

JOB DESCRIPTION

DEPUTY EXECUTIVE DIRECTOR: OPERATIONS

CONTRACT TYPE: PERMANENT
REPORTS TO: EXECUTIVE DIRECTOR
DIRECT REPORTS: HEAD: PEOPLE, HEAD: FINANCE, LEAD: SAFEGUARDING, HEAD: INTERNAL AUDIT AND GOVERNANCE
TRAVEL REQUIRED: OCCASIONAL

ARE YOU WHO WE'RE LOOKING FOR?

You are an inspirational and dynamic values-based leader who engages with and empowers others, igniting genuine enthusiasm and passion in them. You have experience of working on contexts characterised by high levels of change and you have a track record of successfully leading organisations through periods of significant change. You have a track record of fostering a high-performance culture that infuses organisational and individual behaviours, strengthens accountabilities and provides opportunities for colleagues at all levels to flourish. You have an understanding of the work and identity of Frontline AIDS, its focus on partnership, the marginalised communities that we serve and a strong lived commitment to feminist and anti-racist practice. You understand the challenges and opportunities of working for an organisation that is globally dispersed and predominantly remote and virtual.

KEY RESPONSIBILITIES

1. RESPONSIBILITY AS A MEMBER OF THE FRONTLINE AIDS SENIOR LEADERSHIP TEAM

As a member of the organisational Senior Leadership Team, the Deputy Executive Director will be responsible for contributing to the following team roles and responsibilities:

- Working with the Senior Leadership Team to implement our core strategy and its continuing development, ensuring it drives organisational performance and is measured and evaluated effectively.
- Playing a key executive role to exercise decisive, accountable leadership that delivers on organisational priorities in ways that are consistent with our anti-racist, feminist and decolonised values
- Lead on the development of a holistic and coordinated annual planning and budgeting process and the systematic measurement of KPI's in service of organisational strategy.
- Lead on the development of a Leadership Forum that brings together SLT with wider organisational leadership to work together on issues of ongoing strategic importances to Frontline AIDS.
- Lead on shaping an organisational culture to ensure that leaders and staff are consistently and accountably modelling the behaviours that are demonstrably in fulfilment of our anti-racist, feminist and decolonised values.
- Developing and maintaining good working relationships with the Board and its Committees, particularly the Finance and Audit Committee and the People and Reward Committee to support them to fulfil their governance responsibilities in meeting statutory and regulatory obligations.
- Deputising for and sharing leadership responsibilities with the Executive Director for the internal running of the organisation and on occasion to represent the organisation externally.

2. OPERATIONS LEADERSHIP

- Bring together capacities across Finance, People and OD, IT, Risk, Safeguarding, and administration to create a cohesive Operations team that leads on driving operational effectiveness across the organisation
- Line manages the Heads of Finance and People, the leads of risk and safeguarding, the outsourced IT function and administration to create a well-integrated Operations leadership group.
- Ensuring that the plans and priorities of Operations shape and align with Frontline AIDS strategic objectives.
- Overseeing the development of Frontline AIDS' finance and people systems and the improvement of business policy, processes and systems to drive efficiencies; liaising with key stakeholders and supporting delivery of strategic aims.
- Assuming direct responsibility for all operational functions, making sure that up-to-date policies and standard operating procedures (SOPs) are in place that position the organisation for efficient delivery of all operations.
- Providing inspirational leadership based on the organisation's values and commitment to inter-sectional anti-racism to staff and contractors, ensuring that Operations deliver effective support to Frontline AIDS.
- Working closely with the Head of Internal Audit and Governance, to provide adequate assurance to Directors and Trustees regarding the effective functioning of global financial systems, programme implementation, IT and HR.
- Supporting Frontline AIDS partners, ensuring that operations engage in a collegial way that is facilitative of the partnership, including offering direct technical support to Frontline AIDS partners as required.

3. ORGANISATIONAL CHANGE MANAGEMENT

- Lead on the evolution of the organisation into one that is globally co-located with leadership and other capacities dispersed between its UK and South Africa based hubs
- Ensure that structures, systems, behaviours and practices are in place across the organisation to ensure an empowered Frontline AIDS Southern African presence consistent with our values
- Lead on the transformation of the organisation into a predominantly but not exclusively virtually connected and which is highly digitally proficient
- Play a leadership role in developing an organisational culture that is rooted in our commitment to feminism and anti-racism
- Create a workplace that fosters high performance while championing well-being and appropriate work-life balance

4. SOUTHERN PRESENCE

- Lead on the strengthening of the organisation's presence in global south as a hub for the co-located global organisation.
- Ensure the ongoing development of appropriate structures, systems and practices are in place to deliver the organisation's new Africa Change Plan.
- Take lead responsibility for developing and convening staff and building a sense of collective identity for colleagues based in the organisation's global southern hub.
- Lead on the roll out of leadership strengthening to ensure it is embedded appropriately at all levels and across all teams

5. FINANCIAL LEADERSHIP

- Ensure global finance is integrated into organisational strategy, developing financially sustainable plans and ensuring they are aligned with Frontline AIDS strategic objectives.
- Ensure corporate and financial risk is managed through the implementation of policy, good practice and appropriate financial controls.

- Overseeing the production analysis of regular, timely and reliable financial management for the leadership team, donors, and the Board.
- Providing oversight of the financial performance and position of Frontline AIDS in relation to future priorities, opportunities, and requirements.

6. PEOPLE AND CULTURE

- Providing leadership, direction, management support and development of the People team and take responsibility for a robust management culture in line with values.
- Oversee the integration of people and culture focus into organisational strategy that encourages a high-performing and engaged workforce across Frontline AIDS globally.
- Ensure a focus on people and places, that staff working from all locations have the appropriate infrastructure and engagement required to deliver the strategic aims of Frontline AIDS.
- Ensure that the people and culture strategy, plans, all policies and SOPs, are grounded in anti-racist and feminist principles that respect diversity and advance equality.
- Oversee an appropriate and effective supporting control environment to align with our values and meet legal and regulatory requirements.

7. INFORMATION TECHNOLOGY AND DIGITAL SYSTEMS

- Develop a roadmap for enhancing the Frontline AIDS digital infrastructure and ensure delivery of effective systems.
- Lead and manage the IT function, including developing IT strategies and plans, and monitoring the implementation of these plans to deliver modern IT services to support the needs of the organisation.
- Understand IT, cyber-security, and data protection risks and ensure appropriate policies and controls are in place to manage these risks.

8. RISK AND SAFEGUARDING

- Strategic Risk Management Oversight: Provide guidance and oversight over the establishment and maintenance of a risk management and internal control framework that identifies, assesses and mitigates strategic and operational risks for the organisation.
- Safeguarding policy implementation: oversee the implementation and monitoring of the safeguarding plan
- Incident Response and Business Continuity: oversee incident response and support business continuity planning.
- Safeguarding reporting and incident management: ensure the establishment of confidential and effective channels for reporting safeguarding concerns, ensuring that every incident is recorded, investigated, and managed with respect to the organization's ethical and legal commitments.
- Ensure regular liaison with the safeguarding lead on the Board.

9. DEVELOPING THE FRONTLINE AIDS CULTURE

Frontline AIDS cultural philosophy is that Action Makes the Difference. The attitudes and approach we take at work are guided by our organisational values - Freethinker, Inspired by Difference and Firestarter - and their associated behaviours. Knowing what is expected of us every day will help Frontline AIDS to be a great place to work.

Strong commitment to the approach of Frontline AIDS to equality of opportunity, the safeguarding of children and vulnerable adults, and to supporting a workforce that reflects our globally diverse movement, and ensures our work is

enhanced by a range of ideas on the issues and challenges we work on, including building an anti-racist culture within the organization.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
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| SKILLS, EXPERIENCE AND KNOWLEDGE | <p>Strong strategic leadership skills with a proven track record of successfully directing, leading, and motivating multifunctional operational teams in a complex, culturally diverse international organisation.</p> <p>Extensive experience in organisational change and general management processes.</p> <p>Strategic thinking, planning and analysis skills, with the ability to set appropriate objectives and key results. KPIs and establish the mechanisms for monitoring and reporting across disparate functions and teams (and partner organisations).</p> <p>Experience of having worked effectively as part of a senior leadership team and with a track record of having worked with Boards and Board committees</p> <p>A record of achievement in senior financial and people management roles.</p> <p>A relevant degree level qualification, an accountancy qualification is desirable but not essential.</p> <p>Experience in developing inclusive, holistic and robust planning processes including budget management, reporting, financial forecasting and analysis.</p> <p>Good understanding of modern financial systems and IT structures, use and risk.</p> <p>Exceptional people leadership skills with a sound understanding of HR policies and practices in an international, diverse, multicultural and inclusive organisation.</p> <p>Understanding of programme operating environments, requirements, and risks.</p> <p>Excellent interpersonal and relationship-building skills, with the ability to empathise, influence and</p> | <p>Good knowledge of HIV prevention and treatment issues</p> |

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| | <p>negotiate with a diverse range of stakeholders and to a high level.</p> <p>Experience of working for an international organisation is essential, with previous experience of the international development sector being desirable</p> <p>Experience of having worked and/or employment practices in Southern Africa.</p> <p>Fluency in English including excellent written, oral and presentation skills.</p> <p>Working knowledge of French or Spanish is desirable but not essential.</p> | |
| <p>KEY ATTRIBUTES, VALUES AND PERSONAL QUALITIES</p> | <p>A thorough and demonstrable commitment to Frontline AIDS mission and values and an understanding of the workings of the Frontline AIDS Partnership.</p> <p>Strong commitment to the approach of Frontline AIDS in respect of equality of opportunity, anti-racist practice, safeguarding and supporting a workforce that reflects our globally diverse work and the marginalised communities we serve</p> <p>An approach to leadership that inspires and motivates others; experience in building collaborative and cohesive teams and a demonstrable commitment to promoting empowering forms of accountability.</p> <p>A track record of delivery in a context of challenging organisational change</p> <p>A demonstrable commitment to, and deep experience in, the meaningful engagement of marginalised communities and partners.</p> <p>Sets a good example for others, shows consistency in words and actions, learns from personal and organisational experience, strives for self-improvement, earns the trust and respect of management, colleagues and partner organisations, and treats others with respect</p> | |