

# Position Description

## Operations Manager, Foundation

<b>Classification:</b>	EX05
<b>Business unit/department:</b>	Austin Health Foundation
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Foundation Director
<b>Direct reports:</b>	1
<b>Financial management:</b>	Budget: TBA
<b>Date:</b>	March 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Foundation Operations Manager is a member of the Austin Health Foundation leadership team and plays a critical role in enabling sustainable fundraising growth, strong governance and demonstrable impact of philanthropic investment across Austin Health.

Reporting to the Director of the Austin Health Foundation, the Operations Manager is responsible for:

- Working with clinical, research and operational leaders across Austin Health to support the development and approval process for initiatives requiring Foundation support
- Overseeing the allocation, tracking and reporting of philanthropic funds to ensure alignment with donor intent, organisational priorities and governance requirements
- Project managing key capacity-building initiatives within the Foundation, including data, systems, process improvement and cross-functional projects

- Support the Foundation Director and the Foundation leadership team with financial management, forecasting and performance reporting, in collaboration with the Finance business partner.

This role acts as a key interface between the Foundation, Finance, and the broader organisation, ensuring philanthropic funds and hospital resources are stewarded with integrity, transparency and impact.

## About the Directorate/Division/Department

The Austin Health Foundation is the fundraising department of Austin Health, supporting fundraising and philanthropic giving to enhance patient care, research, education and innovation. The Foundation manages philanthropic and volunteer development across Austin Health including Austin Hospital, the Olivia Newton-John Cancer and Wellness Centre, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre.

The Foundation oversees fundraising, donations, capital campaigns, sponsorships and philanthropic grant applications, working in partnership with clinical, research and executive leaders across Austin Health.

## Position responsibilities

### Leadership and strategic enablement

- Act as a senior member of the Austin Health Foundation leadership team, contributing to strategic planning, annual business planning and performance reporting.
- Foster a culture of strong governance, accountability, continuous improvement and evidence-based decision-making within the Foundation.
- Build trusted relationships with senior leaders across Austin Health to support effective planning, prioritisation and delivery of philanthropic initiatives.

### Philanthropic fund allocation and governance

- Lead development and management of robust processes for allocating philanthropic funds, ensuring compliance with donor intent, internal approvals and organisational governance.
- Work with Finance and clinical/program leaders to ensure accurate tracking, acquittal and reporting of funds.
- Support the development of clear, transparent processes to enable timely impact reporting.
- Develop processes to ensure appropriate documentation, risk management and compliance.

### Financial and operational management

- Support Foundation financial management, including operational budgets, forecasting and performance reporting, in collaboration with the Finance team.
- Provide analysis and insights to support investment decisions and resource allocation.
- Oversee business processes, systems, workflows to ensure efficiency, scalability, compliance.



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- Identify opportunities to improve systems and processes to support fundraising growth.

### Project management and capability building

- Lead and project manage key Foundation initiatives that build departmental capability, including systems implementation, process redesign and cross-functional projects aimed at increasing team effectiveness.
- Develop clear project plans, milestones, risks and reporting for major initiatives.
- Support change management and adoption across the Foundation and broader organisation.
- Ensure projects are delivered on time, within scope and aligned to strategic priorities.

## Selection criteria

### Essential skills and experience:

- Demonstrated experience in a senior business, finance or strategy role within a complex organisation
- Strong experience managing budgets, financial reporting and overseeing governance processes
- Experience working across multiple stakeholders and functions, influencing without direct authority
- Strong project management skills with the ability to manage competing priorities and deliver outcomes
- Highly developed analytical, problem-solving and critical thinking skills
- Excellent communication skills with experience in translating complex concepts to multiple audiences
- Strong interpersonal skills and the ability to build trusted, collaborative relationships

### Desirable but not essential:

- Experience working in a fundraising, philanthropy or not-for-profit environment
- Knowledge of Salesforce or similar CRM platforms
- Formal project management qualifications or experience

## Professional qualifications and registration requirements

Relevant tertiary qualifications in business, finance, management or a related field

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.



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- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health’s core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health’s Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health’s immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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