing innovative business and financial processes.
- Demonstrated experience in managing fiscal performance, displaying astute commercial acumen and entrepreneurship.
- Strong background and experience developing and implementing organisational change approaches and practices including workplace culture change and Organisational Development processes.
- Strong knowledge of Information Technology applications and emerging technology.
- Demonstrated experience supporting and promoting gender, diversity and inclusion issues.
- Good understanding of the issues facing the Aid / Development /Humanitarian Sector both domestically and internationally/ desirable experience of working internationally.
- Possessing a sound understanding of relevant policy context and relevant government policies, Australian Employment Law, company legislation, ACNC regulations, corporate governance and the like.
- Capacity to articulate CARE Australia's vision and mission and represent the organisation publicly.
- Relevant qualifications such as postgraduate in business management, finance or related field.
- Dynamic problem solver with collaborative leadership style and receptiveness to new ideas.
- Ability to demonstrate sensitivity to cultural differences and gender issues and commitment to equal opportunities.
- Commitment to CARE's philosophy, principles and objectives.

# Application Instructions

To apply, go to [fisherleadership.com](https://fisherleadership.com) and click on 'APPLY ONLINE' using reference **CAUdse0821**, and address your cover letter and resume to Kate Wheeler of Fisher Leadership.

Your application should include:

1. A brief covering letter clearly quoting CAUdse0821 and including reference to the Selection Criteria/personal attributes, providing examples of demonstrated experience and capabilities.
2. A complete current resume; stating responsibilities and achievements against each role you have held.

*Please ensure that you receive an email acknowledgement confirming receipt of your application.*

The closing date for applications is Monday, 20th September 2021.





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