

# Burnett Foundation Aotearoa

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## POSITION DESCRIPTION

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Employee	<a href="#">Vacant</a>
Position	Head of Shared Services
Employment Basis	Permanent, Full-Time (37.5 hours per week, 1.0 FTE)
Location	National Office, 31-35 Hargreaves St, St Mary's Bay, Auckland
Reporting to	Chief Executive
Direct Reports	<ul style="list-style-type: none"> <li>• Finance and Administration Coordinator</li> <li>• Finance Administrator</li> <li>• Salesforce Administrator</li> </ul>
Team Purpose	<p>The Shared Services Team provides efficient administrative support to the organisation in the areas of finance, HR, data services, property, legal, risk and compliance.</p> <p>We strive to be an approachable, high performance, 'can do' team that provides solutions, advice and systems that enable our people to focus on community outcomes.</p>
Key Internal Relationships	<ul style="list-style-type: none"> <li>• Trust Board Finance and Risk Committee</li> <li>• Chief Executive</li> <li>• Leadership Team and Managers individually</li> <li>• Shared Services team members</li> <li>• Burnett Foundation Aotearoa staff</li> </ul>
Key External Relationships	<p>Key organisations and individuals relevant to the provision of Shared Services. This may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Bank (ANZ)</li> <li>• HR consultancy (Grow HR)</li> <li>• IT consultancy (New Solutions)</li> <li>• Legal Services (Bell Gully)</li> <li>• Salesforce Managed Services (Lavabox)</li> <li>• Accountant (BDO)</li> <li>• Auditor (RSM)</li> <li>• Funders, including Te Whatu Ora</li> <li>• Charities Services</li> <li>• Property Compliance</li> <li>• Inland Revenue</li> <li>• Insurance (Rothbury)</li> <li>• Tenants and landlords</li> <li>• Other organisations, individuals or groups working to improve HIV, sexual health or rainbow health</li> </ul>

Role Purpose	<p>The Head of Shared Services will provide oversight and management of finance, HR, data services, property, legal, risk and compliance for the organisation. In particular:</p> <ul style="list-style-type: none"> <li>• Manage direct reports and relevant external consultants, ensuring appropriate processes and practices are in place to support the sound management of people, finance, data and compliance obligations.</li> <li>• Drive innovation and process improvement through all Shared Services functions.</li> <li>• Contribute to strategic decision making through the provision of advice to the Chief Executive, Board Finance and Risk Committee, and Leadership Team.</li> </ul>
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<p><b>Who we are</b></p> <p>Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for more than 30 years, a history we're very proud of.</p> <p>With the same passion and commitment as those who came before us, we are working hard to prevent transmission, reduce stigma and maximise the wellbeing of those most affected.</p> <p>Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.</p> <p>As a registered charity, our work is made possible through funding from Te Whatu Ora, passionate trust foundations, and donations from like-minded individuals who share our vision. Together, we are working towards an Aotearoa with zero HIV transmissions where all people living with HIV thrive, and rainbow and takatāpui communities enjoy great sexual health.</p>
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## Key Areas of Responsibility and Ownership

<b>Organisational Leadership</b>
<ul style="list-style-type: none"> <li>• Provide leadership to ensure the Shared Services function is best positioned to deliver on Burnett Foundation Aotearoa Strategic Plan, responds to a changing landscape, and is valued and respected internally and externally.</li> <li>• Work closely with other managers to collectively ensure activities and plans are aligned with organisation strategy and achievable within available resources across teams.</li> </ul>
<b>Management</b>
<ul style="list-style-type: none"> <li>• Develop, implement, and monitor objectives and key results for the Shared Services function. Contribute to the development of the organisational Strategic Plan.</li> <li>• Manage staff to ensure they are well supported to succeed in their roles and achieve agreed outcomes. This will include recruitment, induction, training, coaching, development, and performance management. Ensure adequate staffing levels to respond to changing demand patterns.</li> <li>• Ensure adequate staffing levels and/or external contractors to respond to changing demand patterns.</li> <li>• Manage relationships and contracts with relevant external consultants.</li> </ul>
<b>Finance</b>
<ul style="list-style-type: none"> <li>• Lead all aspects of financial management including budgets, forecasting, reporting, accounting, cashflow, payments, payroll and auditing in compliance with Board finance policies, professional standards, legal requirements and auditor advice</li> <li>• Lead the overall development of the annual budget. This includes the provision of budgeting advice and practical support to budget holding Managers throughout the process.</li> <li>• Regularly review and update finance policies with the Board and CEO, and effectively communicate changes across the organisation</li> <li>• Identify trends, issues or risks to our financial position and communicate with the leadership team</li> <li>• Implementation of the Board's Finance policies relating to management and investment of funds.</li> </ul>
<b>Legal and Compliance</b>
<ul style="list-style-type: none"> <li>• Manage relationship with legal services provider in seeking legal advice as required</li> </ul>

<ul style="list-style-type: none"> <li>• Provide support in the development of appropriate contracts and agreements for leases, contractors and service providers, and monitor the implementation of key contracts</li> <li>• Ensure accurate reporting to Charities Commission and other relevant regulatory bodies</li> <li>• Lead the development of key reporting obligations including annual Statement of Performance Report and 6-monthly funder reports (Te Whatu Ora)</li> <li>• In collaboration with the CEO &amp; Board, lead the annual financial audit</li> <li>• Lead the annual review of the organisation's insurance needs</li> </ul>
<b>HR</b>
<ul style="list-style-type: none"> <li>• Ensure prompt and effective HR advice is available to managers, either internally or through an external HR consultancy</li> <li>• Regularly review and update HR policies and effectively communicate changes across the organisation</li> <li>• Oversee employee support and wellbeing initiatives such as EAP/counselling and organisation culture development initiatives</li> <li>• Ensure accurate maintenance of all personnel records and compliance with relevant employment relations legislation</li> </ul>
<b>IT and Data Services</b>
<ul style="list-style-type: none"> <li>• Provide effective leadership and oversight of all aspects of IT, data management and protection including system architecture, infrastructure, cybersecurity, disaster recovery, business continuity, emerging technologies, future needs and strategic IT guidance</li> <li>• Ensure that IT and data systems are well placed to meet the current and future needs of the Foundation</li> <li>• Regularly review and update IT, data management and protection policies and effectively communicate changes across the organisation</li> <li>• Plan and direct the implementation of new IT and data systems and functionality</li> <li>• Ensure safe keeping of historic records and archives in compliance with legislation</li> <li>• Ensure compliance with relevant legislation in relation to data privacy, data protection and complaints processes</li> </ul>
<b>Environmental Sustainability</b>
<ul style="list-style-type: none"> <li>• Oversee measuring and reporting of carbon emissions from Burnett Foundation Operations</li> <li>• Oversee policies and initiatives to reduce environmental impact, particularly waste and carbon emissions.</li> </ul>
<b>Facilities Management</b>
<ul style="list-style-type: none"> <li>• Oversee a planned programme of maintenance to ensure that property and building owned by the foundation are kept safe and legally compliant, and properties that are leased by the foundation meet our needs.</li> <li>• Manage lease agreements and relationships with tenants at Burnett Foundation Aotearoa property and with landlords at sites where we lease.</li> </ul>
<b>Health, Safety and Wellbeing</b>
<ul style="list-style-type: none"> <li>• Oversee the Health, Safety and Wellbeing Management System, ensuring that the compliance with the Health and Safety at Work Act 2015, ensuring a clear understanding of safety and wellbeing policies and procedures.</li> <li>• Proactively support the creation of a positive safety and wellbeing culture at Burnett Foundation Aotearoa.</li> <li>• Ensure a clear understanding of the hazards and control measures associated with daily operations.</li> <li>• Contribute to a positive and inclusive work environment, one that respects each other and values diversity.</li> </ul>
<b>Self-Development</b>
<ul style="list-style-type: none"> <li>• Through the Performance Review process, establish personal/professional development needs/goals that support success in the role of Policy and Science Manager.</li> </ul>
<b>Any other reasonable task which is consistent with the overall purpose of the position.</b>

<b>Skills, Experience &amp; Qualifications</b>
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Essential	<ul style="list-style-type: none"> <li>• Previous business and/or accounting management experience of 7 or more years at a senior or executive management level.</li> <li>• Highly developed strategic leadership skills</li> <li>• Extensive experience leading the development of corporate services strategic and organisational planning processes.</li> <li>• Considerable experience leading the development of complex and innovative organisational corporate services and IT infrastructure solutions.</li> <li>• Strong intellect and well -developed analytical and problem-solving skills</li> <li>• Outstanding communication skills to convey information and ideas accurately, clearly and in a way that meets the needs of the audience, communicates effectively upwards, downwards, and laterally.</li> <li>• Demonstrated ability to lead and manage a team.</li> <li>• Demonstrated involvement with, understanding of or commitment to, rainbow and takatāpui communities.</li> </ul>
Preferred	<ul style="list-style-type: none"> <li>• Lived experience in one or more of Burnett Foundation Aotearoa current or emerging priority populations (men who have sex with men, rainbow communities, people living with HIV, Māori, people from high HIV prevalence countries).</li> <li>• Knowledge and/or experience of the not-for-profit sector.</li> </ul>
Technical / Practical	<ul style="list-style-type: none"> <li>• Ability and willingness to work flexible hours.</li> <li>• Understanding and ability to manage personal/professional boundaries.</li> <li>• Excellent oral and written skills in English.</li> </ul>
Cultural Responsiveness	We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas.
Qualifications	Chartered Accountant OR Equivalent work experience may be considered. Must be legally entitled to work in New Zealand

#### Position Description Acceptance

I \_\_\_\_\_ (employee) \_\_\_\_\_ (date)

have read and agree to accept and work by the above Position Description.

I \_\_\_\_\_ (manager) \_\_\_\_\_ (date)

agree that this Position Description is accurate and current.