



HEAD OF OPERATIONS

POSITION
DESCRIPTION

HIP V. HYPE

HIP V. HYPE IS AN ENTREPRENEURIAL GROUP OF COMPANIES UTILISING DESIGN THINKING TO CREATE THE FUTURE CITY WE DESERVE.

WE USE OUR UNIQUE PERSPECTIVE ON BUSINESS, PROCESS AND TECHNICAL KNOWLEDGE TO COLLABORATE IN THE MAKING OF BETTER, MORE ELEGANT, MORE INTUITIVE, MORE SUSTAINABLE, SPACES, SYSTEMS, SERVICES AND EXPERIENCES. OUR AIM IS TO ENHANCE THE QUALITY OF LIFE FOR PEOPLE, RECONNECT WITH NATURE AND ADDRESS IMPACTS OF CLIMATE CHANGE AT SCALE.

OUR OPERATIONS FOCUS AROUND FOUR PILLARS:

**DEVELOPMENT.
DESIGN.
SUSTAINABILITY.
RESEARCH.**



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KEY INFORMATION

Role: Head of Operations - PART TIME.
Location: 330 Park Street Collective - Carlton North.
Starting: FEB 2018.

PURPOSE

Assist HV.H Group to ensure successful project delivery across the Four Pillars. To manage and be responsible for the efficient operation of The Collective workspaces. Support Head of People & Culture to ensure that all of Our People across the Four Pillars and Collective understand and are deeply aligned with Our Values.

EXPERIENCE AND ATTRIBUTES

- Experience in bookkeeping, event management, office administration.
- Design training or an active interest in design is very important.
- Proficient in using standard communications applications
- Proficient in using Microsoft Word, Excel, Indesign and Xero
- Ability to learn new applications quickly.
- Ability to think logically, analyse and assess opportunities and risks and identify solutions and outcomes.
- High standard of administrative and organisation skills with strong initiative and ability to adapt, respond and problem solve quickly.
- Ability to identify opportunities to continuously improve processes and practices across operational Pillars of HIP V. HYPE and The Collective.
- Deep alignment with Our Values and an active interest in sustainability.
- Outgoing, energetic, considerate and approachable. A people-person!



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TASKS

HIP V. HYPE GROUP

HIP V. HYPE

- Day-to-day bookkeeping activities e.g. process expense receipts.
- Invoicing and aged receivables management.
- Briefed by Head of People & Culture to assist with ensuring that all of our people across the Four Pillars & Collective understand and are deeply aligned with Our Values.
- Assistance with organisation of Group events and team activities.

HIP V. HYPE Development

- Assist with monthly project cost reporting e.g. process invoices.
- Day-to-day bookkeeping activities e.g. process expense receipts.
- Invoicing and aged receivables management.
- Operational assistance as required.
- Create and maintain forms, templates and processes to assist in ongoing improvement in our operational efficiency.

HIP V. HYPE Design

- Day-to-day bookkeeping activities e.g. process expense receipts.
- Invoicing and aged receivables management.
- Operational assistance as required.

HIP V. HYPE Sustainability

- Day-to-day bookkeeping activities e.g. process expense receipts.
- Invoicing and aged receivables management.
- Assist in project desktop research.
- Assist in preparation of materials for workshops.
- Document proof-reading and basic desktop publishing in Word and InDesign including aligning documents with approved templates.
- Create and maintain forms, templates and processes to assist in ongoing improvement in our operational efficiency.
- Project file creation and management (Dropbox).
- Operational assistance as required.

HIP V. HYPE Collective

- Day-to-day bookkeeping activities e.g. process expense receipts.
- Invoicing and aged receivables management.
- Operational assistance as required.



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TASKS

330 PARK STREET COLLECTIVE

- Assist Head of People & Culture to identify opportunities to continuously improve processes, practices and Collective Member engagement within the Collective.
- Act as primary point of contact for existing and potential Members of the Collective.
- Create quarterly reports on occupancy and usage.
- Ensure office supplies are well stocked and purchase as required.
- Ensure the Collective is well maintained and arrange repairs if required.
- Be incredibly ‘anal’ about keeping Collective spaces and Collective Members’ desks tidy...!

COLLECTIVE EXCHANGE

- Assist in the planning and management of Collective Exchange including:
 - Database management
 - Marketing and communications
 - Event operations



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OUR VALUES

We believe in the power of a collaborative, design led approach.

We believe in building relationships.

We believe in the potential of smart, thoughtful and passionate people who are driven to achieve better.

Our aim is to remain agile and open-minded to facilitate an environment that enables our people to pursue relevant and meaningful purpose driven work.

We will not compromise on our values:

- Continuity and Authenticity is everything: say what you mean and mean what you say.
- We don't want to be interesting, we want to be good.
- We seek work that is meaningful, evidence-based and challenges the status quo - "It's more fun being a pirate than joining the navy".
- We acknowledge effort, share success and act with compassion: We collaborate, we don't compete.
- We question everything and always seek to understand - WHY.
- We don't believe the Hype.
- We always seek to be better and to do better.
- And importantly, we take our work seriously, not ourselves...!

INTERESTED?

**SHOOT THROUGH A ONE-PAGE PITCH AND CV TO
WEDESERVEBETTER@HIPVHYPE.COM**