

CHIEF OPERATING OFFICER

Level E | 1.0 EFT

Are you a CA/CPA qualified finance manager, seeking a leadership role with broader responsibilities? Are you interested in broadening your capabilities in operations management, company secretary and technology? Are you interested in the arts sector and working for a world-leading music training organisation? The Australian National Academy of Music (ANAM) seeks a Chief Operating Officer to join the leadership team, with oversight across finance, governance and major project management.

Primary purpose of the role

To ensure that financial operations at ANAM are delivered

- at a high level;
- support and are relevant to ANAM's strategic priorities and
- are compliant with legal and other regulatory obligations.

The Chief Operating Officer will also

- oversee ANAM's facilities and IT needs, and its health and safety obligations;
 - act as Company Secretary;
 - with the General Manager, lead the development and implementation of ANAM's new commercial Venue Hire and Events business in the South Melbourne Town Hall;
 - contribute to ANAM's leadership as part of the management team, and
 - have three part-time reports.
-

About ANAM

ANAM is an international, dynamic and outward facing cultural institution, training and performance company, with a demonstrated commitment to servicing and engaging with its communities. It is internationally renowned as the only purely performance classical music training academy in Australia, and one of the few in the world.

ANAM has industry partnerships with over 20 organisations, including the Australian Chamber Orchestra, the Sydney, Tasmanian, Melbourne and West Australian Symphony Orchestras, the Auckland Philharmonia, Musica Viva Australia, the ABC, a range of national music and arts festivals, and internationally with the Berlin Philharmonic Orchestra, the Bavarian State Opera Orchestra (Munich), Mahler Chamber Orchestra (Berlin) and London's Royal College of Music.

ANAM is one of the Commonwealth Government's group of ARTS8 performance and screen arts training organisations which ensure that Australia has a pipeline of talent to sustain the country's future creative life.

ANAM is currently temporarily based in the Abbotsford Convent whilst it oversees the major redevelopment of its home in the South Melbourne Town Hall (SMTH).

About the Role

The Chief Operating Officer is a full-time leadership role reporting directly to the General Manager. The COO is a key member of the Executive Team, overseeing ANAM's strategic and operational financial management to ensure that it meets its financial reporting obligations to the Board and the

Audit and Risk Committee. At all times the COO will be a role model for the leadership behaviours expected of a passionate, dynamic and engaged team.

The successful candidate will be an enthusiastic, agile thinker with the ability to lead the development and rollout of ANAM's new commercial Venue Hire & Events business in the redeveloped South Melbourne Town Hall.

The COO is also responsible for all financial, health and safety, audit and regulatory compliance, and systems activity of ANAM. The COO will also have responsibility for facilities and IT and communications systems, and act as Company Secretary. Together with ANAM's General Manager and Project Managers (Newbridge) they will also play a key role in having financial oversight of the South Melbourne Town Hall (SMTH) re-development project.

How to apply

This position requires an email to the People and Culture Manager. Application instructions are at the end of this advertisement.

Details of engagement

Position title:	Chief Operating Officer
Salary classification:	Level E (from ANAM's Workplace Agreement 2016)
Salary range:	\$140,000-\$150,000 (plus super)
Time fraction:	full time
Employment type:	Ongoing full time, subject to the successful completion of a probationary period
Reports to:	General Manager
Works closely with:	ANAM Management team; Board of Directors
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	asap
End date:	n/a, subject to the successful completion of a three month probationary period

Areas of Responsibility

Financial Management

- Financial strategy and management, including development of long-term financial strategy
- Budget preparation, forecasting and reporting
- Cost control, efficiency and risk management
- Finance and regulatory compliance
- Oversight of payroll
- Reporting to Board and Finance, Audit and Risk Committee

South Melbourne Town Hall Project

- Together with ANAM's General Manager
 - And project managers, have financial oversight of the SMTH redevelopment project
 - Lead the modelling and introduction of the new Venue Hire and Events business, including develop and implement new business structures and operating processes for rollout of the new business in 2028

Corporate

- Monitoring of strategic risk management plans
- Act as Company Secretary
- Attend meetings of the Board and Finance, Audit and Risk committee
- Regulatory compliance and reporting

Business operations

- Oversight of leases (currently with Abbotsford Convent Foundation, CVA and City of Port Phillip)
- Oversight of facilities management
- Insurances
- Information Technology and Communications

- OH&S
- Asset management
- Where required, engagement of specialists and implementation of recommendations (i.e. cyber-security reviews)

Leadership

- As a member of the management team
- Manage staff

Selection Criteria

Essential

- Tertiary qualified Certified Chartered Accountant (CA) or Certified Practising Accountant (CPA) with current membership of either CPA Australia or the Institute of Chartered Accountants in Australia
- Experience in senior financial management roles, demonstrating expertise in strategic financial planning, budgeting forecasting and financial reporting
- Strong knowledge and experience in audit processes, financial and corporate compliance, regulatory frameworks, and managing external audits to ensure adherence to accounting standards and statutory obligations
- Demonstrated knowledge of contemporary financial management practices and proven analytical, problem-solving and decision-making skills

Desirable

- Familiarity with the arts, education or non-profit sectors, including understanding of government and philanthropic funding
- Experience in managing transitions of changes in entity structures
- Proficiency in financial management software and systems
- Experience in managing and implementing structural change and/or business transformation and management of external contractors
- Demonstrated ability to oversee technology solutions that are effective, user-friendly and support business objectives

Personal characteristics

- An agile and strategic thinker who can drive structural and organisational change
- Demonstrates a capacity for innovative thought and action, problem solving, and ability to operate in a flexible manner
- Able to engage and motivate staff
- Committed to the principles of continuous improvement and quality management
- Excellent interpersonal skills with an ability to develop and maintain relationships

All ANAM employees are required to obtain

- Current Working with Children Check;
- Nationally Coordinated Criminal History Check;
- Proof of an entitlement to work in Australia.

Applications from the following will not be accepted

- An undischarged bankrupt under the Bankruptcy Act 1966
- A ban from ASIC or a court from managing corporations under the Corporations Act 2001
- A person convicted of various dishonesty related offences, such as fraud.

Delegated Responsibilities (three direct reports)

- *Head of Operations and Facilities (ft, shared report)*
 - OH&S management; implementation of safety strategies; meetings and reporting
 - Management of venues, maintenance, security, facilities-related contracts and assets
- *Accounts Coordinator (.6 EFT)*

- Day to day financial accounting and administration, including accounts payable/receivable; payroll
- Preparation of required materials for yearly audit
- *Executive Assistant (.8 EFT) New role (shared report)*
 - Board and sub-committee meeting scheduling; room booking; meeting arrangements; RSVPs and minute-taking

Other information

Equity and Diversity

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, Indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

The cohort of employees and contractors at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

ANAM's Acknowledgement of Country

ANAM respectfully acknowledges the traditional custodians of the lands spread across Australia on which we work and live. We uphold and honour their continued relationship to these sites, we pay respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Applications

Enquiries and further information

- Charlotte Cassidy – People and Culture Manager, c.cassidy@anam.com.au
- Applications submitted automatically via third party sites will not be accepted.
- Further information about ANAM available at anam.com.au

How to apply

- Applications should be in one PDF document, to include a CV, plus a one-page cover letter addressing key selection criteria and your suitability for the role. Please list three referees. Referees will not be contacted without prior notice.
- Applications should be emailed to Charlotte Cassidy c.cassidy@anam.com.au
- Applications close 11.59pm on **Sunday 3 November 2024**