

POSITION DESCRIPTION: Operations and Compliance Manager

ABOUT THE ORGANISATION:

Rare Voices Australia (RVA) is Australia's national non-profit peak body, representing people who live with a rare disease. RVA is dedicated to working with all key stakeholders to drive the best outcomes for Australians living with a rare disease.

- We provide a strong unified voice to advocate for rare disease policy reform, as this is essential to improving the lives of the estimated two million Australians living with a rare disease.
- We progress the collaborative implementation of the National Strategic Action Plan for Rare Diseases (the Action Plan). RVA led the collaborative development of the Action Plan, which was launched in February 2020 by the Australian Government with strong bipartisan support. Developed 'by the rare disease sector, for the rare disease sector,' the Action Plan is the first nationally coordinated effort to address rare diseases in Australia.
- We provide leadership and advocacy, raise awareness of issues and influence policy by engaging with all key stakeholders in the rare disease sector and facilitating collaboration.
- Our collaborative approach to working with our RVA Partners and stakeholders ensures our actions are well considered and well targeted, sustainable and geared towards achieving a high collective impact.
- Our national team is small, collaborative and strategic. We are innovative thinkers who are nimble and proactive. We are comfortable working remotely as our team members are located across Australia. We all pitch in when needed, and act with the highest level of integrity and respect for our RVA Partners and stakeholders. We thrive on achieving progress on the big issues for people living with a rare disease.

Position Title	Operations and Compliance Manager
Salary	\$90,000 per annum FTE, based on a 38-hour week, pro rata, plus super
Benefits	Not for Profit Salary Packaging Benefits which reduces your taxable income
Work location	Flexible. Current staff work from home offices. The successful applicant may be based in a city or major regional centre.
Hours	Part time position 15 hours/week – we are willing to negotiate hours with the right applicant. Flexible office hours, with occasional overtime work required. Some interstate travel will be required.

RESPONSIBILITIES

- Play a key role in identifying and facilitating the necessary operational compliance and systems for the organisation.
- In consultation with the Chief Executive Officer (CEO) develop a strategy for operational compliance and systems.
- Consult and engage with RVA staff to support operational compliance administration for all RVA contracts.
- Assist the CEO to develop and maintain operational plans for the continued growth of the organisation.
- Play a role in facilitating the collaborative implementation of the Action Plan.
- Work with RVA staff to contribute to the full range of RVA's work which includes advocacy and policy, education, research, communications and RVA events (e.g. the National Rare Disease Summit and Parliamentary Events).

- Contribute to a positive and effective team focused on the best outcomes for Australians living with a rare disease. This includes participating in weekly team meetings.

KEY SELECTION CRITERIA

- Proven experience in a similar role.
- Appropriate qualifications suited to this role and experience working in the non-profit sector.
- Commitment to improving the lives of Australians living with a rare disease.
- Experience in CRM systems.
- Exceptional communication and people skills.
- Collaborative and inclusive approach to working with others. Ability to engage effectively in teamwork.
- Organised, detailed and able to manage priorities to deliver outcomes. The ability to multi-task and work to timelines.
- Demonstrated ability to work effectively remotely and with appropriate levels of autonomy, transparency and accountability.
- Fits the culture and values of the organisation: respect and care for others, supporting people to succeed, recognising and valuing different strengths and capabilities of team members, collaboration and co-operation, and a person-centred approach in decision making.

DESIRABLE CRITERIA

1. Experience in strategic planning
2. Experience in organisational growth
3. Experience in governance
4. Experience in financial reporting
5. Understanding of the rare disease sector

OTHER RELEVANT INFORMATION:

- The appointee will be subject to a probation period of six months.
- The position may be subject to a National Police Records Check.
- Applications must be an Australian Citizen, permanent resident or hold a valid work permit or visa.
- RVA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

For details concerning this role, please contact:

Chief Executive Officer: Nicole Millis
Phone: 0459 021 204
Email: nicole.millis@rarevoices.org.au

APPLY FOR THIS JOB

Forward your application addressing the Selection Criteria, as well as a copy of your CV to Nicole Millis by **4 October 2021, 5.00pm AEDT**.