



Position Description: Chief Operating Officer/Company Secretary

REPORTS TO

Chief Executive Officer

BACKGROUND

Fight Food Waste Ltd (FFWL) has a vision of an Australia without food waste. Currently lost or wasted food in Australia adds up to 7.6 million tonnes each year, which could fill the Melbourne Cricket Ground ten times. The financial losses are estimated at over \$36 billion annually. Food waste rotting in landfill is a leading cause of climate change; one that can be readily addressed. Through the United Nations Sustainable Development Goals, the world is now committed to halving food waste by 2030. This is your chance to be part of history in assisting Australia's lead agency in the fight against food waste to achieve this audacious goal.

FFWL is a non-profit organisation that operates two divisions, the Fight Food Waste Cooperative Research Centre (FFWCRC), which is supported by the Federal Department of Industry, Science, Energy and Resources CRC Program and 60 participants, and Stop Food Waste Australia (SFWA), which is supported by the Federal Department of Agriculture, Water and the Environment and 20 partner organisations. The organisations head office is in Adelaide, with offices in Brisbane, Sydney, Canberra and Melbourne.

We are a values-led organisation that is focussed on:

- Purpose - making a difference, for good
- Integrity - doing what is right
- Collaboration - working together for better outcomes
- Performance - creating meaningful impact

We offer a flexible working environment within a small professional team, a modern office setting 15 min south of the Adelaide CBD (Australia's most liveable city) with free parking, plus salary sacrificing arrangements.

PRIMARY ROLE

The Chief Operating Officer is responsible for leading and managing the corporate activities of Fight Food Waste Ltd, the company that manages the FFW CRC and Stop Food Waste Australia (SFWA). Specifically, this position has responsibility for the financial, risk management, compliance, and contractual affairs of the Company, liaises with all staff and those of participant and member organisations, and is an integral member of the senior management team. The person will also act as Company Secretary, providing expert advice on corporate governance issues to the Chair, Board Directors and CEO and ensuring the statutory compliance of the company.

This role has direct line management responsibility for the head office team and business development managers. The role also manages a range of external professional service providers.

The ideal candidate is highly self-motivated, incredibly professional, and capable of managing multiple work streams and prioritising tasks in a fast-paced corporate environment.

The position is based at the University of Adelaide Waite Campus, Urrbrae, Adelaide.

A highly competitive remuneration package will be negotiated with the preferred candidate.

RELATIONSHIPS

Internal	External
CEO	Participants
The Chair and Non-Executive Directors	Government representatives
Board Committee members	Scientific collaborators
Employees, professional staff and scientists	Professional service providers
Members of the Management Team	CRC and SFWA clients
Members of the SFWA Management Team	Suppliers

QUALIFICATION AND EXPERIENCE

- Tertiary qualifications in accounting, commerce and/or business are essential, ideally including Certified Practising Accountant or Chartered Accountant qualifications.
- Postgraduate management qualifications such as a Masters of Business Administration are highly desirable.
- A minimum of 5 years senior management experience in a public or private sector entity with demonstrated ability to engage constructively with a diverse range of partners and stakeholders.
- Company Secretary qualifications and experience working in a research organisation, ideally Cooperative Research Centres, are highly desirable.

KEY ACCOUNTABILITIES

Governance and Strategy

- Act as Company Secretary and provide secretariat support to the Board and its sub-committees.
- Be intimately familiar with the Corporations Act and the Company's key legal agreements.
- Establish the annual Board meeting calendar and make arrangements for meetings and the AGM.
- Work with Board/committee chairs and the CEO on setting of each meeting's agenda. Prepare meeting papers, compile and distribute papers, contribute to discussions and record and prepare meeting minutes.
- Contribute to the development of the company strategy and lead the development of the Annual Operating Plan.

Financial, Contractual and Intellectual Property

- Maintain overall responsibility for the financial management of the Company.
- Prepare the annual budget and revisions thereto.
- Prepare quarterly financial reports and commentary for the Board.
- Prepare ad-hoc financial reports for decision making.
- Manage the annual audit process working with the external auditor.
- Prepare, negotiate, and manage all significant agreements entered into by the Company working with the external lawyer where appropriate.
- Provide executive oversight to ensure effective identification, management, protection, and licensing of Intellectual Property.

Administration

- Oversee all operational matters including the organisation of the office and procedures (information management, filing systems, requisition of supplies and other corporate services including IT).
- Document administrative, financial and HR procedures and policies.



- Participate as a member of the senior management team, ensuring business efficiencies and contributing to the development of future strategies.
- Manage the process for admitting new participants into the FFW CRC.
- Manage the further development of the project management system(s).

Staff Management

- Manage the Office Manager, Communication Manager and Innovation Managers.
- Provide strong direction and support to the Research Systems Manager.
- Keep focus on agreed values and behaviours to maintain positive culture.
- Work with staff to develop KPIs and professional development plans for themselves and their teams.
- Lead improvements to HR management systems.

Risk & Compliance

- Revise, maintain and audit the Risk Policy and Plan, and maintain a Risk Register.
- Ensure statutory, contractual and regulatory compliance is maintained (e.g. ACNC, WHS compliance)
- Develop workplace policies and protocols to ensure compliance with relevant legislation.
- Maintain appropriate insurance policies.

Monitoring, Review & Reporting

- Manage annual, quarterly and adhoc reporting to the CRC Program.
- Oversee the overall project management process, identify, and implement improvements as required.
- Oversee the quarterly project reporting process and the quarterly participant snapshot reporting process.
- Manage the further development and maintenance of the impact model.
- Manage annual participant survey, staff engagement and board effectiveness surveys.
- Contribute to the development of new projects through informal and formal evaluation processes with an emphasis on the review of project budgets and utilisation plans.

CANDIDATE SPECIFICATION

The Chief Operating Officer will meet the following requirements:

- The successful candidate will demonstrate strong leadership and management skills and will be highly experienced in financial management, contractual management, administration and governance.
- They will have excellent communication skills, both verbally and written, and the ability to problem solve and to interact with a range of funding bodies and stakeholders.
- They can manage high intensity situations and possess the ability to work under pressure and to prioritise work effectively.
- They have extensive finance, administrative and business management experience in a scientific, not for profit or commercial environment and a strong commercial acumen.
- Demonstrated ability to work as part of a team with management and staff at all levels and with business associates such as members, sponsors, accountants, auditors, bankers, insurers, lawyers etc.
- Demonstrated integrity, initiative and achievement in managing businesses with an outcomes focus.
- A proven commitment to excellence, innovation and continuous improvement.
- Demonstrated understanding of, and commitment to, equity and workplace health and safety principles, adherence to our companies policies, values and behaviours.