

POSITION DESCRIPTION

Position: Director of Finance and Operations

Contract: Full Time

Reports to: Executive Director

Commencement date: April 2022

POSITION PURPOSE

Following unprecedented growth, Queensland Ballet is entering its next period of operation which prioritises efficiency, capability and sustainability.

The Director of Finance and Operations is a strategic member of the senior leadership team and a crucial role as it leads on all finance and operational matters, reporting to the Executive Director Officer.

The appointee will lead a high-performing committed team of professionals to deliver fiscal confidence, business transformation and operational processes that will support and enable Queensland Ballet to achieve its strategic objectives.

Also accountable to the Board through the Chair on all governance and risk matters, the appointee is to perform the duties and responsibilities of Company Secretary as required by ACNC, the Company's constitution and any other relevant legislation or regulation and also manages the corporate administration of Queensland Ballet.

And, as a trusted advisor to the Board, Artistic Director, Executive Director, and Deputy Executive Director, the appointee will provide insight and analysis for business sustainability, growth and consolidation during a time when Queensland Ballet is operationalising multiple sites, across local government areas, with a new Finance System, only recently implemented.

With oversight of the Finance, Business Systems and Precincts team, the Director of Finance and Operations will be required to fully understand the operational functions of Queensland Ballet as well as being able to eliminate unnecessary spending by increasing the ROI within the operational areas. It is expected the appointee will identify and improve inefficient operations as well as work with all business areas across Queensland Ballet to support them to improve their fiscal accountability while achieving strategy.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program

offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

Thomas Dixon Centre — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

Queensland Ballet Academy — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

The Roy and Nola Thompson Production Centre — will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

OUR VALUES AND PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by five core values and our principles of commitment, all that we do and all that we are, will remain true to the four core pillars.

1. Brilliance: we are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.

2. Creativity: we are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.

3. Passion: with Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.

4. Wellbeing: we promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.

5. Integrity: we commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

REPORTING RELATIONSHIPS

This position reports to the Executive Director and works closely with the Deputy Executive Director, Chair of the Board and liaises with the Chair of the Finance Committee regularly.

Direct reports to the DFO include the Head of Finance and the Head of Precincts and Precinct Relations.

RESPONSIBILITIES

Strategy

- Participate in the ongoing strategic planning process as an integral member of the senior leadership team setting the direction of the organisation.
- Engage senior leadership team to ensure that all financial and operational solutions positively support Queensland Ballet's evolving strategy, operational delivery, and data collection needs; and to ensure that thinking is aligned.
- Lead on financial modelling and scenario planning to both inform the strategy and ensure Queensland Ballet's strategy can be executed; essentially providing analysis and recommendations to assist the leadership to make strategic decisions.
- Determine areas where Queensland Ballet could expand or trim for future growth and/or consolidation depending on the appetite of the leadership.
- Assess the benefits and disadvantages of alternative models/scenarios and provide consolidated reporting to help the leadership make decisions for the future.

Company Secretariat

- Perform the duties and responsibilities of a Company Secretary as required by ACNC, the Company's constitution and any other relevant legislation or regulation.
 - Ensure that Queensland Ballet complies with its statutory obligations under any relevant laws and legislation.
 - Ensure completion and lodgement of statutory forms/returns and reporting under the ACNC, Arts Queensland and Australia Council for the Arts.
 - Board meetings – arrange/coordinate, set agendas, compile and circulate papers to Board Directors prior to meetings, ensure minutes are taken, initiate and direct action to give practical effect to Board Directors.
 - Assist with/attend to the signing of contracts, statutory declarations and other administrative documentation.
 - Ensure adherence to the Company's Constitution.
 - Assist the Chair and Board Directors in the conduct of meetings and their directorial and governance obligations and responsibilities.
- Carry out duties related to the corporate administration of the Company;
 - Establish a timetable of corporate actions required during the year pursuant to the ACNC.
 - Prepare a company secretarial report to the Board of Directors' meetings covering such areas as Directors' Interests, changes in applicable laws/regulations.

- Annual accounts – assist with compilation, provide information for Directors' Reports & Notes and ensure timely lodgement.
- Annual Report – prepare sections covering ACNC requirements, generally assist with compilation and ensure timely lodgement with ACNC and arrange distribution to members and stakeholders.
- General Meetings – arrange AGM and any other extraordinary general meetings), give due notice, prepare agenda, compile briefing notes for Chair to conduct meetings, manage proxy votes and ensure minutes are taken.
- Guidance to Board, Directors and Management on various matters such as trade practices, environmental matters, workplace health and safety, employment laws, superannuation, insurance, accounting standards.
- Prepare a corporate governance manual for Board Directors/Management.
- Stakeholder relationships particularly with Arts Queensland and Australia Council for the Arts.
- Liaise with accountants, lawyers and other professional advisers in relation to various corporate matters.
- Other matters are reasonably required by the Board of Directors from time to time.

Risk

- Designing and implementing an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when risks occur.
- Maintaining the process for risk assessment and risk evaluation; analysing current risks and identifying potential risks that are affecting the organisation and evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- Working with the Board and executive to manage the level of risk Queensland Ballet is willing to take; including leadership of the risk management and insurance budgets.
- Risk reporting and education across the organisation; ensuring Heads of Department understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks.
- Creating plans, policies and procedures for business continuity, compliance, emergencies and crisis situations; including conducting policy and compliance audits, which will include liaising with internal and external stakeholders.
- Reviewing any new major contracts or internal business proposals.

Finance

- With the Finance and Audit Committee, Executive Director and Artistic Director, oversee long-term budgetary planning and cost management in alignment with Queensland Ballet's strategic plan.

- Lead on financial reporting that enables all business units to effectively execute and deliver the strategy.
- Oversee the finance function's core audit, regulatory, and risk-management responsibilities.
- Provide leadership and coordination in the administrative, business planning, taxation, accounting, and budgeting efforts of the organisation.
- Coordinate and evaluate financial programs and supporting information systems for management of Queensland Ballet's precincts, assets and data.
- Oversee the approval and processing of revenue, expenditure, and position control documents, business unit budgets, salary updates, ledger, and account maintenance and data entry.
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports as required by the Board and the Executive/Artistic Director.
- Review, develop, implement and manage all finance, accounting, billing, records management and auditing practices and procedures.
- Establish and maintain appropriate internal control safeguards.
- Secure the necessary licenses and insurance required by the organisation and relevant contracts.
- Proactively implement good governance practices and advise the Board and Executive/Artistic Director on compliance and performance matters.
- Understand and ensure the organisation complies with all statutory obligations, ensuring requirements of the organisations' regulators are met.
- Provide or procure advice for the Board regarding the application of all financial, legal and regulatory requirements.

Precincts and Precinct Relations

- With the Infrastructure Committee and the Head of Precincts and Precinct Relations, ensure the operations, maintenance, and enhancement of Queensland Ballet's facilities, providing oversight across safety and efficiency for all staff, clients, students, patrons, and members of the public visiting Queensland Ballet's homes.

Leadership

- Provide exemplary leadership by offering advice, knowledge and support to all direct reports and other relevant stakeholders to ensure resilience and commitment underpin a solution-focused approach.
- Continually provide informal coaching of all direct reports, to ensure a high performing team that is aligned to Queensland Ballet's vision is capable of delivering on all required outcomes within expected timelines against the Company strategy and team plan.
- Effectively manage others through the provision of ongoing performance management and adequate professional development, including upskilling and succession planning.
- Role model leadership, including the ability to be responsive, collaborative, accountable and responsible.

- Adapt, with agility and flexibility to changes in Government policy, funder requirements, Board decisions, and any associated amendments to policies or processes, as typical in a not for profit where escalating demands, uncertain economic environments, fragile funding streams and availability of reliable data is often constrained.
- As a leader, ensure best practice in Health and Safety by ensuring workplace culture, systems and processes are committed to excellence in duty of care.

SELECTION CRITERIA

1. Bachelor's Degree in Business or Commerce and CPA / CA qualifications and GAICD or similar corporate governance qualification.
2. Demonstrated experience at CFO level in a NFP or similar organisation with experience reporting to a Board or Committee of Management. Comprehensive knowledge of government funding for the NFP arts sector would be highly regarded.
3. An entrepreneurial, hands-on manager with a collaborative and flexible style combined with the integrity and desire to work in a dynamic, vision inspired environment; also, an adaptive team player committed to lifelong learning.
4. Strong analytical skills and the ability to transfer strategic vision into an operational model.
5. Extensive experience in strategic planning and execution and achieving successful organisational change including skill in examining, developing, reengineering, and recommending financial, HR, and technology policies and procedures.
6. Demonstrated knowledge of finance, accounting, budgeting, cost control principles, and federal and state financial regulations, with the ability to analyse financial data and prepare financial reports, statements, and projections.
7. Demonstrated experience in managing areas of major risk to the organisation including Contract and contractor management, Facilities Management cost controls, Capital Expenditure, Transformation, Data and IT.

GENERAL INFORMATION

Recreation Leave 20 working days per year (pro rata). Accrued leave may be taken with the agreement of the Executive Director at any time of the year, subject to the demands of the position.

Personal/Carer's Leave Ten working days per year (pro rata)

Probationary Period Six months from commencement.

Hours of Work Office hours are nominally 9.00 am to 5.00 pm, Monday to Friday but the appointee is regularly required to be available to work at performances and functions after hours and on weekends.

Salary will be negotiated with preferred candidate.

Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10%.

APPLICATION PROCESS

To apply for this position please forward a covering letter, current resume and one page statement addressing the key criteria to Candice Sheldon, Head of Human Resources via email: joinus@queenslandballet.com.au.

Applications close 5pm, 21 March 2022. Applications received after this time may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

For further information or for a confidential discussion please contact Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country. To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.