



China Matters seeks a Program Director – Operations and Partnerships

China Matters is an Australian public policy initiative, distinctive for its independence from government, business and academia, and focused exclusively on helping Australians understand the rise of People's Republic of China and how it matters to Australia (see website: chinamatters.org.au).

Reporting to the CEO, the **Program Director – Operations and Partnerships** will:

- Manage existing relationships with government and business partners;
- Establish new partnerships with government and business organisations;
- Work with the CEO to set the organisation's operational priorities and develop and execute a plan to ensure those priorities are met;
- Oversee all operational activities of the organisation (people, processes, systems);
- Ensure compliance with all legal, regulatory and financial requirements;
- Manage the budget development, financial forecasting and financial reporting processes;
- Oversee the day-to-day activities of all team members;
- Monitor and manage the performance of all team members.

Key Selection Criteria:

- Proven experience with responsibility for Operations, Finance, or similar;
- Ability to effectively manage relationships with a diverse range of stakeholders and partners;
- Demonstrated ability to assess the needs of an organisation, design and implement plans and processes, and evaluate results;
- Effective financial management and budgeting skills;
- Passion for leading people and getting the best out of team members;
- Comfortable in a fast-paced, dynamic work environment;
- Impeccable attention to detail;
- Excellent time management skills and the ability to prioritise work;
- A positive attitude and willingness to work flexibly in a small team.

Desirable:

- Experience in the not-for-profit sector;
- Knowledge of China or Asia in either a professional or personal capacity.

The successful candidate must be eligible to work in Australia and will be based full-time at our Sydney office in Pyrmont. Please note Chinese language ability is not required.

To apply: Please submit a one-page cover letter addressing the selection criteria and a resume of two pages to recruitment@chinamatters.org.au. Use as your email subject title: Program Director.

Applications due by latest COB 11 February 2019 will be reviewed on a rolling basis. Only candidates short-listed for an interview will be contacted.

The successful applicant will be offered competitive remuneration and the opportunity to work in highly motivated and dynamic team. Preferred commencement: **March 2019**.