

## POSITION DESCRIPTION

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<b>Position:</b>	Chief Operating Officer
<b>Classification:</b>	Senior Executive Remuneration Package
<b>Location:</b>	Herston
<b>Date:</b>	August 2021
<b>Responsible to:</b>	Director and CEO

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## POSITION OBJECTIVES

The primary objectives of the position are to:

- As a Senior Executive of QIMR Berghofer, promote the attainment of the Institute's vision, mission, goals and objectives and take a leading role in driving corporate success through ensuring the delivery of high-quality, effective support services, assuring a healthy organisational financial position and enabling open and accountable corporate governance of the organisation.
- Work collaboratively with all members of the Senior Executive to foster a supportive, positive and effective culture to enable successful initiatives and innovations to thrive throughout the organisation.
- Ensure that corporate strategies, structures, systems and processes for the management of organisational operations are sound, transparent, appropriately managed and sufficiently controlled to meet all responsibilities including corporate, legal, regulatory, statutory and financial.
- Utilise exceptional communication, interpersonal and relationship building skills to achieve the primary responsibilities of the role.
- Provide leadership in ensuring the functions of the Services Division contribute to the strategic outcomes of QIMR Berghofer and take an executive role in driving the development and implementation of strategies and programs to build organisational capability, to advance organisational performance and to foster positive corporate culture and engagement.
- Develop and foster an effective working relationship with researchers for the delivery of services from the Support Division and ensure that these are regularly monitored and co-designed improvements are identified and actioned.

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## ORGANISATION CONTEXT

QIMR Berghofer is a statutory body under the Queensland Institute of Medical Research Act 1945 (Qld). The mission of QIMR Berghofer (the Institute) is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State

and to co-operate with, and where possible, assist the work of other medical research establishments within the State and throughout the world.

The Services Division is divided into departments that provide support for the conduct of internationally competitive research programs and projects. The Division consists of five departments, each headed by a divisional executive:

- Finance
- Information Technology and Building and Security Services
- Scientific Services
- External Relations
- Legal Services

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## **REPORTING STRUCTURE**

The position reports to the Director and CEO.

The Chief Operating Officer is expected to work with a large degree of independence and autonomy in the determination and delivery of strategies, priorities, work standards and the allocation of resources within the position's areas of responsibility.

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## **PRIMARY RESPONSIBILITIES**

- Provide executive level direction and management of the corporate functions which comprise the Support Division and the provision of accurate and timely strategic advice arising from such activities.
- Oversee the development, approval and implementation of policies and procedures and take a leading role in institutional strategic and operational planning processes, including authoring briefing papers, reports and submissions on a range of issues relevant to the Institute.
- Provide strategic direction for the information governance and management of the Institute and oversee the development and implementation of QIMR Berghofer's information infrastructure and strategy to meet the devolved scientific and corporate needs of the organisation.
- Oversee the continual improvement of the Institute's knowledge management, business intelligence, risk management and reporting frameworks with a priority of providing integrated performance reporting to the organisation.
- Participate on relevant internal and external boards and committees, and maintain liaison and cooperative activities with appropriate external organisations, community groups and government bodies both state and national.
- Oversee the management of the financial affairs and strategies of the organisation, including the quality of financial recording and reporting systems.
- Ensure that the Institute's legal and regulatory obligations are satisfied including overseeing compliance with appropriate professional standards, legislative and industrial requirements, statutory obligations, accounting and audit standards and managing instances of non-compliance.
- Oversee the management of scientific services and ensure that all necessary standards of safety are

applied. In partnership with researchers, regularly monitor effectiveness of scientific services and obtain improvements through regular engagement and co-designed solutions.

- Promote timely and efficient execution of tasks through effective delegation.
- Through oversight and support, ensure that physical resources including buildings are managed and maintained to standards associated with a leading scientific research establishment.
- Oversee the management and maintenance of QIMR Berghofer's infrastructure and equipment assets and ensure that appropriate management and financial processes are in place to maintain and replace capital equipment.
- As a member of the QIMR Berghofer community, demonstrate the highest possible standards of professional and personal conduct, both as an individual and as part of a team. Commit to regular engagement in personal, professional and team development and demonstrate behaviour consistent with the organisation's stated values and the Code of Conduct.

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## **KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)**

### ***Essential***

- Postgraduate qualifications in administration, management, business or related discipline.
- Extensive experience in leading and managing at executive level a diverse range of specialist, infrastructure and corporate functions in a contemporary, diverse, service-oriented environment with a proven record of success.
- Relevant knowledge of physical, information, digital and financial management and business operations and preferably specialist expertise in at least one or more of these.
- Exceptional strategic and conceptual capabilities and skills plus demonstrated capacity to contribute at a high level to strategy development and deployment.
- Demonstrated high level ability to lead, develop and manage staff to excellence in work performance and to foster a mindset of achievement, including a demonstrated ability to build effective high performance teams and to lead and manage change.
- Demonstrated high level ability to establish and maintain effective relationships with a diverse range of internal and external clients and stakeholders, with the ability to set direction, as well as the capacity to make and communicate critical decisions and actions to others.

### ***Desirable:***

- Previous pertinent experience in organisations engaged in research or associated with government or health care
- Higher degree research qualification.