

## POSITION DESCRIPTION

*Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.*

<b>JOB TITLE:</b>	Chief Operating Officer (COO)	<b>DIVISION:</b>	Finance and Corporate Services
<b>LOCATION:</b>	Sydney	<b>STATUS:</b>	Permanent
<b>REPORTS TO:</b>	Chief Executive Officer (CEO)	<b>HOURS:</b>	35 hours per week
<b>POSITION NO:</b>	CCA-CSD-01-2021	<b>LAST UPDATED:</b>	na

### Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Cancer Council Australia's key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

### Role description

The Chief Operating Officer role sits within the Finance and Corporate Services Division and works in collaboration with the Chief Executive Officer and the Leadership team in the provision of finance and corporate services functions across the organisation.

The role of the COO is to provide leadership to the Finance and Corporate Services Division, overseeing a number of critical functions for the organisation, such as financial management and accounting, risk management, property and facilities management, contracts and legal, project management, WHS, HR and public officer services. The role works in partnership with the CEO to support the development and execution of organisational strategy and planning processes.

The role has a keen focus on efforts to improve organisational performance and further improve overall purpose spend. The Chief Operating Officer (COO) is a member of the Executive team and has a key relationship with respect to the Board. The role is responsible for providing strategic and tactical oversight on all financial matters. The position is expected to fulfill a national leadership role and have the capacity to deputise for the CEO.

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## Primary Accountabilities

- Provides strategic direction and leadership for the Finance and Corporate Services Division, and is responsible for performance, processes and outcomes for all functions across the Division.
- Effectively manages senior level relationships with internal and external stakeholders including the CCA Board, CCA Leadership team, within the Federation and with external funders, partners, auditors and service providers.
- Strengthens and maintains positive relations with member Cancer Councils, and so contribute to the health of the Federation.
- Leads the development and maintenance of the organisational risk management framework and risk reporting to enhance CCA's risk and regulatory compliance maturity.
- Works closely with the CEO, to lead the organisation strategy and planning process, to provide strategic guidance and enable alignment of business planning across the organisation.

## Other Accountabilities

- Ensure Divisional KPIs are achieved.
- Identify required resource, budget and expertise to deliver against objectives.
- Regular review of reporting and data to monitor performance and to inform strategy.
- Analyse and report on activity outcomes.
- Keep abreast of relevant initiatives and developments to benefit Cancer Council, or which are a threat to our activities.
- Compliance accountabilities as follows:
  - Ensure adherence with relevant policies, legislation, codes and standards.
  - Identify and remain aware of Cancer Council Australia's compliance obligations (including monitoring for changes in legislation, codes and standards), issues and risks.
  - Monitor and measure compliance performance to identify any need for corrective action.
  - Identify individual employees and volunteers requiring training and ensure their participation as required to ensure ongoing compliance.
  - Encourage behaviours that create and support compliance and a compliance culture.
  - Keep records relating to compliance issues.
  - Ensure that Cancer Council Australia's employees and volunteers in your teams are aware of the requirement to report any compliance breaches or compliance related complaints to their senior manager.
  - Report any significant compliance issues or failures to the CEO, or Chief Operating Officer.
  - Actively participate in the timely management and resolution of compliance related complaints, incidents and issues.
- Work Health and Safety:
  - Provide a safe workplace.
  - Promote and implement health and safety policies and procedures.
  - Ensure employees are trained in the safe performance of their assigned tasks.
  - Provide adequate resources to meet Cancer Council Australia's commitment to health and safety.

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- The role holds an ex-officio position on the CCA Workplace Health and Safety Committee.
- Any other duties that may be required to meet the needs of the organisation

## Main Challenges

- Effective relationships and program development with Federation executives, leaders in government and regulatory bodies.
- Management of outsourced service providers
- Embedding Federation wide risk management approaches and consistent approaches to Federation project management

## Key Relationships

Position reports to the Chief Executive Officer.

Position has direct management of the Finance and Corporate Services Division.

Position works closely with:

- CEO
- Executive and Leadership team
- Board
- CFOs within the Federation
- External funders and partners

## Selection Criteria

### Essential:

- Relevant tertiary qualifications, and CPA or CA qualification with extensive senior management/executive experience in a complex environment such as a federation.
- Board level credibility and governance skills and experience with the ability to develop effective working relationships with those at executive and CEO level.
- Results oriented with strong commercial acumen and knowledge and understanding of business practices, including: financial monitoring and management, strategic planning, performance management, contract management, risk management and corporate governance principles.
- Outstanding leadership skills with a demonstrated ability to think and act collaboratively and strategically and a track record of success in managing, inspiring and motivating teams in complex working environments to develop a high-performance culture.
- Exceptional interpersonal, resilience and collaboration skills particularly in leading, negotiation, relationship management and creating influence.
- A proven track record of consensus building and management of uncertainty/ambiguity.
- **Desirable:**
- Experience in the not-for-profit sector.

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- Post-graduate qualifications (MBA or similar).

**APPROVED BY:** Chief Executive Officer

**Date:**

June 2021