



- Maximising the power of sport to change lives •

## JOB DESCRIPTION

Ref: COO/1023

**Job Title:** Chief Operating Officer (COO)

**Grade:** Grade 6

**Salary Scale:** £62,294 -£67,955

**Department:** Operations

**Location:** House of Sport, Belfast

**Responsible to:** Chief Executive Officer (CEO)

**Duration:** Permanent

### **Organisational background:**

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland.

Sport NI is the main statutory body, through which public funding for sports in Northern Ireland is channelled. Sport NI is primarily funded by grant in aid of the Department for Communities and the National Lottery.

### **Our mission statement is:**

We are passionate about maximising the power of sport to change lives. By 2025, we want the power of sport to be recognised and valued by all.

### **Overall purpose of job:**

Sport NI's values are excellence, integrity, collaboration, and learning. Sport NI seeks an individual who can share and embody these values.

As a member of the Executive Team, the main purpose of this role is to lead, direct and manage all Sport NI's operations and business and knowledge support, including Finance, HR, IT and Operations (including business continuity). The role holder will also be responsible for overseeing strong sport policy and insight work, strategic planning and partnerships, communication and public affairs and governance and risk. A key purpose of the role will also be to lead as Sport NI's "Anti-bureaucracy Champion", seeking out and delivering continual improvement efficiencies in processes and systems across the organisation.

### **Duties and Responsibilities:**

- Serves as a member of the Senior Executive Team providing the key strategic executive leadership and management of Sport NI.
- Directs and oversees the management of all operations and business functions in support of the delivery of the Corporate and Business Plans including Finance, HR, IT/systems development, information management and security, and Cyber Resilience and Business Continuity planning.
- Responsible for establishing and overseeing a Policy and Innovation unit with the remit of delivering key services for Sport NI including: Developing and Managing Strategic Partnerships, Planning & Equality, DfC relations, Policy Development, Research and Innovation, and all communications including PR, Marketing, Public Affairs and Board Secretariat.
- Responsible with the CEO for effective Strategic Planning including Corporate and Business planning and resource allocation (Financial and Human).
- Oversee the delivery of an effective and efficient Operations function, supporting the frontline of Sport NI through the provision of key services including Investment Assurance, Governance & Risk, Procurement, and Legal Services.
- Responsibility for Sport NI's Financial strategy including annual budgeting and monitoring, statutory accounting and publishing annual accounts and reports, implementing, and overseeing and appropriate framework of financial controls, internal audit (including advising the audit committee), and fraud detection and prevention.
- Lead as Sport NI's "Anti-bureaucracy Champion", seeking out and delivering continual improvement and efficiencies in processes and systems across the organisation.
- To lead the implementation of Sport NI's transformative organisational systems and processes change programme, ensuring the most effective and efficient technological solutions available.
- Responsible for all governance including investment management; contract management, asset management, procurement strategies and processes, and corporate risk management including the risk management policy framework, the Corporate Risk Register and appropriate reporting to the relevant Committees and Board.
- Represents and is accountable for all corporate services and related matters at Sport NI Board meetings.
- Responsible for Sport NI's policy framework including compliance reporting on statutory policy such as H&S, GDPR, etc.
- Oversight of the Human Resources functions including acting as the point of escalation for all the people-related issues and Trade Union engagements etc.
- Undertake other such reasonable duties as shall from time to times be required by the CEO or Board within the competency of the post-holder.
- The post holder will work closely with the CEO to create management practices that enable a high performing and effective Executive Team and may be required to deputise for the CEO (on occasion).

### **Organisational Leadership, Management and Accountability:**

- To provide strategic, specialist operations and governance advice to the CEO, Board, and the Executive Team within Sport NI.
- To support the CEO and Executive Team in delivery of Sport NI as a high performing team, leading, promoting organisational change and managing performance to ensure the effective, efficient, economic delivery of investment to achieve ambitious sporting outcomes.
- Deliver on Sport NI's drive to remove unnecessary bureaucracy in the organisation as Anti-bureaucracy Ambassador, seeking out efficiencies in processes and systems.
- To lead by example, with visible and demonstrable commitment to upholding the organisational culture, values and behaviours as set in our DNA, always safeguarding our reputation with stakeholders and staff. To direct and manage all resources within Sport NI ensuring adequate accountability to the CEO for the effective and efficient use of financial, human, and technical resources, and promoting a culture of value for public money.

- As a member of the Executive Team in Sport NI, to play an active role in the running of the organisation, including the delivering of transformational change, corporate and strategic planning, managing opportunity and risk and ensuring the highest governance standards.

#### **Managing and Developing Relationships and Partnerships:**

- To act as a key interface for Sport NI with the partner Department, DfC and other relevant NI government departments, operation leads in UK and Ireland sport bodies, the National Lottery bodies and other key stakeholders, providing leadership and influence.
- Work collaboratively with Directors and Managers across the public sector to forge effective partnerships, to monitor and optimise effectiveness delivering Sport NI's strategic objectives with innovation to achieve common goals.

#### **Key Interactions**

- Key interactions internally will be with the Board, CEO and with Senior Managers across the organisation. Externally the role will interact with key stakeholders and supplier of Sport NI at Senior Civil Servant and equivalent levels. The role holder will require strong negotiation and communication skills with the ability to influence at senior level in the external stakeholder environment.

#### **Decision Making**

- Decision making in the role will cover a wide variety of specialist areas with significant complexity and ambiguity. Decisions would cover key areas such as policy, risk management and risk appetite, and financial control and governance. The role holder will be a key advisor to the Board, CEO and Executive Team on the above topics.

#### **Autonomy**

- The role holder will be guided by professional standards and appropriate governance rules but will require significant judgement and discretion within complex multi-disciplined technical situations.

**This job description is intended to outline the main areas of activity and may be updated to reflect the organisation's changing needs.**