

# Position Description



<b>Position Title</b>	General Manager
<b>Location</b>	Remote working, Australian based
<b>Reports to</b>	The Board of Directors
<b>Directly Supervising</b>	5 part-time staff
<b>Commitment</b>	Full-time, part-time 0.8+ FTE negotiable, fixed term contract to 30 June 2020 with view to extension (subject to funding)
<b>Remuneration</b>	Attractive remuneration package commensurate to skills and experience, and the option to salary package up to \$18,550 per FBT year

Position Purpose and Context	
<b>Organisational Overview</b>	<p>Founded in 2018, Doctors For Nutrition is a small, independent health-promotion charity with big plans to equip healthcare practitioners, institutions and the general public with evidence-based information and education on optimum human nutrition.</p> <p>With medical and dietetic practitioner ambassadors across Australia, New Zealand and globally, our mission is to inspire the healthcare sector, policy makers and society at large to adopt whole food plant-based nutrition as a powerful tool in disease prevention and care.</p> <p>Our ultimate vision is a society and healthcare system that embraces evidence-based nutrition solutions to help people optimise their health and quality of life.</p>
<b>Position Purpose</b>	<p>The General Manager supports the Doctors For Nutrition Board of Directors to fulfil its governance function. The Board delegates responsibility to the General Manager to address key management, strategy and operational requirements as outlined in the primary responsibilities.</p> <p>This role is responsible for driving and executing organisational strategy and leading the organisation's day-to-day operational activities to successfully advance Doctors For Nutrition's mission and vision.</p> <p>Initially, the General Manager's main focus is to lead the development and implementation of the organisation's 5-year strategic plan, lead a small team of part-time staff, and build and nurture relationships with multiple, cross-sector stakeholders.</p> <p>As Doctors For Nutrition is a new, dynamic and evolving charity the General Manager will be required to work both at a strategic and operational level including taking a hands-on approach to working collaboratively within our small team to achieve big things. This may mean sometimes stepping outside of the scope of what is covered in this Position Description.</p>

<p><b>Primary Responsibilities</b></p>	<p><b>Strategy &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Lead the development and implementation of a 5-year strategic plan, including an action plan for the attainment of goals and objectives.</li> <li>• Oversee department-specific strategic plans, ensuring they are conducive to the implementation of the 5-year strategic plan.</li> <li>• Lead annual operational planning and budgeting, including ongoing oversight and control.</li> <li>• Oversee execution of compliance requirements with the ACNC and ATO.</li> <li>• Drive organisational development and capacity building.</li> <li>• Attend Board meetings and Board reporting.</li> <li>• Cultivate, steward and sustain relationships with organisational stakeholders.</li> </ul> <p><b>Leadership, Management &amp; Operations</b></p> <ul style="list-style-type: none"> <li>• Ensure adherence of projects and day-to-day operations to the organisation's devised strategy, policies and procedures.</li> <li>• Coach, lead and support staff to drive operational excellence and build an effective team of leaders.</li> <li>• Oversee and guide the design, delivery and evaluation of projects.</li> <li>• Ensure timely delivery of projects and monitor the attainment of project KPIs.</li> <li>• Management of organisational resources - optimising effectiveness and improving efficiencies.</li> <li>• Develop and manage effective policies and procedures</li> <li>• Oversee and provide direct support to individual department operations.</li> <li>• Review and approve contracts for services.</li> <li>• Oversee and support the development and execution of action plans for new projects and activities.</li> <li>• Approve staff leave and work arrangements.</li> <li>• Plan and allocate tasks for - and with - the team in line with organisational needs, including setting performance standards.</li> <li>• Oversee Doctors For Nutrition's Advisory Council.</li> </ul> <p><b>People &amp; Culture</b></p> <ul style="list-style-type: none"> <li>• Develop and drive the creation of a culture conducive to Doctors For Nutrition's strategic plan and values.</li> <li>• Conduct staff reviews and devise staff professional development plans.</li> <li>• Workforce planning as applicable and as conducive to organisational plans and growth; including identifying and leading staff recruitment.</li> <li>• Lead on creating a healthy, safe and sustainable workplace.</li> </ul> <p><b>Lobbying &amp; Policy**</b></p> <ul style="list-style-type: none"> <li>• Analyse sector-relevant institutional and government policies and legislation, including monitoring changes and/or proposed changes.</li> <li>• Lead on preparation and submission of consultation responses and position papers.</li> <li>• Develop and execute a Lobbying &amp; Policy Strategy, including an action plan for the attainment of goals and objectives.</li> <li>• Research and build a database of key stakeholders, policies and legislation as applicable to advancing our mission.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Identify future projects and campaign opportunities.</li> <li>• Represent Doctors For Nutrition within political, government and institutional spheres.</li> <li>• Cultivate relationships with stakeholders to ensure political and institutional support.</li> </ul>
<b>Skills &amp; Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An understanding of whole food plant-based nutrition and dedication to the vision, mission and values of Doctors For Nutrition.</li> <li>• Experience building, supporting and leading dynamic teams with the ability to maintain high morale to achieve clear, measurable outcomes.</li> <li>• High levels of creativity, initiative and innovative thinking to drive the organisation's strategy and agenda.</li> <li>• Exceptional verbal and written communication skills, including the ability to prepare complex documents, build strong relationships with stakeholders and to speak with presence and influence.</li> <li>• Demonstrated ability to exercise sound strategic judgement and diplomacy in all communications as well as adapt to your audience.</li> <li>• Strong research skills, including the ability to track, interpret and communicate complex information.</li> <li>• An ability and willingness to be flexible and agile in a changing and fast-paced environment.</li> <li>• Demonstrated understanding of operational financials and people management principles.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience within a senior position of an organisation.</li> <li>• Experience building organisational health within a remote working environment.</li> <li>• Experience working directly with or on Boards.</li> <li>• Tertiary qualification(s) in business, project management, human resources, politics or other related disciplines.</li> <li>• An understanding of best practice not-for-profit governance.</li> <li>• An understanding of the Australian healthcare system, including public health policies, practices and governing regulatory landscape.**</li> <li>• Knowledge of Australia's political system and processes.**</li> </ul>

**\*\*Please note that whilst this position incorporates 'Lobbying & Policy' responsibilities, and that knowledge within the healthcare and political spheres is desired, experience and knowledge is not a prerequisite to being considered for this role. Doctors For Nutrition are committed to supporting the successful candidate to grow and develop within this role.**

<b>Organisational Values</b>	<p><b>Impact through evidence</b> We are goal-oriented, strategic and evidence-based in our efforts to elevate the application of nutrition in healthcare.</p> <p><b>Tenacity</b> We are tenacious and bold as we seek opportunities to equip individuals, practitioners and policy-makers with transformative nutritional knowledge.</p> <p><b>Compassion</b> Kindness and respect are at the core of what we do: we seek to reduce suffering, care for those who are the least privileged, and empower people without judgement.</p> <p><b>Accountability</b> We are committed to integrity, professionalism and openness, to continually grow our reputation as a trusted authority on nutrition in healthcare.</p> <p><b>Collaboration</b> We create connections and build networks across a wide range of stakeholders to advance our mission.</p>
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