College/Division:	College of Health and Medicine
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	Indigenous Health and Wellbeing Grand Challenge Initiative
Position Title:	Chief Operations Officer
Classification:	Senior Manager 2
Position No:	TBC
Responsible to:	Project Lead, Indigenous Health and Wellbeing Grand Challenge Initiative
Number of positions that report to this role:	TBD
Delegation(s) Assigned:	D8

PURPOSE STATEMENT:

The ANU is launching a new Grand Challenge Initiative on Indigenous Health and Wellbeing (IHW) within the Research School of Population Health.

The Chief Operations Officer (COO) will work in consultation with the Project Lead, IHW to develop the strategy and will be responsible for the operational management and administrative leadership of the Indigenous Health and Wellbeing Grand Challenge. Working closely with the IHW Executive Committee, the COO will ensure compliance with the direction and guidance provided from the Grand Challenge Governance Board. The COO will provide high level strategic advice to support the Executive Committee, and will work together with the Executive and Project Lead to attract external funding; establish and manage key internal and external partnerships, monitor program performance, financial and human resources requirements, and to ensure effective communication and high-impact work by the Grand Challenge team.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The COO will report to the Project Lead, IHW, and will be a member of the IHW Executive Committee. They will be the primary point of contact for the Grand Challenge Governance Board, and will ensure that strategic partnerships operate smoothly between the IHW project, relevant government agencies, Schools, industry partners, community members and other partners within and outside of the University. In collaboration with the Executive Committee, the COO will be responsible for the development and implementation of strategies for the effective establishment, growth, management and operations of the IHW Grand Challenge.

Role Statement:

Under the broad direction of the Project Lead, working with a considerable degree of autonomy the Chief Operations Officer will:

- Provide high-level strategic advice on existing and prospective opportunities that advance the strategic goals of the Indigenous Health and Wellbeing Grand Challenge initiative, specifically focused on financial growth and opportunities, and increased engagement with communities. All advice will aim to advance the IHW Grand Challenge in the area of research excellence, impact and engagement.
- Manage and be accountable to the ANU for the Grand Challenge's financial management and associated budget of $10M, including financial reporting, overseeing financial processing, and working with individual project teams to ensure that they are working within their budgets. This includes leading negotiation and engagement with potential research funding sources, including but not limited to the ARC, NHMRC and philanthropic foundations.
- Build and maintain collaborative strategic partnerships within the university with all stakeholders in the IHW Grand Challenge, including but not limited to: the University Executive, College and Research School staff, Innovation ANU, the Technology Transfer Office, Strategic Projects & Partnerships, Alumni Relations & Advancement, and the Legal Office.
- Develop and maintain collaborative strategic partnerships with external organisations, including but not limited to: local, federal, and global government organisations and industry partners; philanthropic foundations and individual donors.
- Lead the development and implementation of a communication strategy, aimed at maximising engagement with the Grand Challenge's research. This will include leading the development of a website and other electronic marketing resources.
- Manage the relationship between the IHW team and the Grand Challenge Governance board, including coordinating the IHW budget planning and reporting processes to ensure the optimal use of resources to achieve agreed objectives, as well as preparation of Board papers and reports.

- In partnership with the Project Lead, provide effective leadership, management and engagement with all IHW Grand Challenge team members, ensuring all objectives and deadlines are met, and supporting career development to build a high performing team.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties consistent with the classification of the position.

SELECTION CRITERIA:

1. Postgraduate qualifications, with relevant experience and proven expertise in high-level leadership contract management positions, or an equivalent combination of experience and training. Experience with research contract management and intellectual property management in a University context is highly regarded.
2. Excellent negotiation and influencing skills with the proven ability to build and maintain effective working relationships with internal and external stakeholders and to engender a positive culture of collaboration and partnerships.
3. Extensive experience in project and operations management including successful delivery of projects on time, within budget to the quality expectation of the customer and stakeholders within a large and complex environment.
4. Demonstrated ability and proficiency in financial and human resources management and strategic leadership, with highly developed analytical and problem-solving skills and a demonstrated ability to use sound judgement in decision-making.
5. Highly developed written, oral and visual communication skills, with the ability to prepare clear and concise reports, briefings and high-level correspondence.
6. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Delegate Signature:		**Date:**	
Printed Name:		**Position:**	

References:
General Staff Classification Descriptors