



# POSITION DESCRIPTION

General Information			
Position Title:	Director of Operations		
Division:	QB Operations		
Reports to:	Director of QB Movement		
Location:	37 Redgum Place Gaythorne		
Employment Status:	To be negotiated	Date	May 2024

Position Purpose
<p>The Director of Operations oversees and develops all operational aspects of the QB Movement including the Charter Groups, the Financial Operations and the Management Operations (administration and support, communications, property, HR, WHS, risk, compliance, legal, and archives). The Director of Operations also fulfils an important corporate governance role as Secretary of The Baptist Union of Queensland Letters Patent entity, as well as the QB Board.</p>

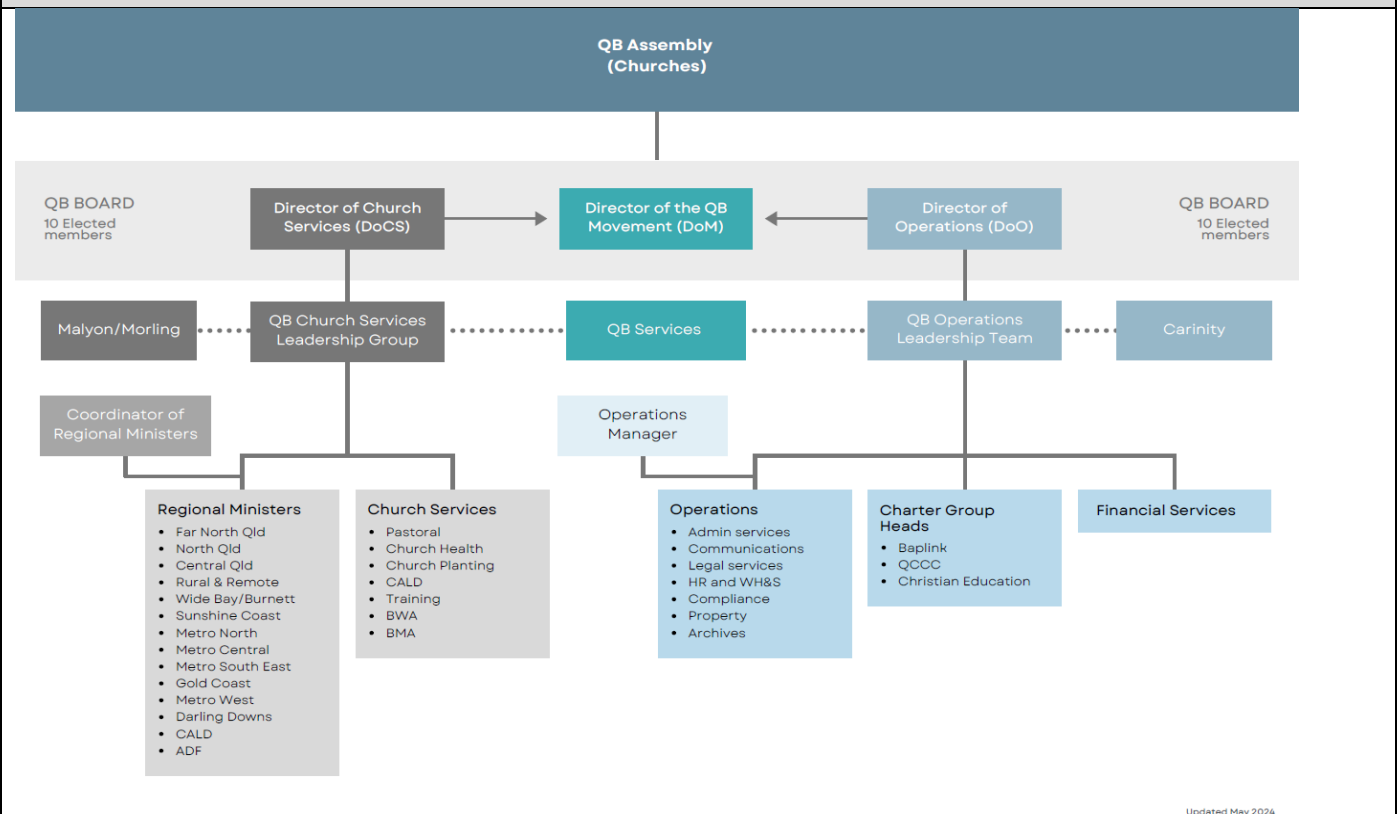
Organisation Direction and Priorities
<p><i>Mission of the QB Movement</i></p> <p>The QB Movement is a committed community of Queensland Baptist churches and their ministries working alongside and with each other under Christ to serve the mission of God throughout Queensland and beyond.</p> <p><i>Vision of the QB Movement</i></p> <p>Through faith-filled prayer and proactive servant leadership, to be a multiplying, collaborative movement of healthy, autonomous churches that inspire and assist each other to disciple intentionally and mission effectively, so that we can be used by God to impact Queensland and beyond for Jesus.</p> <p><i>Mission of QB Services</i></p> <p>QB Services is a diverse group of collaborative specialist ministries that through Christ exist to support, equip and empower the QB Movement with a significant engagement with churches.</p> <p><i>Vision of QB Services</i></p> <p>Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p> <p><i>QB Priorities</i></p> <ol style="list-style-type: none"> <li>1. <b>Biblical Authority.</b> The truth of Scripture centred in Jesus is fundamental to all our beliefs and practices. We study and preach the Bible, and we live its truth enlivened by the Holy Spirit.</li> <li>2. <b>Faith-filled Prayer.</b> In God's grace, through prayer, he offers us an important role in the growing kingdom. We intentionally foster faith-filled, individual and corporate prayer.</li> <li>3. <b>Collaborative Autonomy.</b> We fully support the autonomy of the local church and we also value collaboration – learning from each other, serving each other and working together.</li> </ol>

4. Servant Leadership. We believe that God equips and appoints servant leaders in our churches and Movement. We are committed to developing and supporting these leaders.
5. Effective Mission. We are committed to humbly and boldly sharing God's good news of salvation, reconciliation and triumph over evil, through the cross and resurrection of Jesus.
6. Intentional Discipleship. Drawing on our resources and gifts, we intentionally develop effective methods of spiritual formation to grow disciples of Jesus to be salt and light.

### Important Collaborations

Accountable to	Director of the QB Movement
Direct Reports	Operations Manager Director of Financial Services Heads of Charter Groups (QCCC, QB CES, Baplink)
Main Collaborations	Director of QB Church Services QB Services Leadership Team CEO – Carinity Chairs of Charter Groups Chairs of QB Committees
Other Collaborations (internal)	QB Board QB Committees QB Charter Groups
Other Collaborations (external)	QB Churches Consultants Government Departments Interstate counterparts Other relevant bodies

### Organisational Chart



Key Areas of Engagement	Key Position Functions
Personal Spiritual Formation and Conduct	Be growing as a follower of Jesus through an active relationship with God and a local QB church community.
	Demonstrate a Christian attitude and actions in engagement with people in the course of carrying out duties with QB.
	Demonstrate active commitment to the Beliefs and Priorities of Queensland Baptists, and compliance with all relevant policies and procedures.
Leadership	Responsible to the QB Board for the effective and efficient administrative and business operation and development of QB, in cooperation with the Director of Financial Services and the Operations Manager.
	Provide strategic direction for the enhancement and future development of the QB Movement, identifying strategic opportunities for developing QB assets and services, and actively recognising significant and emerging risks and issues that may impact on strategic objectives and the delivery of services.
	Lead the development and monitoring of the business plan identifying the human, financial and physical resources required to fulfil the strategic plan of the QB Board and in accordance with the QB Board's risk framework.
	Ensure the effective management of change in ways which are empathetic to the QB Movement and QB team members.
Administration & property management	Oversee the effective management of all operational, administrative and property functions of QB to ensure outcomes and performance standards recommended by or developed in consultation with the Director of QB Church Services and approved by the QB Board are achieved or exceeded.
	Exercise all delegations and authorities in a fair and consistent manner and ensure that all subordinate staff exercise their duties similarly. Any conflict of interest arising from any matter that materially affects operations or decision-making is to be declared to the QB Board or their delegated officers.
	Oversee the development and implementation of improved processes and structures to ensure outputs are achieved in the most cost efficient and effective manner.
	Undertake the necessary corporate governance functions as Secretary of The Baptist Union of Queensland Letters Patent entity, as well as the QB Board, ensuring all legal and statutory obligations are fulfilled, the QB Board members are appropriately inducted and remain informed of their obligations, and corporate governance records maintained.
Compliance	Ensure that all QB activities meet the relevant legislative, regulatory and community standards.

	Ensure that policy formulation reflects and responds to the specific needs of QB and reflects sound Christian stewardship on behalf of QB and the QB Movement
Human Resources	Oversee the development of employee processes and procedures in accordance with QB Board Policy, ensuring appropriate systems of internal control and compliance measures are maintained.
	Provide a timely point of escalation for HR-related issues and concerns for all QB staff.
	Ensure the appropriate resourcing of the HR function is maintained to fulfil QB obligations.
WH&S	Ensure QB operates within all WH&S requirements and guidelines in accordance with QB Board Policy, and ensuring supporting functions remain appropriately resourced to meet these obligations.
	Lead the development of a safe workplace within QB, setting cultural tone and ensuring ongoing compliance with all applicable regulations. Coordinate compliance activities across the QB Movement and contribute to the development and implementation of plans regarding key compliance strategies and continuous improvement.
Other	Participate in QB Services team activities as required by the Director of the QB Movement.

#### Accountability and Support

This role:

- is accountable to the Director of the QB Movement who will meet with the incumbent regularly and will provide feedback, guidance and support.
- will set annual goals and will have a formal annual review (based on the position description and the annual goals) conducted by the Director of the QB Movement and members of the QB Board.

Any unresolved complaints about the incumbent will be dealt with by the Director of the QB Movement.

#### Qualifications

Minimum requirements:

- Relevant Tertiary qualifications in Business, Management, or similar.
- Extensive experience in at least a Senior Executive role preferably within a large complex not-for-profit environment.
- Extensive knowledge of compliance, governance and risk management in not-for-profit environment.

Personal history checks to be completed:

- Possess a current National Police Certificate – or the ability to acquire.
- Possess Working with Children (Blue Card) – or the ability to acquire.
- Undergo a National Personal Insolvency Check.

- Must not be disqualified from managing a corporation under the *Corporations Act 2001* (Cth) (the Corporations Act) [ASIC Disqualified Persons Register](#), or from being a Responsible Person by the ACNC Commissioner within the previous 12 months [ACNC Register of Disqualified Persons](#).

**Selection Criteria**

Core Competencies	CC1: Proven and demonstrated management experience in the not-for-profit sector
	CC2: Proven and demonstrated leadership skills to lead within a large organisation
	CC3: Proven and demonstrated strategic thinking and planning which show the ability to interpret internal and external environments that shape creative and innovative strategic responses
	CC4: Proven and demonstrated project management skills, and oversight of effective implementation of these plans
	CC5: Proven and demonstrated timely decision-making practice, including actioning challenging and difficult decisions when required
	CC6: Appropriate level of training through formal qualifications and informal training engagement with a preference for tertiary qualifications in relevant fields
	CC7: An appropriate understanding of the regulatory environment relating to the provision of religious and not-for-profit services.
	CC8: A sound understanding and application of general management practices in relation to financial and risk management
	CC9: A sound understanding of healthy governance practice in respect to the relationship between operational leaders (this position) and governors (QB Board)
	CC10: Demonstrated commitment to an active Christian faith in a Queensland Baptist or evangelical local church context
Key Characteristics	KC1: A mature relationship with Jesus, demonstrated by a growing Christ like character
	KC2: A strong missional orientation with a demonstrated desire to see people follow Jesus
	KC3: A demonstrated humble, teachable, calm and servant orientated nature
	KC4: High emotional intelligence. Personable, friendly and relatable
	KC5: Energetic and focused
	KC6: An active member (or willing to become) of a QB local church

**Acknowledgement**

I acknowledge that I have read and understood the key responsibilities described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I

also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.

Employee	Employer
Name:	Name:
Signature:	Signature:
Date:	Date: