



Position Title:	Chief Operating Officer	Effective Date:	12 July 2021
Hours:	Full time (37.5 hours per week)	Line Management to:	Board of Directors
Location:	To be negotiated with successful applicant	Supported by:	Board of Directors
Benefits:	\$150,000 per annum, plus superannuation and salary sacrifice options		

This position

The Westerman Jilya Institute for Indigenous Mental Health (the Institute) is a recently incorporated Aboriginal Community Controlled Organisation, registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

The Chief Operating Officer will need to be a self-starter and have an understanding of the tasks associated with the start-up of a not-for-profit organisation. They will work with the Jilya Board to oversee the planning, establishment of governance requirements, administration, programs, strategic planning and direction setting of the organisation, including the determination of what positions will be required, where to use volunteers and what functions to outsource until the organisation has sufficient funds to bring those functions in house. There will also be a requirement to source operational funding for the Institute.

This position reports directly to the Board of Directors.

Key Responsibilities

Board governance and reporting:

- Responsible for leading in a way that supports the organisation's strategic direction and vision as defined by the Board of Directors.
- Report to the Institute's Board of Directors on achievements in relation to the strategic objectives and set work plan.
- Prepare reports on outcomes achieved for the Institute's Board of Directors, members, governance bodies, donors, funders and stakeholders.

Finance:

- Works with the Board of Directors to establish an annual budget.
- Responsible for working with the Institute's bookkeeper to ensure sound fiscal management and monthly financial statements that accurately reflect the financial condition of the Institute.
- Ensures that the Institute is operating within the approved budget, that there is maximum resource utilisation and that the Institute maintains a positive financial position.

Human Resources:

- Responsible for maintaining a highly functioning workplace and ensuring the values of the organisation are reflected in the workplace.
- Responsible, in consultation with the Board of Directors, for the employment of Institute staff as per the operational structure of the Institute and for the management of all Institute staff.
- Management of volunteers and their respective roles.

**Operations:**

- Responsible for all aspects of the Institute, including the development of operational work plans, resource acquisition, community events and engagement, relationship brokerage, and strategy development.
- Oversee the establishment of systems and ensure they are implemented.
- Oversee and implement appropriate resources to ensure that the operations of the organisation are appropriate.
- Undertake activities as required to meet the intended objectives and outcomes of the Institute.
- Ensure that the administrative requirements of the Institute are aligned to best practice processes and transparent practice.
- In accordance with the Performance Development Planning and Review Policy (under development), develop a Work Plan that aligns activities and tasks with the Institute's strategic priorities and operational plans.

Communication and marketing:

- Work with the Communications Manager to ensure planning around fundraising campaign goals and strategies is executed and targets are established.
- Maintain overall responsibility for campaign launch events.
- Build and maintain effective communication with Institute stakeholders.
- Develop and support forums, committees and workshops as required and or supported by the Institute.

Occupational Safety and Health - Safety and quality systems:

Staff have a 'duty of care' responsibility for safety and health at the workplace. Under Section 20 of the *Occupational Safety and Health Act 1984*, your 'duty of care' means that you must:

- Work safely to ensure your own safety and health;
- Make sure your actions do not cause injury or harm to others;
- Follow instructions on safety and health and abide by Police and procedure and ask for assistance if you do not understand the information;
- Report any hazards, injuries or ill health to your line supervisor; and
- Cooperate when you are required to do something for safety and health at the workplace.

Other:

- Other duties as reasonably requested by the Board of Directors.
- Demonstrate a commitment to your own continued Professional Development.
- Efficient use and maintenance of the Institute's materials and equipment.
- Respond to, action and record any complaints and report any problems and suggestions for improvement.

**Selection Criteria:**

1	Transparent and high integrity leadership.
2	High level strategic thinking and planning. Ability to envision and convey the Institute's strategic future to the staff, board, volunteers and donors.
3	A demonstrated understanding of the operations of a not-for-profit organisation and working with a Board of Directors.
4	An understanding of the funding community, and a demonstrated ability to generate new revenue streams and improve financial results.
5	Strong organisational abilities, including financial management skills, planning, decision making, program development, and reporting.
6	Demonstrated strong communication skills (written, verbal and non-verbal) and an ability to communicate effectively with Aboriginal and Torres Strait Islander people.
7	Relevant tertiary qualification or significant experience.
8	Values and attributes that align with the vision and goals of the organisation.

Essential Eligibility Requirements:

The occupant of this position will require the following prior to appointment.

- Current C or A class driver's license
- Working with Children Check
- National Police Clearance
- Be able to travel as required
- Be available to work outside standard business hours when required