**Position Family: Senior Executive**

*General Management*

Chief Executive Officer [EXE.GM010.8](#bookmark503)

Chief Operating Officer [EXE.GM020.7](#bookmark504)

Company Secretary [EXE.LE020.7](#bookmark505)

Head of Single Corporate Function (Not Elsewhere Classified) [EXE.CO900.7](#bookmark506)

Head of Multiple Corporate Functions (Not Elsewhere Classified) [EXE.CO999.7](#bookmark507)

Head of Single Profit Centre [EXE.GM040.7](#bookmark508)

Head of Multiple Profit Centres [EXE.GM030.7](#bookmark509)

Head of Single Operations/Technical Discipline (Not Elsewhere Classified) [EXE.OP900.7](#bookmark510) Head of Multiple Operations/Technical Discipline (Not Elsewhere Classified) [EXE.OP999.7](#bookmark511)

# Position title: Chief Executive Officer

**Aon Position code: EXE.GM010.8**

**Level: 8**

**Responsible for**

Achieving corporate objectives and effectively managing a company or a group of companies. Ensuring that agreed strategies are implemented. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

# Report to

Board of Directors (and Shareholders) or overseas principals.

# Supervises

Directors, divisional and functional managers.

# Main activities

* Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
* Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
* Directing the preparation, communication, and execution of operating objectives, plans and programs.
* Negotiating major deals and financial arrangements, loan terms etc.
* Directing and motivating the executive team in the achievement of agreed goals and standards.
* Acting as the chief spokesperson for the organisation.

# Key skills

* Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

# Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

# External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

# Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

# Other comments

**Position title: Chief Operating Officer**

**Aon Position code: EXE.GM020.7**

**Level: 7**

**Responsible for**

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

# Report to

Chief Executive Officer/Managing Director.

# Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

# Main activities

* Providing strategic direction, leading, managing and directing all operational activities of the organisation.
* Accountability for the overall profitability of the operational activities of the organisation.
* Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
* Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
* Providing support and assistance to the CEO on corporate and group issues where required.
* Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
* Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
* Directing and motivating subordinate managers to achieve agreed targets.
* Managing and motivating all divisional employees.

# Key skills

* Proven management experience at a senior level.
* Financial management/reporting and analysis skills.
* Strategic planning and resource management skills.
* Strong leadership and motivational ability.

# Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

# External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

# Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

# Other comments

**Position title: Company Secretary**

**Aon Position code: EXE.LE020.7**

**Level: 7**

**Responsible for**

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

# Report to

General Manager, Chief Executive Officer.

# Supervises

May supervise clerical staff.

# Main activities

* Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advise to the Board.
* Facilitating ongoing communication between the organisation and external Board members.
* Providing legal advice to management on a wide range of corporate and employment relations issues.
* Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.
* Reviewing, summarising and advising management on corporate documentation prior to sealing.
* Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.
* Assisting with the year end accounting process and the preparation of the organisation's annual report.
* Ensuring that Board administration is effectively performed.
* Participating in special projects and assignments of strategic importance to the organisation.

# Key skills

* Good working knowledge of relevant legislation.
* Excellent communication skills.
* Excellent negotiation and dispute resolution skills.

# Internal contacts

All Divisional Managers, Legal Staff.

# External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

# Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

# Other comments

**Position title: Head of Single Corporate Function (Not Elsewhere Classified) Aon Position code: EXE.CO900.7**

**Level: 7**

**Responsible for**

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

# Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

# Supervises

Those managers and staff working within the functional area.

# Main activities

* Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
* Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
* Managing various operations within a division within the policies and guidelines established by executive management.
* Participating as a member of the senior management team.
* Managing and motivating all divisional personnel.
* Participating in the negotiation of major sales deals within broad policy guidelines - if required.

# Key skills

* Sound administrative skills and a proven record of successful staff management.
* Proven management experience at a senior level; must be an effective manager by exception.
* Strong leadership and motivational ability.

# Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

# External contacts

Major suppliers and clients/customers, industry associations.

# Typical experience

10+ years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

# Other comments

**Position title: Head of Multiple Corporate Functions (Not Elsewhere Classified) Aon Position code: EXE.CO999.7**

**Level: 7**

**Responsible for**

Managing a variety of diverse independent functional activities or branches. People performing this role are necessarily responsible for designing and implementing strategies for each of their respective functions.

# Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

# Supervises

Those managers and staff working within the functional areas.

# Main activities

* Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
* Accountability for the overall performance of the multiple functions and the achievement of associated targets.
* Ensuring that the functions under control comply with statutory requirements, if any.
* Directing and motivating subordinate managers to achieve agreed targets.
* Participating in the negotiation of major deals with commercial partners and vendors.
* Periodically updating CEO / Company Management with YTD performance of respective functions.

# Key skills

* Proven management experience at a senior level; must be an effective manager by exception.
* Strong leadership and motivational ability.
* Strong business acumen.

# Internal contacts

All Senior Leaders and Functional Heads and subordinate teams in respective functions.

# External contacts

Major commercial partners and vendors, clients/customers, industry associations and regulatory bodies (if applicable).

# Typical experience

12+ years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

# Other comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code EXE.GM020.7 - Chief Operating Officer.

# Position title: Head of Single Profit Centre

**Aon Position code: EXE.GM040.7**

**Level: 7**

**Responsible for**

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

# Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

# Supervises

Those managers and staff working within the functional area.

# Main activities

* Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
* Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
* Managing various operations within a division within the policies and guidelines established by executive management.
* Participating as a member of the senior management team.
* Managing and motivating all divisional personnel.
* Participating in the negotiation of major sales deals within broad policy guidelines - if required.

# Key skills

* Sound administrative skills and a proven record of successful staff management.
* Proven management experience at a senior level; must be an effective manager by exception.
* Strong leadership and motivational ability.

# Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

# External contacts

Major suppliers and clients/customers, industry associations.

# Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

# Other comments

**Position title: Head of Multiple Profit Centres Aon Position code: EXE.GM030.7**

**Level: 7**

**Responsible for**

Managing a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for implementing strategy

# Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

# Supervises

Those managers and staff working within the functional areas/branches.

# Main activities

* Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
* Accountability for the overall financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
* Ensuring that the functions/branches comply with senior management directives and statutory regulations.
* Directing and motivating subordinate managers to achieve agreed targets.
* Managing and motivating all divisional personnel.
* Participating in the negotiation of major sales deals within broad policy guidelines - as required.
* Acting as the chief spokesperson for the organisation in relation to the multi functions/branches or responsibility - as required.

# Key skills

* Has sound administrative skills and a proven record of successful staff management.
* Proven management experience at a senior level; must be an effective manager by exception.
* Strong leadership and motivational ability.

# Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

# External contacts

Major suppliers, clients/customers, industry associations.

# Typical experience

At least 12 - 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

# Other comments

**Position title: Head of Single Operations/Technical Discipline (Not Elsewhere Classified) Aon Position code: EXE.OP900.7**

**Level: 7**

**Responsible for**

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

# Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

# Supervises

Those managers and staff working within the functional area.

# Main activities

* Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
* Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
* Managing various operations within a division within the policies and guidelines established by executive management.
* Participating as a member of the senior management team.
* Managing and motivating all divisional personnel.
* Participating in the negotiation of major sales deals within broad policy guidelines - if required.

# Key skills

* Sound administrative skills and a proven record of successful staff management.
* Proven management experience at a senior level; must be an effective manager by exception.
* Strong leadership and motivational ability.

# Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

# External contacts

Major suppliers and clients/customers, industry associations.

# Typical experience

10+ years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

# Other comments

**Position title: Head of Multiple Operations/Technical Discipline (Not Elsewhere Classified) Aon Position code: EXE.OP999.7**

**Level: 7**

**Responsible for**

Managing a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for implementing strategy

# Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

# Supervises

Those managers and staff working within the functional areas/branches.

# Main activities

* Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
* Accountability for the overall financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
* Ensuring that the functions/branches comply with senior management directives and statutory regulations.
* Directing and motivating subordinate managers to achieve agreed targets.
* Managing and motivating all divisional personnel.
* Participating in the negotiation of major sales deals within broad policy guidelines - as required.
* Acting as the chief spokesperson for the organisation in relation to the multi functions/branches or responsibility - as required.

# Key skills

* Has sound administrative skills and a proven record of successful staff management.
* Proven management experience at a senior level; must be an effective manager by exception.
* Strong leadership and motivational ability.

# Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

# External contacts

Major suppliers, clients/customers, industry associations.

# Typical experience

At least 12+ years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

# Other comments