

Position Description	
<p>Moore Theological College's:</p> <p>Vision is: to see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost</p> <p>Mission is: to provide excellent evangelical theological education</p> <p>Values are: Christian faith, integrity, grace, service, community, scholarship, gender complementarity, freedom of enquiry and integration</p>	
Position Title:	Chief Operating Officer
Industrial Instrument and classification:	Educational Services (post-Secondary Education) Award 2010, General Staff Level 9.0
Reports to:	Principal
Primary Purpose of Position:	To assist the Principal by overseeing and directing all the non-academic and non-pastoral affairs of the College
Special tools/equipment or conditions:	General office equipment Customer Relationship Manager (CRM) – Salesforce Attendance at some out of hours events may be required.
Relationships:	<p>Internal:</p> <p>Principal</p> <p>Vice Principal and senior Faculty</p> <p>All senior management positions in the College, including:</p> <ul style="list-style-type: none"> • Registrar • Operations Manager • Financial Controller • Director, Property Strategy and Development • Manager, Library and Information Services • External Engagement Manager • People and Culture Manager • Centre Directors (CGM, CMD, CCL, PAA) <p>all other staff</p> <p>current students</p>
	<p>External:</p> <p>Governing Board and Executive</p> <p>Governing Board Committees</p> <p>Anglican Diocese of Sydney</p> <p>Government bodies (ASIC, ACNC, TEQSA etc.)</p> <p>External providers</p> <p>Suppliers</p> <p>Donors</p>

Number of staff under supervision:	Approximately 60
Delegated Authority	The Chief Operating Officer has delegated authority from the Governing Board for oversight of all expenditure within the approved College Budget, including all approved capital works expenditure up to but not exceeding \$300,000 on an individual project.
Budget and/or revenue accountable for:	Approximately \$10 million
Selection Criteria	
<p>Essential Criteria:</p> <p>The Chief Operating Officer must:</p> <ul style="list-style-type: none"> • have advanced leadership, administrative, business and financial expertise; • demonstrate a proven track record of leading and managing people at senior organisational levels; • be a supportive team player with a hands-on, collaborative approach to work and relationships. • be a person of Christian faith and character, and attend regularly and be actively involved in a Bible-based Christian Church; and • uphold the College's Vision, Mission and Values statements and its expected behaviours, at all times behaving in a manner consistent with the Sydney Anglican diocese's professional standard <i>Faithfulness in Service</i>, and sign and deliver the Diocese's Statement of Faith, found in its <i>Governance Policy for Diocesan Organisations</i>, before commencing in the position. 	
<p>Desirable Criteria:</p> <p>It is desirable but not essential that the Chief Operating Officer:</p> <ul style="list-style-type: none"> • have experience in the leadership and/or management of organisations within the higher education sector; • have a strong understanding of the workings, theology, practice and administration of the Sydney Anglican diocese and of Moore Theological College; • be well-respected and networked within evangelical Christian circles; and • have some formal qualification(s) in the study of Christian theology. 	
Key Performance Obligations	
<p>The Chief Operating Officer must:</p> <ul style="list-style-type: none"> • demonstratively support the Principal as he leads the College, including assisting the Principal in driving the implementation of the College's Strategic Plan in line with its vision, mission and values; • exhibit Christian leadership, diligence and integrity in all aspects of his/her work, but in particular as he/she leads the administrative and service staff of the College; • show competence and sound judgement in leading the development and implementation of strategies and policies to achieve the goals in the College's Strategic Plan; • actively oversee the framing and careful management of the College's income and expenditure budgets and cashflow; 	

- monitor and work to continuously improve the productivity of the College's staff activities and other service provision;
- oversee and encourage ways to grow the College's income and other resourcing, including through fundraising, bequests and appropriate marketing strategies and activities;
- understand, monitor and manage risks affecting the College and, where feasible, proactively work to reduce them; and
- understand and ensure the College operates in compliance with all laws and regulations relevant to its objects and its operations.

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name	
Signature	
Date	