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<b>Position Title</b>	<i>Chief Operating Officer</i>
<b>Reports To</b>	<i>Chief Executive Officer</i>

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## Primary purpose of the role

Support the CEO and work closely with the Leadership Team to implement Asthma Australia's strategic plan. The COO will be Asthma Australia Company Secretary and, together with the CEO, will be the conduit to the Board supporting Board members in meeting their fiduciary duties. The COO will also deputise for the CEO and will take lead of several strategic projects.

## Key responsibilities

- Work with the CEO in setting and driving the implementation of organisational strategy and operational priorities.
- An integral leader in the development and execution of organizational strategy
- Prioritise service excellence and achieving outcomes valued by people with asthma and our funders.
- Drive actionable steps for enabling growth, implementing organisation wide goal setting, monitoring organisational performance to deliverables and annual operational planning.
- Ensure appropriate governance, compliance and risk controls are in place.
- Support the Board, Board sub committees and councils.
- Lead and build the capability of a team of professionals leading Business Management, Finance, Compliance, and Data and Technology.
- Oversee financial management, resource allocation and fiscal responsibility to ensure Asthma Australia long term financial sustainability
- Drive operational efficiency, innovation and continuous improvement initiatives to deliver exceptional service and value to internal and external stakeholders.
- Act in the Director People and Culture as required during leave times.
- Carry out the duties of a Company Secretary to ensure Asthma Australia complies with all legal, regulatory and governance requirements while supporting the Board and promoting good corporate governance practices.

## Key performance indicators

- Implementation of measurable operational plan
- Introduction of new measures that create efficiency and improve service delivery
- Organisational accountability to agreed budgets
- Effective management of governance and compliance requirements and organisational risks
- Audit Report outcomes
- Role modelling Asthma Australia core values
- Ensuring Business Services team performance and development plans are current and continuously reviewed

## Experience requirements

- Proven track record in delivering operational excellence
- Proven experience translating strategy into measurable operational plans
- Significant expertise optimising business processes and managing organizational performance metrics
- Previous experience in leading an organisation to develop an operational plan that drives impact, efficiency and accountability.
- Experience supporting a Board
- Experience integrating technology to streamline operations and drive better organizational performance
- Previous experience as Company Secretary
- Experience in the for-purpose or health sector desirable but not required

### **Skills requirements**

- Record of effective leadership in a multi-disciplinary operations team.
- Strong leadership presence and influence.
- Proven experience in the ability to understand and navigate the complexities of strategy and business operations.
- Strong capability in planning and project management to achieve long term goals.
- Outcome focused, discipline driven, structured, purposeful, practical and logical.
- Able to build rapport and effectively influence broad stakeholder groups.
- Role model Asthma Australia values.

### **Qualifications requirements**

- Bachelor Degree in Business, Management or related fields
- Post graduate qualifications in governance (desirable)

### **Additional requirements**

Due to the inherent requirements of the role, government direction and/or funding arrangements, the employee must:

- Consent to a criminal history check
- Solvency or similar check