

Position Description

Position Title:	Chief Operations Officer
Location:	Regional Development Australia – Mid North Coast office location TBC
Tenure:	The Chief Operations Officer (COO) position is full time until 30 June 2022 at which time the position will be reviewed by the organisation
Hours of Work:	Normal work hours are 37.5 per week between the hours of 8.30 am and 6.00 pm Monday to Friday. However, work outside of these hours may be required from time to time. A flexible approach to working hours and taking of recreation leave is a requirement of this role.
Salary:	\$ 105,000 pa plus 9.5% superannuation and annual leave loading.
Purpose:	The role of Regional Development Australia Mid North Coast (RDAMNC) role is to support the growth and development of the Mid North Coast. RDRAMNC is a not-for-profit incorporated association registered in New South Wales and funded by the Commonwealth Government.
Reports to:	Director of Regional Development (DRD)
Direct reports:	Innovation and Media Manager, Administration Assistant, relevant Project Officers (designated by the DRD) any other staff within the operations team

Summary of Key Purpose

Reporting to the Director of Regional Development (DRD), this position plays a key role in the operational aspects of the organisation, supervising the delivery of projects and ensuring reporting, project and organisational compliance.

The COO is responsible for decision making when the DRD and Chairperson are not available.

The role is a mix of project administration, systems management, financial management and operations management. You will be self-driven, proactive, enthusiastic and a team player with exceptional organisational, time and people management skills and an eye for detail.

Key tasks of the COO include advising the DRD regarding the status of projects (as delegated by the DRD), budgeting and overseeing financial data entry, managing systems, legislative and administrative compliance.

The COO is also responsible for the management of staff within the operations team.

Tenure

The COO is a full time contract to 30/06/22. It will report to the DRD and will work closely with other staff. RDAMNC works throughout the Mid North Coast.

There is a flexible workplace arrangement associated with this position further described in the flexible workplace policy. The expected working week is 37.5hrs however as an executive position paid above award some level of overtime may be expected on occasion.

Key Accountabilities:

The COO will be accountable for the following roles and responsibilities:

- Managing the day to day operations of the organisation
- Managing staff except those who are a direct report to the DRD
- Conducting staff performance appraisals and adhering to any HR issues as they arise
- Working with the Auditor to complete annual statements, reporting financial information to the committee (via the DRD), preparing and monitoring project budgets and preparing budgetary advice for the DRD
- Organisational legal and procedural compliance and the development and maintenance of related contracts, policies and procedures
- Project and contractual administration and compliance
- Management of the Migration program, acting as the Certifying Officer for the Regional Sponsored Migration Scheme

At the commencement of the role the COO will also be responsible for:

- Establishing an office for the administrative team
- Reviewing organisational policies and procedures
- Recruiting an administration assistant
- Reviewing file security and ensuring compliance is met in line with the requirements of funding contracts
- Reviewing the financial systems and updating relevant procedures

The COO will act as the Responsible Officer in the absence of the DRD as the first point of contact regarding operational issues.

Experience, Skills and Attributes

Essential:

- Min 5 years previous experience in a similar role
- Tertiary qualifications in Business
- Demonstrated financial management skills
- Demonstrated ability to develop effective and efficient office systems
- Demonstrated experience in HR management
- Demonstrate a commitment to Equal Opportunity Employment, Work Health and Safety and Cultural Diversity principles.

Desirable:

- Willingness to learn new systems and ability to engage a team to adopt and maintain appropriate systems
- Ability to work in a flexible and adaptable manner.
- Ability to work within a multi-disciplinary team and achieve goals.

Reporting requirements

Reports required of the role include:

- Weekly meeting with DRD
- Weekly updates within project management system (currently Monday)
- Quarterly progress report provided in HR review
- Monthly finance report for the DRD
- Quarterly HR review
- Bi-monthly finance report for the committee (delivered by the DRD)
- Contribution to the CRM data capture

The role will also lead the creation of the following reports and be responsible for the final submission of:

- RDAMNC Business plan
- Annual report on outcomes
- Ad hoc reports to the Department on critical and emerging issues
- Reporting for major contracts

Other key reports and documentation required:

- Reporting required by Commonwealth Government for the RDA program
- Reporting required by funding bodies for discrete projects

Key duties and responsibilities

Operational area	Role
Finance	<ul style="list-style-type: none"> • Administer the preparation of annual and project budgets and timely financial operations of the organisation in consultation with the DRD. • Supervise the administration assistant to process and record all revenue and expenditure in MYOB (or similar) by the accrual accounting method • Administer payroll, pay accounts, bank deposits and ensure banking and petty cash systems operate as per legislative compliance requirements. Supervise the AP and AR data entry role of the Administration Assistant and Migration Officer. • Prepare the financial reports as required, in consultation with DRD and Treasurer, and distribute these reports to the Committee in a timely manner for consideration at its regular meetings. • Work with the DRD to prepare and implement financial plans and policies which the organisation may require for the proper conduct of its operations, including appropriate financial management systems ensuring compliance as per legislative, ATO, Australian Accounting Standards and Operational Funding contractual requirements. • Prepare funding income/expenditure reports and biannual funding acquittals as required. • In consultation with the DRD, Treasurer and independent auditor, arrange and prepare all documents and reports relating to the annual audit of the organisation's financial accounts; ensure the audit is completed in a timely manner; and that the audited annual financial statements are tabled at the Annual General Meeting and signed by the Committee. • Maintain and manage the asset register and the physical assets and resources of the organisation, providing for maintenance and replacement as required, repair and secure storage.

Operational area	Role
Operational compliance	<ul style="list-style-type: none"> • Ensure that adequate insurance policies and other risk management facilities are maintained for the organisation's activities, assets and employees. • Ensure RDAMNC is compliant with all relevant laws, by-laws and regulations for employment (including equal opportunity), occupational health, welfare and safety, taxation, corporate affairs and Federal and State Governments. • Ensure on-time delivery and compliance of funding and project deliverables as identified in contracts and agreements • Manage systems to ensure on-time delivery of funding and project deliverables and information management throughout the team • Manage RDAMNC's Risk and Work Health, Safety and Welfare policies and procedures and ensure all safety regulations are followed and safe-working practices are observed and followed.
Administration and systems	<ul style="list-style-type: none"> • Oversee the Administration Assistant to coordinate the organisation's regular Committee meetings, Annual General Meeting and other special or extraordinary meetings as may be required in accordance with the RDAMNC Constitution, including the preparation and distribution of notices of meetings, agendas and meeting papers, • Develop and prepare written internal policies including appropriate procedures for the organisation in consultation with the DRD to ensure the effective implementation of these policies and procedures on an ongoing basis. Implement procedural and policy changes to improve operational efficiency and accountability. • Manage the office including organising repairs and maintenance, procurement (via the Administration Assistant), IT (via the Media and Innovation Manager), WHS and workplace compliance • Manage the implementation of systems to support effective service delivery including project management, communications and CRM systems
Business management	<ul style="list-style-type: none"> • Manage the Migration program and act as the Certifying Officer for the relevant programs • Oversee the administration of the business services provided to auspiced projects, providing administrative and financial services • Manage the administration of RDAMNC contracts • Support the DRD to manage the RDA Mid North Coast and Norfolk Island contract
Human resources and staff management	<ul style="list-style-type: none"> • Provide supervision and management of staff within the operations team • Conduct quarterly performance appraisals of all direct reports • Identify and implement solutions to address training needs for all direct reports • Contribute to organisational workforce development plan • Administer staff records and personal development plans and other human resource systems for staff within the operations team • Provide input regarding HR issues in executive meetings • Collate Organisational Workforce Development plan and Implement Operations Department workforce development plan

Operational area	Role
Project Administration	<ul style="list-style-type: none"> • Administer Projects on receipt of funding • Review, edit and proof read outgoing contracts, reports and submissions, including project funding applications as requested by the DRD • Review all RDAMNC Project budgets in consultation with the DRD • Ensure systems support effective project administration
Leadership	<ul style="list-style-type: none"> • Participate in taskforce, working groups, RDAC and other working groups as requested by the DRD • Represent RDAMNC as the 2IC on request
Other	<ul style="list-style-type: none"> • Support as required by the DRD to meet organisational goals and effectively complete projects