



Director of Operations

**Position
Description**

About the Director of Operations role

Role Summary

The Director of Operations is a senior member of Equality Institute’s (EQI) Leadership Team, responsible for leading the organisation’s critical functions with accountability and oversight of HR, operations, finance and business services to ensure EQI’s internal foundations are strong, inclusive, and effective.

This role ensures the right systems, structures, and practices are in place so teams can work efficiently, collaborate effectively, and deliver on EQI’s strategic goals. It provides leadership and strategic guidance across people, operations, finance and risk management, embedding EQI’s values and intersectional feminist principles in everything the organisation does to ensure organisational sustainability through exceptional management, developing and strengthening the organisational capability.

The Director of Operations will partner closely with the Co-CEO and Leadership Team to translate strategic intent into operational reality, ensuring EQI’s people, processes, and priorities work seamlessly to advance gender equality and support the end of violence against women and girls.

Specifics

Reports to	Co-Chief Executive Officer
Team	Operations
Location	Collingwood, Naarm (Melbourne) - with hybrid conditions
FTE	Full time (1.0) permanent position, with flexible working arrangements available
Direct reports	3

Role Responsibilities

Strategic Leadership & Organisational Direction (~25%)

- Lead the execution of EQI's operational, HR, and support strategies, ensuring alignment with organisational mission, values, and strategic priorities.
- Set and support implementation of organisational operational priorities, performance indicators, and measurable outcomes, ensuring accountability and visibility across all teams.
- Drive organisational efficiency and effectiveness by designing scalable systems, optimising cross-functional workflows, and promoting transparency and collaboration.
- Act as the executive lead supporting the Co-CEOs on financial strategy, budget oversight, and resource allocation, providing high-level analysis and recommendations.
- Anticipate organisational risks & opportunities, proactively implementing strategies to address them.

Operations & Systems (~25%)

- Own organisational systems and operational workflows, ensuring they are efficient, scalable, integrated, and user-friendly.
- Oversee the operational team, providing strategic direction, monitoring performance, and driving process improvements.
- Maintain oversight of physical and virtual workspaces, ensuring functionality, safety, and alignment with organisational values.
- Oversee strategic partnerships with external service providers to ensure operational efficiency, compliance, and alignment with organisational priorities.

Finance (~10%)

- Act as the executive lead partnership with the Co-CEOs, overseeing budget planning, resource allocation, and financial reporting for stakeholders.
- Support budget development for new grants or projects
- Ensure financial processes and systems are robust, transparent, and aligned with organisational strategy.
- Provide senior-level analysis & recommendations to inform strategic and operational decision-making.

People and Processes (~10%)

- Lead and operationalise strategies, including workforce planning, recruitment, performance management, and organisational culture initiatives.
- Ensure HR policies, practices, and processes uphold EQI's values, intersectional feminist principles, and legal compliance.
- Build leadership and operational capability across managers to strengthen decision-making and drive organisational effectiveness
- Foster a culture of collaboration, inclusion, and continuous learning across all people functions.

Compliance, Risk & Governance (~20%)

- Own organisational compliance, risk management, and governance frameworks across operations, HR, and supporting finance.
- Ensure adherence to legal, regulatory, and funding requirements, and maintain all relevant registers, policies, and internal controls.
- Lead internal audits, policy reviews, and reporting cycles to maintain transparency and accountability.
- Integrate EQI's values and intersectional feminist lens into compliance, risk, and governance practices.

Leadership (~10%)

- Lead, mentor, and coach direct reports to build organisational capability and resilience.
- Establish clear goals, priorities, and performance expectations across the operations function.
- Foster a culture of inclusion, curiosity, courage, and joy, ensuring EQI's values are embedded in leadership practices, decision-making, and team culture.
- Identify skill gaps, succession risks, and professional development opportunities to strengthen organisational leadership capacity.

Key Capabilities

- Promote Diversity, Equity, Inclusion & Belonging
 - Ensure diverse perspectives drive decision-making and planning, embracing 'nothing about us without us' to ensure comprehensive representation
- Communicate with Impact
 - Explains complex concepts and structures arguments to individuals and groups using the most appropriate and accessible language for the audience.
- Personal Leadership and Accountability
 - Effectively influences others and negotiates solutions that align with EQI's strategic interests and values.
- Live our Values
 - Embeds the value of 'be courageous' by saying no, initiating critical conversations and sitting with discomfort to serve greater organisational purpose.
- Manage Projects
 - Demonstrates team leadership, defining day-to-day direction, delegates project roles, and tasks, decision-making responsibilities, and builds shared ownership.
- Strive for Excellence
 - Collaboratively develops strategic plans and initiatives, defining clear outcomes and driving results-oriented actions
- Think Strategically
 - Anticipates strategic risks, addresses them quickly, and helps others to recognise them
 - Leads strategic initiatives to optimise operational processes, contributing significantly to the achievement of organisational goals, organisational sustainability and social impact.

Who we are

The Equality Institute (EQI) is a global feminist agency working to end violence against women and girls. We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and are committed to having diversity reflected in our workplace.

Our values are active.

We

- Strive for Equality
- Stay Curious
- Be Courageous
- Find the Joy

These values are not merely slogans but are imbedded into the structure of our organisation, and manifest in the approach we take, work we do, and systems we build.

We approach everything with an intersectional feminist lens. While violence affects women and girls across the world, different layers of people's identities - such as their socio-economic status, indigeneity, ethnicity, ability, sexual orientation, gender identity, HIV status, minority status, age, and so on - impact the ways in which they are discriminated against and the types of violence perpetrated against them. Thus, our work aims to address not just gender inequality but all forms of inequality and systems of oppression in an interconnected way.

We ask questions instead of making assumptions and take an evidence-based approach to create effective change. We recognise vulnerability as a strength and dare to be different. We actively find the joy and share it, and we create systems that enable and support self and collective care.

These are just some of the ways in which our values manifest in the work we do.

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