

Chief Operating Officer

Position Description	
Reports To:	Prof. Samuel Harvey, Executive Director & Chief Scientist
Direct Reports:	Director, Services & Implementation Director, People & Culture Director, Funding & Partnerships Director, First Nations Strategy & Partnerships Director, Marketing & Communications Head of IT & Business Systems Head of Project Management Head of Commercialisation Director, Finance & Governance (on Governance)
Location:	Black Dog Institute, Hospital Road, Randwick

Science. Compassion. Action

As a global leader in mental health research and the only Medical Research Institute (MRI) In Australia to Investigate mental health across the lifespan, our aim is to create a mentally healthier world for everyone.

Areas of strength include suicide prevention, digital mental health, workplace mental health, new treatments, and prevention in young people. Our unique translational approach allows us to quickly turn our world-class scientific findings into clinical services, educational programs and e-health products that improve the lives of people with mental illness.

We join the dots, connecting research answers, expert knowledge and the voices of lived experience to deliver solutions that work across the health care system for patients and practitioners alike.

Our partnerships with people with lived experience, federal, state and local governments, communities, schools, corporate Australia and others in the mental health sector enables us to drive evidence-informed change where it's needed most.

Our Culture

We strive to practice what we preach and create a culture that supports the mental health and wellbeing of our staff. To safeguard the mental health and wellbeing of our team we use our [Mental Health and Wellbeing Framework](#). It is built on the work of our leading Workplace Mental Health Research team and implements the *5 ways to wellbeing*.

By considering both the evidence and direct feedback from our staff, we develop initiatives to promote wellbeing, personal resilience, stigma reduction, and help seeking so we can actively support employees who become unwell.

We also have our **Ways of Working framework** which was created by our people and is the cultural cornerstone that influences everything we do. It defines how we agree to work together to achieve our mission, vision, and strategy. It also informs our employee initiatives that provide ongoing support to employees and opportunities for professional development.

We invest in maintaining a positive workplace culture and offer a varied wellbeing program tailored to our staff's needs. This program includes learning and development seminars, health and fitness activities and social events. Work-life balance is also embedded in our culture as we offer flexible working arrangements. When you work at Black Dog Institute, you are joining a team of people who share a vision of a mentally healthier world.



Job Purpose

The Chief Operating Officer (COO) is a new Executive role that will provide operational leadership across all areas of the Black Dog Institute. The COO will work closely with the Executive Director, Chief Scientist and Board to facilitate a high-performance organisation that is able to grow and achieve its strategic goals. The COO will be responsible for the day-to-day operations of the Institute and will lead a team of existing executives covering Services and Implementation, Fundraising and Partnerships, People and Culture, Marketing and Communications, Project Management, Governance, First Nations and our Internal Commercialisation Team. The COO will also work closely with other Executives to drive improved governance and risk management and to facilitate translations of research into implementation and action across multiple domains. The new COO will also lead an organisation-wide systems upgrade, to ensure all systems are integrated and position the organisation for further scale.

Duties

- Work together with the Executive Director, the Executive Leadership Team and the Board to implement the Black Dog Institute's strategic objectives.
- Empower team by driving a high performing culture and promoting a collaborative environment.
- Measure and report on operational performance and develop plans to improve relevant key performance indicators.
- Lead the establishment of high performance and efficient operations across all parts of the organisation.
- Collaborate with other Executives to accomplish short and long-term operational goals.
- Establish high quality systems to support the planned growth of the organisation.
- Drive income growth, lead improvement in business efficiencies and organisational processes, monitor business performance, ensure regulatory compliance and assist in building an organisational culture that drives the Institute in meeting its key objectives.

- Responsibility for organisational governance and the efficient management of complex organisational-wide projects
- Oversee coordination of Operational, Resource and Budget (ORB) planning and board reporting processes ensuring they are aligned and integrated.
- Ensure the effective management of change across the Institute, including oversight and contribution to Change Working Groups.
- Support the Executive Director and Chief Scientist with the operationalisation of key strategic projects, including the commercialisation of Black Dog intellectual property and the Research Translation Framework
- Oversight of Research Translation Framework operating system and the smooth transition of projects through this system
- Additional responsibilities include Executive Leadership, Stakeholder Management, Change Management, Risk, Process/Operations Management and Income Growth.

Work, Health and Safety

- Ensure self and all staff comply with all WHS legislation WHS Policy and Procedures.
- Report any WHS hazards and significant issues to Director, Finance and Governance
- Work in a safe manner, applying a duty of care.

Note: the list of responsibilities is not exhaustive, and the Institute may change or request additional activities to meet the operational needs of the business

Selection Criteria

Essential Criteria

1. Relevant tertiary qualifications in business related discipline or similar
2. Demonstrated min 5 years experience in executive management and leadership
3. Demonstrated ability to lead a group of executives and senior managers toward a common goal.
4. Outcomes-driven individual to ensure a high-performing culture.
5. Strong financial, people management, business development, income generation and strategic leadership skills aligned with BDI Ways of Working
6. Strong understanding of risk management and governance for safety and wellbeing
7. Strategic organisation planning and implementation ability to inspire and communicate vision to all levels within the business.
8. Strong business acumen
9. Critical analysis, problem solving and decision making skills
10. Excellent communication skills and demonstrated ability to manage diverse teams of senior leaders
11. Proven experience in driving significant change and experience successfully implementing business processes and systems.
12. Experience in implementing and overseeing large scale projects
13. Experience working in a COO or similar role
14. Understanding of the healthcare, mental health and/or research sectors