

## Position Description

<b>Position Title</b>	Chief Operations Officer (COO)
<b>Location</b>	Remote/Hybrid
<b>Team</b>	Executive
<b>Competency Level</b>	Executive L2

<b>Main purpose of position</b>	The Chief Operations Officer (COO) is a key member of the Executive, reporting directly to the Chief Executive Officer. The COO will oversee the organisation's ongoing operations and procedures, ensuring operational excellence and alignment with the organisation's mission and strategic goals. The COO will be responsible for ensuring efficient and effective internal processes, fostering a positive work culture, and driving the operational strategy to support the organisation's growth and impact.
<b>Position reports to</b>	Chief Executive Officer (CEO)
<b>Direct reports to this position</b>	Senior Manager – Clinical Services, Senior Manager – Career Management Prog Senior Manager – Shared Services, and Finance Lead

<b>Key Competencies</b>	
<b>Operational Leadership:</b>	
<ul style="list-style-type: none"> <li>• Develop and implement operational strategies, policies, and procedures that align with the organisation's mission and strategic goals.</li> <li>• Oversee daily operations and ensure the smooth functioning of respective portfolios.</li> <li>• Optimise operational efficiency and effectiveness through continuous improvement initiatives.</li> </ul>	
<b>Financial Management:</b>	
<ul style="list-style-type: none"> <li>• Oversee the development and management of the annual budget and monthly reports.</li> <li>• Monitor financial performance to ensure financial sustainability.</li> <li>• Implement and oversee financial controls and procedures.</li> <li>• Interpret and evaluate information, set priorities, and monitor workflow.</li> <li>• Provide advice, briefings and reports within the scope of the role.</li> <li>• Oversee the annual financial audit.</li> </ul>	
<b>Human Resources Management:</b>	
<ul style="list-style-type: none"> <li>• Foster a positive and inclusive work environment that promotes employee engagement and accountability.</li> </ul>	

- Oversee HR functions including recruitment, onboarding, performance management, and employee relations.
- Ensure compliance with employment laws and regulations.

**Program Management:**

- Ensure the effective implementation and delivery of programs and services.
- Monitor program performance and outcomes, and drive improvements as needed.
- Collaborate with Senior Leaders to align program activities with organisational objectives.

**Stakeholder Engagement:**

- Build and maintain strong relationships with key stakeholders, including first responder agencies, auditors, funding bodies, partners, and research organisations.
- Represent the organisation at meetings, presentations and other events.
- Management and oversight of all external contractors in CMP, Clinical and Operations.

**Risk Management:**

- Identify and mitigate operational risks.
- Ensure compliance with legal and regulatory requirements.

**Strategic Planning:**

- Collaborate with the CEO and Board of Directors to develop and implement the organisation's strategic plan.
- Track progress towards strategic goals and adjust plans as necessary.
- Provide regular updates to the MD and Board on operational performance and strategic initiatives.
- Work closely with the Advisory Boards and committees to ensure alignment with Fortem's mission

**Knowledge, Skills and Experience:****Extensive Leadership Experience:**

- Minimum of 10 years of progressive experience in operations management, with at least 5 years in a Senior Leadership role.
- Proven track record of effectively leading and managing large teams and multi-faceted operations.
- Experience in developing and executing operational strategies that align with organisational goals.

**Non-Profit Sector Experience:**

- Significant experience working in or with non-profit organisations.
- Understanding of non-profit governance, regulatory requirements, and funding mechanisms.
- Experience in program management and delivery within a non-profit context.

**Financial Management:**

- Demonstrated experience in financial planning, budgeting, and management.
- Ability to analyse financial statements and manage financial risks.
- Experience in overseeing financial controls and ensuring compliance with financial policies and regulations.

**Human Resources Management:**

- Experience in recruiting, hiring, and managing staff.
- Proficiency in performance management, employee development, and creating a positive organisational culture.
- Knowledge of employment laws and best practices in human resources management.

**Qualifications, Certificates and Training**

- Current working with children checks or equivalent as required by the relevant Australian state or territory.

## Position Description

<b>Position Title</b>	Company Secretary
<b>Location</b>	Remote/Hybrid
<b>Team</b>	Executive
<b>Competency Level</b>	Executive L2

<b>Main purpose of position</b>	The role of the Company secretary falls under the definition of 'officer' of a corporation (s 9 of the Act), so the role has the same duties and obligations as Board Directors. It is also a criminal offence if a company secretary is either reckless or intentionally dishonest and fails to exercise the powers and discharge the duties in good faith in the best interests of the company, or for a proper purpose (s 184).
<b>Position reports to</b>	Fortem Board
<b>Direct reports to this position</b>	N/A

**Key Competencies**

Company Secretary job specific competencies include:

- To exercise powers and discharge duties with care and diligence (s 180).
- To exercise powers and discharge duties in good faith and for a proper purpose (s 181).
- Not to improperly use the position to gain an advantage for yourself or someone else, or to cause detriment to the company (s 182).
- Not to improperly use information obtained by virtue of the position (s 183).

In addition to the responsibilities listed in s188 of the Act, compliance responsibilities with authority from the Board include:

- Managing board processes and meetings – board and committee papers and circulation of agendas, minutes, discussion papers, proposals for the board and its committees.
- Ensuring members' and directors' meetings are properly called and held.
- Ensure compliance with best practice corporate governance.
- Ensuring the necessary registers are established and properly maintained and ensuring that the company's financial records are maintained, and reports prepared in accordance with the requirements of the Act.
- Ensuring records of members' and directors' meetings are kept in compliance with the Act and the organisation's constitution.
- Understanding and ensuring the company complies with its statutory obligations, ensuring requirements of ASIC and other regulators are met, including continuous disclosure.
- Providing or procuring advice for directors regarding application of the Act, company constitution,
- ASIC requirements and other legal and regulatory requirements.
- Development, implementation, communication and maintenance of compliance policies, processes and procedures.
- Manage training and education requirements for directors.

**Knowledge, Skills and Experience:**

- Strong organisational skills with a proven ability to meet strict deadlines.
- Excellent communication skills at all levels and confidence to be able to respond clearly to queries and questions.
- Proven ability to interpret regulatory obligations and governance requirements.
- Demonstrated ability to collaborate within a small team and across the organisational structure.
- Minimum 5 years Company Secretary experience in the not-for-profit sector.

**Qualifications and Training**

- Current working with children checks or equivalent as required by the relevant Australian state or territory.