



JOB DESCRIPTION

# HR and Operations, Senior Manager

## ROLE SPECIFICS

<b>Reports to</b>	Director of Finance and Operations
<b>Team</b>	Operations
<b>Location</b>	Remote/Hybrid
<b>FTE</b>	0.8 - 1.0
<b>Capability level</b>	Accomplished
<b>Direct reports</b>	2

## ROLE SUMMARY

The HR and Operations Senior Manager provides leadership for all aspects of the organisation’s HR and resourcing requirements. With an in-depth knowledge of the organisation’s values, vision, strategy and business operations, the Senior Manager guides and manages the overall provision of human resource services, policies, infrastructure, and systems functionality, including provision of advice to the Leadership team. The Senior Manager supervises employment and compliance to regulatory concerns, regarding employees, to promote and sustain the individual health, safety, and well-being of EQI’s people.

## ABOUT EQI

**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.

### VALUES

**Strive for Equality**  
**Stay Curious**  
**Be Courageous**  
**Find the joy**

## AREAS OF ACCOUNTABILITY

### 1: Human Resource Management (40%)

- Drive resource planning to ensure the organisational structure is fit for purpose and the jobs contained within the structure are well designed.
- Drive improvement projects that will support the organisation to build workforce capability, improve workforce planning and enhance employee experience.
- Implement Capability Framework and review of current salaries & titles against capability/salary framework.
- Oversight of the EQI's Human Resource Management cycle and Performance Management Policy Framework.
- Integrate the key outcomes of the Diversity, Equity and Belonging Action plan and key initiatives of organisational capacity strengthening and workforce strategy into all HR and operational practices.
- Generate and sustain regular reports including HR metrics, HR Dashboard, risk management and others, to support strategic decision making, monitoring evaluation and learning.
- Design and deliver employee engagement initiatives and promote effective ways of working through the development of tools, training, and coaching.
- Provide coaching and respond to enquiries from managers and staff on performance development, grievance, or complaints procedures.
- Drive continuous improvement to learning and development plan and supporting systems to encourage professional development, enhance competencies and employee life cycle.

### 2: Leadership (20%)

- Lead and manage implementation of organisation wide systems including HRIS.
- Establish and update policies that promote a positive organisational culture that values diversity, inclusion and belonging.
- Provide input and solutions to EQI's risk management and assessment with full oversight for all compliance matters.
- Plan, prioritise and organise work for self and team members to achieve action plans and organisation's enabling goals.

### 3: Communications (10%)

- Ensure effective relationship management and communication with internal and external stakeholders.
- Ensure the integrity of systems and promote appropriate compliance behaviour through effective communication and dissemination of relevant policies and processes.

### 4: Finance (10%)

- Develop and manage HR budget, strategy, and sustainability planning with support from the leadership team to champion the organisation's growth and impact.
- Contribute to budget development for operational overheads and systems improvement.
- Oversee payroll and Workcover obligations and authorisations.

### 5: People & Processes (20%)

- Support the operationalisation of EQI's Strategic Plan that contributes to advancing gender equality and preventing violence against women globally.
- Effectively contribute to team and organisational goals, particularly as they relate to organisational effectiveness, sustainability, and staff well-being.
- Support collaborative behaviour across teams, contributing to, and encouraging, a high-performing, positive and inclusive team environment.
- Promote optimal processes and cross-cultural teamwork, creative and innovative thinking, to achieve desired outcomes within established timeframes.

## KEY CAPABILITIES

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### Live our Values

- Build and maintain a shared sense of positivity, possibility amongst the wider team, and hold them accountable for lightening things when they feel heavy to 'find the joy'.

- 'Strive for equality' through the acknowledgment of own privilege and power and use it to amplify the voices of those who have historically been excluded or marginalised.
- Embed the value of 'be courageous' by saying no and sitting with discomfort to serve our greater organisational purpose.
- Embed the value of 'stay curious' by actively listening and approaching all issues with an open mind, without making assumptions or passing judgement.

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## **Think Strategically**

- Proactively translate how the strategic direction informs work priorities across the EQL.
- Consistently take a holistic and long-term view of challenges and opportunities by scanning the horizon and stimulating discussion about the future.
- Engage in high-level critical thinking that identifies links and discerns the underlying issues.
- Anticipate strategic risks, address them quickly, and help others to recognise them.

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## **Promote Intersectionality**

- Promote the value of taking an intersectional approach across the organisation.
- Ensure perspectives from within the organisation and from impacted groups are reflected in decision making and planning 'nothing about us without us'.
- Embed intersectionality into policies and priorities within every department and team, ensuring there is shared ownership.
- Create and champion opportunities to improve knowledge of teams around intersectionality to promote diversity, inclusion and belonging.

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## **Lead People**

- Hold self and team accountable to EQI values and agreed performance standards.
- Support achievement of outcomes by anticipating and resolving issues.
- Establish and implement actions to increase level of people engagement.
- Create opportunities for recognising performance.
- Ensure staff are productively deployed through effective workforce planning practices.
- Translate organisational strategy into workforce requirements (e.g., roles, team structures, capabilities).

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## **Communicate with Impact**

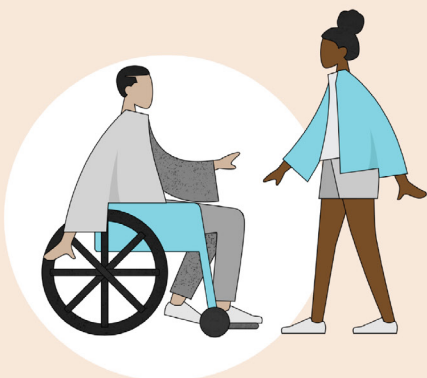
- Identify, and work to overcome, barriers to knowledge or information sharing.
- Maintain meaningful communication with internal and external stakeholders.
- Ability to represent and articulate the organisation's work and position.
- Ability to deal with difficult and sensitive topics and questions.
- Anticipate likely reactions and instil in others a comprehensive understanding of complex and technical ideas.
- Lead and facilitate discussion, debate, and feedback, incorporating diverse viewpoints.
- Look for and facilitate opportunities to collaborate with external stakeholders.

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## **Strive for Excellence**

- Collaboratively develop high level plans and strategies that clearly define required outcomes, then drives to deliver results.
- Identify and remove potential barriers or hurdles to ongoing and long-term achievement of outcomes.

- Optimise expertise within the organisation to improve overall performance and delivery of EQI outcomes.
- Make sure others understand that on-time, on-budget, and on-spec results are required and how overall success is defined.



[Learn more about us here](#)