



Terms of Reference

Position Title:	Director - Contract Management and Operational Support
Office:	Live & Learn Environmental Education (Melbourne)
Duration:	2 years from October 1 st , 2022 with options to renew
Reporting to:	Executive Director (Melbourne)

ROLE:

The Director for Contract Management and Operational Support is a senior leadership role with Live & Learn and is based in Live & Learn's Network Office in Melbourne, Australia.

The Director will lead contract management with emphasis on People and Culture, Grant Management and Compliance.

The Director will play an important role in strengthening the capacity of Live & Learn Network Offices in maintaining:

- professional and accountable relationships with funding partners,
- well-being among thriving and effective teams and organisational integrity,
- high quality delivery of contractual obligations including reporting.

The role will contribute to Live & Learn's ultimate aim towards an equitable and sustainable world free from poverty.

RESPONSIBILITIES:

People and Culture

1. Support human resources planning, budgeting, contracting including scheduling appraisals, renewal of contracts, ensure workplace health and safety obligations are upheld.



2. Develop an implementation plan for Live & Learn's Organisational Well-being and Resilience Strategy and provide ongoing oversight.
3. Manage Live & Learn's internships and volunteer sending activities including supporting country managers developing job-descriptions for Australian and New Zealand volunteers through volunteer sending agencies.
4. Communicate regularly with all Country Managers and partners across the Network, including organising and participating in regular and relevant virtual meetings.
5. Systematise Human Resource Management processes including compliance management, policy and procedure development.
6. Lead the weekly staff meetings and a) coordinate staff activities and objectives and improve coordination; b) support office teamwork and morale; and c) support opportunities for professional development through in-house presentations and external training.

Grant Management

7. Administer Live & Learn's Contracts with funding partners ensuring that contract content is fully understood by project managers and staff.
8. Contracts milestones are tracked, managed and reported to funding partners. .
9. Ensure that reports are submitted
10. Ensure all Contracts are carried out in accordance with the relevant local laws, Live & Learn Good Practice Manual, Live & Learn Financial Policies, Procurement Policies and Procedures, Management Guidelines, and aligns with ACFID Code of Conduct.

Compliance



11. Facilitate a gradual review of Live & Learn's policies and socialise these policies at across the Network.
12. Identify compliance bottle necks and development improvement plans.
13. Manage Live & Learn's Compliance Portal with ACFID and ensure Compliance Self Assessments are completed as required and findings shared widely.
14. Strengthening communications protocols between Network Offices and Live & Learn in Melbourne, leading to timely and quality responses and exchanges.

General Requirements

15. Develop and maintain positive and responsive professional relationships internally and externally.
16. Contribute to development and thinking around models for staff well-being and resilience, positive communication and efficiency and grow Live & Learn's Well-being and Resilience Strategy across the Network Offices.
17. Contribute Live & Learn's agenda towards resilient development in the Pacific including input into proposals, appraisals and dialogue with funding partners.
18. Other tasks as required by the Executive Director.