



Director of Operations

Job title	Director of Operations
Location	Flexible/remote with travel to Brussels, Belgium
Eligibility	All candidates must hold the right to work in Belgium, the EU or the UK
Hours	Full-time (Health Care Without Harm (HCWH) Europe offers a four-day week - 8h/day - to aid productivity and support a better work-life balance).
Salary	Internationally Competitive salary
Closing date	Midnight (CET) 4 March 2025
Starting date	April 2025 preferred

About Health Care Without Harm (HCWH) Europe

HCWH Europe is an international non-profit NGO and an acknowledged leader in the field of sustainable healthcare. Its mission is to, 'Transform the healthcare sector so that it reduces its environmental footprint, becomes more resilient, and establishes itself as a leader for sustainable development in Europe'.

HCWH Europe is headquartered in Brussels, Belgium, with staff working remotely across six other countries in Europe. For more information, visit: europe.noharm.org. It is part of the HCWH international organisation with other offices in the US and Asia, as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, Ministries of Health and international organisations. HCWH Europe is a membership organisation with 214 institutional members in 29 countries of the WHO Europe region. Its members are also part of the Global Green and Healthy Hospitals (GGHH) network, the largest sustainable healthcare network in the world, focused on the interests and needs of healthcare sustainability practitioners.

2025 is an important year for HCWH Europe as it develops its new organisational strategy focusing on impacting national and European healthcare policy and practice at scale.

Position Overview

Reporting to the Executive Director and serving as a member of the Executive Leadership Team (ELT), the Director of Operations will provide strategic leadership and management for all Health Care Without Harm (HCWH) Europe's operational support functions: including Finance, Human Resources, Legal, Risk Management, Governance & Administrative Support, and Office Management. The Director will form a key part of a small, high-performing team working at the timely intersection of health and the environment. S/he will ensure core services are provided in an effective and efficient manner to support the strategic aims and operational activities of the organisation.

Key Responsibilities

- As a member of the Executive Leadership Team (ELT), support the Executive Director (ED) and contribute to the organisational management of HCWH Europe and successful development and implementation of its future organisational goals and objectives.
- Manage and develop the infrastructure, systems and processes for Finance, Risk Management & Audit, Business Performance, Human Resources and General Administration to support HCWH Europe's work; and ensure that they operate cost efficiently to meet internal and external requirements.
- Lead HCWH Europe's annual budget planning process, and support individual project budgeting.
- Provide the Executive Leadership Team and Board of Directors with regular financial reports that track financial performance, key KPIs and deliverables.
- Support the Executive Director in the provision of high-quality Governance support to HCWH Europe's Board of Directors.
- Lead HCWH Europe's internal risk management, contract management, legal and audit functions; and relationships with its banks, auditors, solicitors and Belgian authorities.
- Identify any significant financial and business regulatory issues facing HCWH Europe and advise the Executive Director on how they should be dealt with.
- Ensure the effective implementation of HR policies and practices for all HCWH Europe's staff in Belgium and other locations.
- Manage and support HCWH Europe's administrative operations and office management in Brussels and other locations where our employees are based, ensuring they are delivered in an effective, cost-efficient way.
- Lead the Operations Department, developing and managing a high-quality team whose work plans support HCWH Europe's strategic objectives.

Required Qualifications and Experience

- A degree in finance, business administration or equivalent.
- An internationally recognised chartered accountancy qualification and strong technical accountancy skills.
- Significant experience of working in a senior management team and in a similar role.
- Demonstrable experience of leadership and vision in managing finance and core/business services staff groups, including experience of negotiating agreements and managing vendor relationships.

Knowledge, Skills and Abilities

- Excellent computer skills and proficiency in Google suite, Microsoft Office and accountancy software packages with analytical reporting structures.
- High energy, maturity and leadership, results-focused with exceptional organisational skills.
- Excellent communication skills (both verbal and written), interpersonal skills and a collaborative management style.

Rewards & Benefits

In addition to salary, we offer a range of additional benefits to our employees. These are the additional benefits that would be included for the successful candidate:

- We award leave at the higher of 25 days per annum or the legal minimum requirement in the country of employment;
- Christmas break: The office is closed between Christmas and New Year inclusive (this is an additional paid holiday).
- We operate a four-day work week, where every Friday is an additional paid day off without the need for extra hours, resulting in 32 (efficient) hours of work instead of 38 hours;
- We offer flexible working arrangements. We understand the importance of work-life balance and strive to accommodate our team members' preferences whenever possible.

We are also working hard to create an inclusive culture that is grounded in our mission to create a more sustainable healthcare sector. We aim to encourage people from all backgrounds to work with us and are particularly interested in

hearing from people from minority backgrounds and all socio-economic sections of society.

How to Apply

All candidates must demonstrate that they hold the existing right to work in Belgium, the EU or the UK. To apply for this position please send an email to jobseurope@hcwh.org.

- Please include your last name and the job title in the subject line: i.e., LAST NAME Director of Operations.
- Attach your CV and a cover letter (Word or PDF format) explaining your motivation for the position.
- Please let us know where you found the position advertised and when you would be able to start.

Timeline

- Successful candidates will be contacted by 10 March 2025.
- First interviews will be held remotely (online) between 24-28 March 2025.
- Please note that only candidates selected for an interview will be contacted.