



South Australian **Film Corporation**

CHIEF OPERATING OFFICER

JOB & PERSON SPECIFICATION

OCTOBER 2020



South Australian **Film Corporation**

Position Chief Operating Officer

Reports to: Chief Executive Officer

ORGANISATIONAL OVERVIEW

South Australia has a rich history in screen production and the South Australian Film Corporation (SAFC) is the state's leading screen authority and investment body. Established under the South Australian Film Corporation Act, we focus on creating the conditions for the growth and prosperity of all of the components of the South Australian screen industry.

PURPOSE

To support, position, and champion South Australian screen businesses to achieve creative excellence and prosperity contributing to a robust South Australian economy and creative vibrancy, and the SA Government's Growth Agenda.

VALUES

- Supportive – We nurture and enable success
- "Can Do" – We are flexible, innovative, proactive. Doing business with us is easy and fast
- Trustworthy – We are expert, transparent and reliable in our advice and actions
- Open – We collaborate and communicate in a timely and relevant way
- Professional – We are accountable, fair, respectful and service-oriented
- Inclusive – We promote diversity and representation

STRATEGIC OBJECTIVES

- Enable Entrepreneurship
- Grow Capability of the SA screen sector
- Champion SA
- Deliver Operational Excellence

POSITION PURPOSE

The Chief Operating Officer is responsible for managing all aspects of finance, operations, governance, risk management and providing corporate services in the areas of HR, IT systems, maintenance of SAFC's facilities and administrative functions.

The position ensures compliance and adherence to all governance matters including treasury policy and procedures.

POSITIONS REPORTING TO THIS POSITION

- IT Manager
- Finance Officer (*2)
- Receptionist (*2)

OTHER SIGNIFICANT WORKING RELATIONSHIPS

Internal

SAFC staff are required to work collaboratively with all other employees and demonstrate sound team cohesion working towards the achievement of common goals.

External

- SA Government agencies and in particular the Department of Innovation and Skills, the Department for the Premier and Cabinet and the Department of Treasury and Finance.
- Adelaide Studios tenants.
- SA Government suppliers and 3rd party suppliers.
- Grant and other funding recipients.

PRIMARY OUTCOMES AND ACCOUNTABILITIES

Key result areas	Performance requirements
Operational responsibilities	<ul style="list-style-type: none">– Oversee and steer the organisation's finances and financial reporting, including the preparation of annual budgets, annual and monthly reports and longer-term financial projections and tracking performance against these.– Assess and report on the financial and operational risks facing the SAFC and strategies to monitor, manage and mitigate these risks.– Manage financial transactions and payments (eg review and authorise payroll).– Manage relationships with Government departments, tenants, external auditors and other relevant agencies.– Provide high level HR support in conjunction with relevant Government departments.– Ensure compliance with legal, regulatory and risk management requirements.– Lead development of financial procedures and policies, monitor and implement new financial regulatory/reporting requirements and policy improvements as needed.– Manage procurement, tenants, facilities management and front office operations– Oversee the operation of the Adelaide Studios precinct– Lead, manage and develop the team to ensure all operational and finance objectives and deliverables are achieved– Ensure SAFC operational excellence, responsible for streamlining administrative and other corporate functions, policy development and quality

<p>Leadership and Strategy</p>	<ul style="list-style-type: none"> – Contribute positively to the development and implementation of the SAFC strategic and operational plans. – Improve operational efficiency and enable capacity for more strategic/purpose driven activity – Lead the design, reporting and implementation of analytics and reporting that supports the strategic and operational priorities. – Role model and communicate SAFC’s values and leadership behaviours. – Coach, nurture, develop and empower team members.
<p>Governance</p>	<ul style="list-style-type: none"> – Ensure organisational adherence with the SAFC Act, policies and procedures. – Ensure completion and lodgement of statutory forms/returns and reporting under relevant legislation/regulation, including annual financial accounts, changes to directors and other office holders. – Arrange and prepare documents for the Board and Risk and Audit Committee meetings, including the preparation and circulation of agendas, papers, and minutes. – Assist the Chairman, Committee Chairs and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities

SELECTION CRITERIA

- Accounting, business or finance degree is a requirement, preferably CA/CPA qualified.
- Strong track record in financial management and reporting/analytics and oversight of business operations/performance.
- Experience in corporate governance.
- Ability to understand and analyse new issues quickly.
- Excellent written and verbal communication skills.
- Demonstrated ability to make sound decisions and present clear and well-argued assessments/arguments to influence and support decisions (written and verbal).
- Well developed presentation skills, with an ability to articulate operational and technical issues to senior audiences.
- Sound knowledge of IT and HR principles, systems and practices.
- Self-starter able to work with minimal supervision and able to plan personal workload and delegate effectively.
- Strong alignment with SAFC values, leadership behaviours and purpose.

SPECIAL CONDITIONS

- Some out of hours, weekend work and/or intrastate/interstate travel is required.
- May be required to take part in or assist key industry organisations with their programs.
- National police security clearance required.



HOW TO APPLY

Applications should be addressed to Hannah Way. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.