

## POSITION DESCRIPTION

Cancer Council Australia is a trusted and respected leader in cancer control. As the national membership body for state and territory Cancer Councils we work with our Members and with those affected by cancer, health professionals, the Federal Government, and partners in the public health and cancer sectors, to reduce the incidence and impact of all cancers for all Australians.

<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>	August 2024

### Organisational context

Cancer Council Australia works to make a lasting impact on cancer outcomes by shaping and influencing policy and practice across the cancer control continuum; developing and disseminating evidence-based cancer information through thought leadership and research activities; convening and collaborating with cross sectorial stakeholders and consumers to set priorities; and speaking as a trusted voice on cancer control in Australia.

### Role description

The Chief Operating Officer (COO) role leads the Finance and Corporate Services Division and works in collaboration with the Chief Executive Officer and the Leadership team in the provision of finance, corporate services functions, and general commercial oversight 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, budgeting and forecasting, preparation for and presentation to CCA Board including FRAC and Governance Committees, risk management, property and facilities management, contracts and legal, IT support, project management, WHS, HR and public officer services, policies and procedures, oversight of the Operations Plan, oversight and management of licensing agreements and stakeholder management on behalf of CCA and the wider Federation

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 COO is a member of the Executive team and has a key relationship with

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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.

### 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
- Holds the position of Company Secretary for CCA
- Effectively manages senior level relationships with internal and external stakeholders including the CCA Board and Board Committees, CCA Leadership team, within the Federation, licensees, partners, auditors and service providers
- Strengthens and maintains positive relations with member Cancer Councils, and so contributes to the effective functioning 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.
- Ensure that key, high consequence risks are identified (e.g. cyber security) with robust risk mitigation strategies using internal and specialist external resources to protect CCA and the Federation
- 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
- Continual review of all structures and stakeholder interactions to propose improvements and efficiencies to better utilise donor funds in the pursuit of CCA's charitable objectives
- Continually review and improve CCA's Employee Value Proposition (EVP) through innovative work practices, competitive remuneration structures, and fit for purpose flexibility for proposal to the CEO for consideration.

### Other Accountabilities

- Ensure Divisional KPIs are achieved
- Identify required resource, budget and expertise to deliver against objectives
- Lead the discussions / negotiations with Members to ensure adequate annual subscriptions secured to fund operations
- 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:
  - Identify all relevant compliance obligations and ensure a process is in place to identify any changes in, or additions to these obligations
  - 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

FINANCE & CORPORATE SERVICES / HR		Approved by: Mark Nevin		
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- 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 are aware of the requirement to report any compliance breaches or compliance related complaints in line with policy.
- Actively participate in the timely management and resolution of compliance related complaints, incidents and issues.
- Trademark and other IP protection.
- 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.
- Any other duties that may be required to meet the needs of the organisation

### Main Challenges

- Effective relationships 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 and Board Committees (FRAC and Governance)
- CFOs within the Federation
- External funders and partners including licensees and William Rudder Memorial Trust trustees
- External service providers

### 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.

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- 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.
- Post-graduate qualifications (MBA or similar).

<b>APPROVED BY:</b>	Chief Executive Officer	<b>Date:</b>	
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