

Position Description

Head of Strategic & Sector Projects



Butterfly
Foundation for Eating Disorders

MISSION STATEMENT

The Butterfly Foundation (Butterfly) is Australia's largest not for profit organisation dedicated to supporting people with eating disorders and negative body image and the people who care for them.

VISION

To live in a world that celebrates health, well-being and diversity.

MISSION

The Butterfly Foundation is dedicated to bringing about change to the culture, policy and practice in the prevention, treatment and support of those affected by eating disorders and negative body image.

OBJECTIVES

In using a collaborative approach to identify, build and facilitate strategic partnerships, to:

- Promote positive body image and associated healthy behaviours;
- Encourage hope and help-seeking through education and awareness;
- Advocate excellence and consistency in the culture of care and support for people with eating disorders, and encourage a better understanding of the complexities of eating disorders and the need for a compassionate, flexible and holistic response;
- Educate and connect the community, health providers, government and other support agencies to assist in excellence and consistency in the culture of care;
- Facilitate the development of effective models of prevention and care for people at risk of or with eating disorders;
- Operate a financially sustainable national foundation for future generations;
- Increase access for all people with lived experience of an eating disorder and carers in Australia to effective treatment and support; and
- Ensure that everyone in the Butterfly team feels recognised for their skills and experience, is fully engaged and supported in making their contributions and that the organisation is providing opportunities for professional growth and development.



1. Purpose of the Role

The primary purpose of the role of Head of Strategic & Sector Projects is to establish and lead strategic and sector projects for Butterfly, with the focus on initiating, establishing and developing them, either to completion in their own right or for transition to other portfolios within the Butterfly organisation at an appropriate stage.

The projects that will be included in this portfolio include those which drive the strategic direction of Butterfly, those undertaken by Butterfly to encourage sector development and growth, and those which cross multiple portfolios and or activities within Butterfly. The role will implement key project management functionality and expertise in this role for Butterfly.

In addition to leading the work on identified strategic and sector projects, this role will take a lead in defining and maintaining standards for project management within the organisation, developing policies, processes, procedures and practices that will inform the selection, establishment, management and control of projects. It will establish a common project language across Butterfly using common methodologies and metrics, as well as providing guidance, coaching and mentoring to project managers throughout Butterfly. It will optimise the sharing of resources across projects, improve visibility into project performance for better decision-making, enable flexibility to handle changes to project scoping and introduce economies of repetition in the execution of projects.

Reporting to the Chief Executive Officer, this position is part of the Senior Leadership Team (SLT). The SLT has the role of providing key leadership support to the CEO. The SLT contributes to the development of Butterfly's strategic goals and objectives, and assists with the continuing growth and development of Butterfly as a high performing community-based support organisation, quality services provider, leader in advocacy and peak body for people affected by eating disorders.

2. Accountabilities & Responsibilities

Oversight and leadership of special purpose projects:

- In liaison with the CEO and other members of the SLT, provide leadership and management for the establishment and development of strategic and sector projects which satisfy at least one of the following criteria:
 - Are undertaken to drive the strategic direction of Butterfly;
 - Are undertaken to encourage sector development and growth;
 - Cross multiple internal portfolios and/or activities.
- Identify and scope further potential projects for inclusion in this portfolio, including development and presentation of business cases with cost/benefit analysis and risk analysis.
- Provide input and advice on transitioning appropriate projects to other functional areas of Butterfly or to external third parties as required.
- Mentor, coach and upskill staff to ensure an experienced, competent and flexible complement of project managers and team members.
- Ensure project managers and their teams feel connected and engaged with Butterfly as a whole organisation, making sure effective internal communication and reporting mechanisms are in place.

Establish and implement project management functionality for Butterfly:

- Establish and implement a repeatable project delivery process so that Butterfly can readily implement, manage and deliver projects.
- Investigate and provide templates, tools and software to manage project efforts.

- Deliver consistent project management guidance, methods, systems, tools and metrics for consistent project outcomes across Butterfly, maintaining consistency between project managers working for different projects and teams/business units.
- Develop a common project language by defining milestones, metrics and internal KPIs so that the management of projects is harmonised and efficient throughout Butterfly.
- Establish appropriate and consistent project evaluation and reporting frameworks across the portfolio, while at the same time ensuring that project managers are meeting contractual KPIs and contractual reporting and evaluation requirements.
- Manage priorities based on timelines, budgets, project constraints, resource loads, what-if analysis and any other relevant information and accordingly provide the right resources at the right time to ensure each project team has sufficient capacity.
- Ensure appropriate archiving of project documents and records created during the project into a project information repository for future reference after each project ends.

3. Selection Criteria

To be successful in this position, the post-holder will need to be able to demonstrate the essential qualifications, skills and knowledge listed below. In addition, the desirable skills, knowledge and behaviours listed will be beneficial to success in this position.

Essential

- Strong understanding of Butterfly's vision, mission and strategic goals, of stakeholders within the eating disorders sector, and of how Butterfly's work fits within the eating disorders and mental health sectors in Australia and internationally.
- Strong understanding of the needs of those at risk of or with eating disorders, and their families, in terms of prevention, treatment and support.
- Strong understanding of the Australian health system as it relates to the provision of prevention, treatment and support services for those at risk of or with eating disorders and their families, and of evidence-based, internationally benchmarked standards for those services.
- Up to date knowledge of and experience using best practice project management tools, methodologies and techniques.
- Significant experience in multi-project management, demonstrating strong ability to effectively coordinate, manage and prioritise multiple projects or functions with competing priorities, manage resources, and influence managers to run their projects in accordance with project management best practice.
- Strategic mind-set, with ability to adapt to and embrace changing situations as an opportunity rather than an obstacle, and substantial experience and expertise in identifying problems and developing solutions.
- Demonstrated high level interpersonal skills, articulate, with the ability to communicate in a clear positive fashion with internal and external stakeholders, clients and project partners, covering highly complex concepts and information; and to quickly comprehend, negotiate and conciliate on potentially sensitive issues.

Desirable

- Bachelor's degree or equivalent in business, health management, project management or related discipline would be highly regarded.
- Practical experience of translating health management theory and research into evidence-based practice, demonstrated through managing the development and delivery of new operational models.
- Experience in a similar not-for-profit or charitable NGO environment.
- Flexibility to adjust to changing circumstances.
- Willingness to go the extra mile.
- Driven to continually extend own learning and development.
- The desire to make a difference.

4. Other Requirements

Travel requirements:

- Must be able to undertake out of hours work and interstate travel as required, including occasional short stays away.
- Must hold a full (unrestricted) Australian drivers licence and have access to a reliable car for work-related travel when required.

At all times:

- Conduct yourself in a professional manner.
- Strive to act in accordance with the vision, mission and objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims.
- Follow Butterfly's policies and procedures.
- Follow/participate in occupational health and safety measures.
- Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users.
- It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass).
- It is a requirement that all clinically qualified employees submit proof of registration with a recognised professional body on commencement with Butterfly and undertake to keep Butterfly informed of any changes to their registration.
- All our clinical staff are expected to have the ability to eat in a healthy, relaxed, flexible manner in the company of others, and to model an appropriate relationship with food.

Values

All staff should be aware of and actively uphold the Butterfly values:

- Compassion
- Commitment
- Collaboration
- Initiative
- Excellence
- Integrity