

Position Description

| | |
|-----------------------|--|
| Position Title | Operations Manager |
| Location | Melbourne. Flexible hybrid work environment – combined office (located in North Melbourne) and remote operations |
| Commitment | Full time |
| Reports to | Executive Director |

The Organisation

Food Frontier is the independent think tank on alternative proteins in Australia and New Zealand. We're a not-for-profit organisation committed to growing our region's protein supply with new, sustainable and nutritious protein options that create value for businesses, farmers and consumers.

Since 2017, Food Frontier's research, events and engagements have helped decision-makers—from across start-ups, VCs, grocery giants, farming bodies, governments and beyond—to understand the emergence and unlock the benefits of plant-based meat, precision fermentation and cultivated meat.

As global demand for protein continues to rise, the impacts of industrially farmed and fished animal protein have become ever more clear. World-leading environmental, health and economic authorities are stressing the need for a far more diverse protein supply to feed populations safely and sustainably. Food Frontier's work is informed by these reports and recommendations.

Our Values

- Intrepid
- Curious
- Impactful
- Pragmatic
- Collaborative
- Independent

Food Frontier is in the process of evolving our Values - definitions will be added in mid-Jan.

The Position

As Operations Manager, you will be accountable for the systems, compliance and process improvements necessary to enable the effective and efficient delivery of work across the organisation.

You will work closely with the Executive Director to empower a small expert team - including one direct report (Administration Officer), a third-party CFO, members of the board who comprise the Governance, Risk and Finance Committee, interdependent colleagues and other contracted service providers.

You will lead the critical organisational pillars of finance, risk, governance and compliance, including reporting. This is a critical and senior position within our agile, growing and impact-driven organisation.

Role Requirements

You are:

An empowering manager who relishes operational excellence – you are a highly organised, experienced operational and governance professional with advanced project management abilities. You relish enabling delivery of key projects and ensuring the maintenance, and continuous improvement, of key operational pillars (financial, governance, risk and compliance) as you know these pillars form the foundations of organisational excellence. Having worked in small teams, you are a planner with entrepreneurial instincts. You are fastidious about establishing, implementing and reviewing internal controls and have the ability to switch between a macro- and micro- view of scenarios. You derive significant personal satisfaction from enabling a positive work culture through operational excellence.

A team player - You have the ability to influence and build rapport with colleagues and contractors, developing and maintaining strong, positive relationships. You naturally balance being risk-conscious and having a continuous improvement mindset with an empathetic instinct for the well-being of team members and the system as a whole - your goal is to ensure the system flourishes, but does not break, due to converging demands. Excellence is important to you but not at the expense of your team and colleagues. Your high emotional intelligence and strong interpersonal skills will be critical for navigating through sometimes complex challenges to land deliverables in full, on time and with a sense of team spirit.

A reporting guru: able to produce clear, persuasive and succinct written reports, utilising data visualisation, as well as speaking with presence and influence.

And you feel strongly aligned to the purpose and values of Food Frontier.

Essential skills and experience:

- Track record of operational excellence with exceptional attention to detail including timelines and contingent deliverables
- Experience in one or more of the following disciplines: finance, governance, risk, compliance, monitoring/evaluation
- Strong capacity to develop and implement operational plans across finance, governance, risk and compliance
- Track record in delivering projects with clear, measurable outcomes
- Experience in program/project, financial (eg. Excel, Xero) and systems management
- Experience in enterprise systems/digital transformation and continuous improvement
- Experience in leadership and people management, especially empowering teams to deliver operational outcomes

Desirable:

- Tertiary qualified in business, management, law, finance or related discipline
- Grant management and reporting experience

- Subject matter knowledge in food, agriculture, economics or emerging technologies
- Experience working in growing, small/medium (>15 FTE) organisations, especially not-for-profits or social enterprises

Role Responsibilities

Planning and Delivery

- Implement Food Frontier’s Operational Plan including empowering the team to deliver an enterprise digital transition

Governance, Risk, Finance and Reporting

- Accountable for risk and compliance monitoring and reporting (including carriage of and deep familiarity with our Risk Framework)
- Manage and deliver financials including budgeting (working with a third party CFO and the treasurer), working with external auditors and lead financial reporting to the board
- Accountable for governance and reporting obligations, including development of management, GRFC, board and donor reports

People and Project Management

- Manage systems across HR, finance, risk, digital and project management, and empower team members and other stakeholders to execute relevant projects
- Oversee the installation, development and maintenance of agreed digital platforms and measurement tools to improve efficiencies and effectiveness
- Oversee the development and delivery of Food Frontier’s projects and engagements in an efficient and timely manner
- Manage direct reports and contracted service providers; and lead/influence collegiate interdependencies

Organisational Relationships

This role works collaboratively across the Food Frontier team:

- **Executive Director** – reports to and works closely with this role which has overall accountability for operational and financial delivery as well as governance, compliance and risk
- **Administration Officer** – direct report - administrative efficiency/effectiveness
- **Governance, Risk and Finance Committee of the Board** - reports to and works closely with this committee which has overall accountability on behalf of the board for all governance, risk, compliance and finance matters
- **Internal department and project leads** - work collaboratively with senior management and other team members to deliver the operational requirements of major publications, events and other projects
- **Contractors** - eg. Finance, HR, salary sacrifice are managed by this position

Other stakeholders as determined by the Executive Director in the delivery of excellence for Food Frontier.