

Date completed/ revised: DD/MM/YYYY

Position Details

Title	COO - Chief Operating Officer
Reports To	Insert title, not individual's name
Department	Executive
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

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- c. Administration
- d. Finance
- e. Product Development
- f. Procurement
- g. Partners with the CEO on Sales and Marketing management

2. Strategy Example 50%

- a. Collaborates with the executive team in setting Company goals and strategy.
- b. Analyzes internal operations and identifies areas that need improvement.
- c. Translates strategy into actionable goals for performance and growth, helping to implement Company-wide performance management, goal setting and annual operating planning.
- d. Monitors Company business performance and establishes corrective measures as needed, preparing detailed reports, both current and forecasting.

3. Staff Management Example 30%

- a. Hires, motivates, develops, and manages performance of a diverse workforce, in line with Company values and goals.
- b. Ensures high performers are retained.
- c. Motivates, coaches, and develops staff to ensure the best results.
- d. Manages performance and non-performance.
- e. Supports diversity and encourages innovation.
- f. Delegates effectively.
- g. Resolves conflict.
- h. Provides a work environment conducive to achievement and growth.
- i. Manages budgets, resources, and projects.
- j. Celebrates and rewards success.

4. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.
- c.
- d.

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Position Success Traits

STRATEGIC FOCUS

- ◆ Generates and applies alternative and viable strategies or business models to create competitive advantages for the Company.
- ◆ Finds ways to capitalize on opportunities and provide customer value.
- ◆ Thinks holistically and futuristically.
- ◆ Constantly scans internal and external environments.
- ◆ Acts as an explorer, with heightened curiosity and alertness.
- ◆ Demonstrates a strong desire to outwit and beat the competition.
- ◆ Keeps an open mind to new ideas and diverse perspectives.
- ◆ Displays expertise in areas of specialization and environmental trends.
- ◆ Balances risks and rewards.

BUSINESS ACUMEN

- ◆ Understands the business we are in and key business drivers for performance.
- ◆ Operates with best-in-breed business practices.
- ◆ Uses sound commercial principles and viability in all areas of responsibility.
- ◆ Applies and balances information about business drivers and trends such as revenue, costs, customer needs, and short and long-term strategies to guide activities.

CHANGE MANAGEMENT

- ◆ Initiates and/or facilitates the orderly implementation and timely acceptance of workplace innovation or change.
- ◆ Communicates a compelling vision and need for change that builds excitement and commitment to the process.
- ◆ Obtains and provides resources to implement change initiatives.
- ◆ Works to make others feel ownership of the change.
- ◆ Communicates the direction, required performance, and challenges of change to stakeholders.
- ◆ Enlists support of key individuals and groups to move the change forward.
- ◆ Understands when to focus efforts on resisters versus supporters.

DRIVE FOR RESULTS / TENACITY / BIAS FOR ACTION

- ◆ Strives for results and focuses on reaching goals.
- ◆ Overcomes obstacles, pressure, difficult situations, and conflicting priorities.

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- ◆ Uses reason even when dealing with emotional topics.
- ◆ Provides rationale for decision. Evaluates results.

Other/Comments

A high degree of travel is necessary for the position.

Insert any additional information here, if required. Delete this section if not needed.

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