Title
Chief Operating Officer

Reporting to
Chairman of The Hutchins School Board

Accountable to
Headmaster

Full time equivalent (FTE)
1.0

Job classification
Individual contract

Key relationships
- Headmaster
- Members of The Hutchins School Board
- Heads of School
- Heads of Faculty
- Professional peers from relevant schools across Tasmania and Australia

Direct reports
- Community Engagement and Events Manager
- Debtors Co-ordinator
- Facilities Manager
- Finance and Payroll Administrator
- Finance Officer
- Financial Accountant
- Human Resources Advisors
- Marketing and Media Relations Manager
- Safety, Health and Risk Manager

Position specific check
Tasmanian Department of Justice
Working With Children Registration

Key memberships
- Ex-officio member and Secretary of The Hutchins School Board (the Board)
- Ex-officio member of Board sub-committees:
  - Finance, Audit and Risk
  - Policy and Planning
  - Property Development
- Member of the School Executive
Background and context
The Hutchins School is committed to achieving the highest attainable standards and outcomes for all members of its community including students, staff, contractors and visitors.

The Chief Operating Officer is the Chief Financial Officer for the School, acts as Secretary to the Board, supports the Board Committees and leads the business support activities associated with School operations. These operational areas includes strategic development and implementation; business planning; risk management and mitigation; legal, financial, safety, human resources and marketing management and information and communication technology (ICT) development. Property and facility maintenance and development are also key responsibility areas within the role.

In response to the dynamic nature of the educational environment, the Chief Operating Officer may be allocated duties as defined by the Headmaster and Board, to ensure that the School meets required educational and legal standards as well as community expectations.

Purpose
1. To lead and manage the School’s:
   - financial management and accounting services in accordance with best practice including meeting relevant legislative requirements and accounting standards
   - property portfolio including development projects
   - risk management program in order to mitigate strategic and operational risks across all areas of the School’s operations
   - safety and human resource management, legal and governance responsibilities
2. Review and enable significant ICT initiatives across the School to ensure business and teaching and learning continuity
3. Contribute to strategic management, planning and implementation for the School

Responsibilities

Strategic planning and school reputation
- Contribute to the development of annual strategic, financial and building master plans and facilitate the development process to ensure agreed timeframes are met.
- Develop annual business plans for each operational area within responsibility areas.
- Identify and prioritise strategic initiatives including the development of business cases when required.
- Ensure that the Headmaster is pro-actively supported with communication, media management and community engagement resources.

Financial and accounting management
- Develop an annual budget and documentation for the Board in consultation with the Headmaster and relevant budget holders.
- Ensure financial systems and processes, including financial and accounting control systems, meet statutory and accounting standard requirements.
• Provide financial reports to managers, the Headmaster, the Board and external bodies (including relevant government departments and authorities) in accordance with established timeframes.

• Undertake medium and long term financial planning to ensure the School has adequate resources to meet its capital and operational requirements.

• Identify and report efficiency opportunities that have the potential to maximise the use of available resources.

• Oversee internal and external audit programs and report audit outcomes to the Headmaster and the Board.

• Ensure the Headmaster and the Board are informed of developing trends within the sector, including changing obligations and reporting requirements affecting all aspects of the commercial operations of the School.

Facilities, services and project management

• Manage the planning, resourcing, delivery and reporting of capital projects.

• Develop forward planning tools to assist the Headmaster and Board to identify strategic and operational threats and opportunities related to School facilities and services.

• Ensure that contracted works are delivered according to agreed plans and contract arrangements; ensure work health and safety compliance requirements are met at all times.

Governance and legal stewardship

• Ensure the School responds to legal obligations, claims and complaints in a timely and appropriate manner.

• Develop and implement relevant business continuity, disaster recovery and risk management plans in consultation with the Headmaster and the Board.

• Ensure that the School holds and maintains an appropriate portfolio of insurances to meet reasonably foreseeable liability concerns.

Human resource management

• Ensure that employee recruitment, engagement and termination processes are undertaken in accordance with established practices and legal requirements.

• Ensure that payroll processing is timely, accurate and in compliance with the requirements set out in relevant industrial instruments.

• Manage the School’s response to any formal complaint or litigation related to a safety or employment matter.

Work, health and safety management

• Support the effective implementation of the Work, Health and Safety (WHS) Act, regulations and relevant codes of practice; and ensure leading organisational practice of workers compensation, rehabilitation, anti-discrimination and harassment and offensive conduct management.

• Support the effective development, implementation and review of the School’s WHS Policy and Procedures such as (but not limited to) risk assessment, hazard and injury reporting, working at heights and electrical safety.

• Uphold, promote and support others to understand and follow the School’s WHS Policy and procedures and standards for students.

• Be proactive in the identification and resolution of work health and safety issues within relevant areas of the School.
Capabilities

- Model the values of the School and, through words and personal actions, inspire others to do the same.
- Uphold the School’s Guiding Statements and Code of Conduct and work with a high level of concern for workplace safety and the personal safety of all in our school community.
- Develop respectful and enduring relationships with a diverse range of people with the school community and more broadly through local, national and international education communities.
- Lead and inspire others to achieve great things for themselves and for the School.
- Continuously seek and embed personal improvement for self and the School.
- Value and encourage reflection and innovative ideas in others.
- Understand a complex organisation, all the interrelated parts and the impact of change within a large community.
- Understand and leverage business opportunities that add value for the School.
- Lead and act with courage, conviction and energy.
- Communicate with precision and clarity to a wide variety of stakeholders.

Qualifications and experience

- Relevant tertiary qualifications or equivalent experience in an accounting, law or another business discipline.
- Current membership of or eligibility for membership for a relevant professional body (for example CPA, CA, Law Society, AICD).
- Significant experience leading and managing accounting and legal compliance programs, including the ability to understand and manage complex statutory and regulatory requirements.
- Significant experience leading and managing a variety of operational teams.
- Ability to work collegially with a broad range of people including staff, trustees, board members, contractors, external stakeholders and members of the community.
- Significant experience managing complex issues related to marketing and ‘brand’ ensuring that the School’s reputation is maintained.
- Knowledge of, or willingness to acquire, knowledge related to Officer responsibilities as defined by the Work, Health and Safety Act 2012 for a role on the School Executive Committee.
- Proven capacity to employ a variety of contemporary information and communication technology (ICT) solutions and relevant ICT tools for personal effectiveness and broader workplace efficiency.