

**BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION**

<b>JOB TITLE:</b>	Chief Operating Officer
<b>DIVISION/DEPARTMENT:</b>	CEO Office

**1. OVERALL PURPOSE OF JOB**

The Chief Operating Officer is responsible for supporting the CEO in leading the operational, technological, administrative and compliance aspects of the organisation and the development and optimisation of systems and processes to support the delivery of BirdLife's Strategy.

**2. WORK RELATIONSHIPS**

**REPORTING TO (LINE MANAGER):**

Chief Executive Officer

**REPORTING TO JOB HOLDER (LINE MANAGED STAFF):**

**Direct reporting:**

Head of Human Resources  
Head of Finance  
Head of Information Technology  
Senior Advisor, Legal and Risk Manager

**PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:**

Member of the Executive Team and Senior Management Team.  
Global Coordination of core systems, processes and operations that support the delivery of BirdLife's Strategic goals and Business Plan, particularly with Global and Regional Directors.

**PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :**

Represents Secretariat at Global Council on matters relating to finance and operations and coordinates the work of the Finance Committee of the Council.

**PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:**

Representation of BirdLife to legal entities external to BirdLife International such as Stichting BirdLife Europe (Netherlands), Ippan Shadan Hojin (BirdLife Japan), BirdLife International (Asia) Limited (Singapore), BirdLife Services Limited, CCI Services Limited and American Friends of BirdLife International Inc (US)

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**3. KEY WORKING RELATIONSHIPS GRID**

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	3	Press & media	2	Funding organisations (institutions, foundations, corporations )	3
BirdLife Global Council	3	Regulators/ legislators/ auditors	3	Individual donors/ members	1
Suppliers/service providers	2	Scientific community	2	VIPs/ royalty/ high worth individuals	1
<p><b>Level of Contact</b></p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p> <p>Note: There is some additional guidance on this in the role evaluation sheet that should be used alongside new role descriptions.</p>					

**4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

By main work area:
<p><b>Management of Department</b></p> <ol style="list-style-type: none"> <li>1. Assume management responsibilities for all activities of the Finance, ITS, Legal and Human Resources and Operations subdivisions, supervise and motivate all departmental staff.</li> <li>2. Supervision of all departmental appraisals.</li> <li>3. Prepare and monitor annual work plan, targets and budget for department.</li> <li>4. Participate in the work of the Senior Management Team and the Executive Team and in special assignments that might result from it.</li> </ol> <p><b>Finance</b></p> <ol style="list-style-type: none"> <li>5. In collaboration with the CEO prepares an annual operational budget and supports Senior Management to manage effectively within this budget, and reports accurately on progress made and challenges encountered.</li> <li>6. Oversees management accounting and reporting to inform strategic decision making</li> <li>7. Manage and co-ordinate the Secretariat 3 year finance plan and annual budget process.</li> <li>8. Take the lead in the monitoring of the annual budget and the provision of regular finance reports to CEO, Regional Directors, cost centre managers, the management team, Finance Committee and Council.</li> <li>9. Maintain adequate and proper records of all financial transactions of the organisation, keep appropriate donor records and ensure acknowledgement of all donations.</li> <li>10. Ensure that the overall financial information systems retain their integrity and are developed to meet the needs of the organisation.</li> <li>11. Ensure that all financial affairs are carried out according to legal and donor requirements.</li> <li>12. Manage operational funds of BirdLife Secretariat, to optimise usage across all locations.</li> <li>13. Manage and monitor BirdLife investments.</li> <li>14. Provide financial leadership in the development of medium and longer term strategies of BirdLife.</li> <li>15. Provide financial advice to project development staff in the preparation of project budgets and</li> </ol>

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proposals, to increase effectiveness of fundraising efforts.

16. Provide and co-ordinate appropriate administrative support to project managers at the Secretariat across all offices, especially in relation to legal aspects (contracts), finance management, finance reporting to donors and the procurement of capital equipment.

### **Contracts and Legal Affairs**

17. Oversee the legal compliance aspects of the Secretariat's global organisation, in respect of national legislation and contractual compliance.
18. Ensure adequate internal governance mechanisms exist to meet compliance needs
19. Implement appropriate levels of Risk Assessment and Internal Audit

### **Human Resources**

20. Oversee the management and monitoring of human resource needs and ensure that they are adequately catered for in the forward planning processes.
21. Help establish and implement Secretariat salary policy and other HR matters that have fiscal implications.

### **Information Technology**

22. Lead in the development of an IT strategy and co-ordinate its implementation across the entire organisation and throughout all geographies in order to ensure that highest efficiency is achieved.
23. Develop and implement strategies for Secretariat computer system and other office equipment and ensure the proper maintenance of all equipment.
24. Leads and manages the technology systems, databases and infrastructure supporting Finance, Fundraising, Information Management, Science, Capacity Development.

### **Operations**

25. Responsible for effective implementation and optimisation of all operational and administrative aspects of the organisation
26. Ensure that all activities operate consistently with the mission, values and strategy of BirdLife
27. Ensures core operations, systems and procedures are in place to support the delivery of the Strategy and Business Planning processes
28. Ensures financial and human resources are managed effectively across the organisation
29. Ensures appropriate technology is in place to support the operational needs of Secretariat
30. Ensures legal compliance and risk exposure are managed and reported throughout BirdLife's global operations
31. Leads, coaches, develops, and retains high-performance senior management team with an emphasis on developing capacity in strategic analysis, planning and budgeting
32. Implements change management processes based on organisational performance metrics and CEO decisions
33. Provides for all staff a strong day-to-day leadership presence; bridges global and regional operations and supports an open-door policy among all staff

### **Governance**

34. Act as Company Secretary, ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the board of directors are implemented.
35. Serves on BirdLife legal entities boards as appropriate
36. Coordinates the work with and report to the Finance Committee of the BirdLife Council

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**5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Oversight and decision making on total BirdLife budget
<b>Contracts – Funders</b>	Approval of project budgets and financial reports to funders
<b>Contracts – Staff/Consultants</b>	Oversight and decision making on HR policies, contracts and employment conditions, and HR systems
<b>Contracts – Service providers</b>	Negotiation of leases and contracts with a wide range of suppliers
<b>Legal Responsibility</b>	Acts as Company Secretary. Approval of Payroll, VAT returns, Tax returns, Company/Charity Commission returns.
<b>Other</b>	

**6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	University Degree, or equivalent experience
<b>Job Specific Education/Qualification</b>	Professional financial and/or business qualifications or equivalent experience and skills
<b>Job Specific Knowledge</b>	Knowledge of financial reporting requirements, including budgeting and forecasting, statutory accounts and auditing processes. Experience of developing and delivering financial and operational systems. Understanding of grant requirements of key donors.
<b>Experience</b>	Strong financial credentials. Proven ability to provide strategic leadership and vision, financial guidance and management. Ability to analyse, interpret and manage risks relating to financial management, compliance and operational management. Leadership experience within an international organisation, with multiple stakeholders and complex funding streams.
<b>Management &amp; organisational skills</b>	Strong people management and leadership skills. Ability to support, challenge and motivate a multi-disciplinary team. Proven track record in managing people and teams through change. Adaptable and culturally sensitive, and able to work in a multinational environment.
<b>Communications skills</b>	Excellent verbal and written communications. Ability to present, influence, inspire and negotiate at a senior level. Builds strong and positive relationships, internally and externally.
<b>Creativity &amp; Initiative</b>	Effective at analysing and resolving complex problems with practical solutions. Ability to motivate and guide people to achieve excellence, including those in non-line management relationships.
<b>Computer Literacy</b>	Good computer literacy in all standard applications. Good general understanding of the IT environment.
<b>Languages</b>	Fluency in English is essential. The ability to work in other languages would be an asset.
<b>Travel requirements</b>	Willingness to undertake frequent international travel
<b>OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES</b>	
Understanding of and empathy with BirdLife’s mission, values and Partnership model. Results oriented, with a strong will to succeed.	

<b>Prepared by:</b> P Zurita/ L Formoy	<b>Date:</b> May 2017
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