

Aon
Reward Solutions
Proprietary and Confidential

Aon Executive Remuneration Survey

Position descriptions | May 2021

AON



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Position Family: General Management

Standard Output

Chief Executive Officer	Aon.EXE.GM010.8
Chief Operating Officer	Aon.EXE.GM020.7
Head of Single Profit Centre	Aon.EXE.GM040.7
Head of Multiple Profit Centres	Aon.EXE.GM030.7

Disclosed Data Only

Chief Executive Officer - Disclosed Data Only	Aon.EXE.GM010.8_DO
Chief Operating Officer - Disclosed Data Only	Aon.EXE.GM020.7_DO
Head of Single-Profit Centre - Disclosed Data Only	Aon.EXE.GM040.7_DO
[NEW] Head of Multiple Profit Centres - Disclosed Data Only	Aon.EXE.GM030.7_DO

Contributed Data Only

Chief Executive Officer - Contributed Data Only	Aon.EXE.GM010.8_CO
Chief Operating Officer - Contributed Data Only	Aon.EXE.GM020.7_CO
Head of Single-Profit Centre - Contributed Data Only	Aon.EXE.GM040.7_CO
[NEW] Head of Multiple Profit Centres - Contributed Data Only	Aon.EXE.GM030.7_CO

Position Family: Corporate Affairs

Standard Output

Head of Corporate Affairs	Aon.EXE.CA010.7
Functional Lead - Sustainability/Environment & Community Affairs	Aon.EXE.CA040.6
Head of Government/Community Affairs (Ops)	Aon.OSS.54467.7

Disclosed Data Only

Head of Corporate Affairs - Disclosed Data Only	Aon.EXE.CA010.7_DO
Functional Lead - Sustainability/Environment & Community Affairs - Disclosed Data Only	Aon.EXE.CA040.6_DO
Head of Government/Community Affairs (Ops) - Disclosed Data Only	Aon.OSS.54467.7_DO

Contributed Data Only

Head of Corporate Affairs - Contributed Data Only	Aon.EXE.CA010.7_CO
Functional Lead - Sustainability/Environment & Community Affairs - Contributed Data Only	Aon.EXE.CA040.6_CO
Head of Government/Community Affairs (Ops) - Contributed Data Only	Aon.OSS.54467.7_CO

Position Family: Customer Service

Standard Output

Head of Customer Support	Aon.EXE.CS010.7
Contact Centre General Manager	Aon.CSP.35016.6
[NEW] Customer Support/Service Operations Manager	Aon.EXS.85206.6

Disclosed Data Only

Head of Customer Support - Disclosed Data Only	Aon.EXE.CS010.7_DO
Contact Centre General Manager - Disclosed Data Only	Aon.CSP.35016.6_DO
[NEW] Customer Support/Service Operations Manager - Disclosed Data Only	Aon.EXS.85206.6_DO

Contributed Data Only

Head of Customer Support - Contributed Data Only	Aon.EXE.CS010.7_CO
Contact Centre General Manager - Contributed Data Only	Aon.CSP.35016.6_CO
[NEW] Customer Support/Service Operations Manager - Contributed Data Only	Aon.EXS.85206.6_CO

Position Family: Exploration

Standard Output

Head of Exploration

[Aon.EXP.54335.9](#)*Disclosed Data Only*

Head of Exploration - Disclosed Data Only

[Aon.EXP.54335.9_DO](#)*Contributed Data Only*

Head of Exploration - Contributed Data Only

[Aon.EXP.54335.9_CO](#)

Position Family: Operations - Mining

Standard Output

Disclosed Data Only

Contributed Data Only

Position Family: Finance

Standard Output

Chief Financial Officer	Aon.EXE.FI010.7
Chief Investment Officer	Aon.EXE.30001.7
Chief Risk Officer	Aon.EXE.45001.7
Financial Controller	Aon.FIN.30012.6
Group Treasurer/Head of Treasury	Aon.FIN.30018.6
Head of Compliance	Aon.LGL.25001.6
Head of Financial Planning & Analysis (FP&A)	Aon.EXE.FI030.6
Head of Internal Audit	Aon.EXE.FI040.6
Head of Tax	Aon.FIN.30112.6
Chief Economist	Aon.FIN.30015.6
[NEW] Head of Pricing	Aon.FIN.30104.6
Chief Financial Officer & Company Secretary	Aon.EXE.FI010A.7
Senior Risk Manager	Aon.RSK.31101.6

Disclosed Data Only

Chief Financial Officer - Disclosed Data Only	Aon.EXE.FI010.7_DO
Chief Investment Officer - Disclosed Data Only	Aon.EXE.30001.7_DO
Chief Risk Officer - Disclosed Data Only	Aon.EXE.45001.7_DO
Financial Controller - Disclosed Data Only	Aon.FIN.30012.6_DO
Group Treasurer/Head of Treasury - Disclosed Data Only	Aon.FIN.30018.6_DO
Head of Compliance - Disclosed Data Only	Aon.LGL.25001.6_DO
Head of Financial Analysis & Planning - Disclosed Data Only	Aon.EXE.FI030.6_DO
Head of Internal Audit - Disclosed Data Only	Aon.EXE.FI040.6_DO
Head of Tax - Disclosed Data Only	Aon.FIN.30112.6_DO
[NEW] Chief Economist - Disclosed Data Only	Aon.FIN.30015.6_DO
[NEW] Head of Pricing - Disclosed Data Only	Aon.FIN.30104.6_DO
Chief Financial Officer & Company Secretary (Disclosed Only)	Aon.EXE.FI010A.7_DO
Senior Risk Manager (Disclosed Only)	Aon.RSK.31101.6_DO

Contributed Data Only

Chief Financial Officer - Contributed Data Only	Aon.EXE.FI010.7_CO
Chief Investment Officer - Contributed Data Only	Aon.EXE.30001.7_CO
Chief Risk Officer - Contributed Data Only	Aon.EXE.45001.7_CO
Financial Controller - Contributed Data Only	Aon.FIN.30012.6_CO
Group Treasurer/Head of Treasury - Contributed Data Only	Aon.FIN.30018.6_CO
Head of Compliance - Contributed Data Only	Aon.LGL.25001.6_CO
Head of Financial Analysis & Planning - Contributed Data Only	Aon.EXE.FI030.6_CO
Head of Internal Audit - Contributed Data Only	Aon.EXE.FI040.6_CO
Head of Tax - Contributed Data Only	Aon.FIN.30112.6_CO
[NEW] Chief Economist - Contributed Data Only	Aon.FIN.30015.6_CO
[NEW] Head of Pricing - Contributed Data Only	Aon.FIN.30104.6_CO
Chief Financial Officer & Company Secretary (Contributed Only)	Aon.EXE.FI010A.7_CO
Senior Risk Manager (Contributed Only)	Aon.RSK.31101.6_CO

Position Family: Human Resources

Standard Output

Head of Human Resources	Aon.EXE.HR010.7
Functional Lead of Human Resources - Leadership & Organisational Development	Aon.HRS.50503.6
Functional Lead of Human Resources - Learning & Development	Aon.HRS.50203.6
Functional Lead of Human Resources - Remuneration & Benefits	Aon.HRS.50103.6
Functional Lead of Human Resources - Industrial/Employee Relations	Aon.EXE.HR020.6
[NEW] Functional Lead of Human Resources - Diversity & Inclusion	Aon.HRS.80001.6
[NEW] Functional Lead of Human Resources - Generalist	Aon.HRS.50003.6
[NEW] Functional Lead of Human Resources - Recruitment	Aon.HRS.50303.6

Disclosed Data Only

Head of Human Resources - Disclosed Data Only	Aon.EXE.HR010.7_DO
Functional Lead of Human Resources - Leadership & Organisational Development - Disclosed Data Only	Aon.HRS.50503.6_DO
Functional Lead of Human Resources - Learning & Development - Disclosed Data Only	Aon.HRS.50203.6_DO
Functional Lead of Human Resources - Remuneration & Benefits - Disclosed Data Only	Aon.HRS.50103.6_DO
Functional Lead of Human Resources - Industrial/Employee Relations - Disclosed Data Only	Aon.EXE.HR020.6_DO
[NEW] Functional Lead of Human Resources - Diversity & Inclusion - Disclosed Data Only	Aon.HRS.80001.6_DO
[NEW] Functional Lead of Human Resources - Generalist - Disclosed Data Only	Aon.HRS.50003.6_DO
[NEW] Functional Lead of Human Resources - Recruitment - Disclosed Data Only	Aon.HRS.50303.6_DO

Contributed Data Only

Head of Human Resources - Contributed Data Only	Aon.EXE.HR010.7_CO
Functional Lead of Human Resources - Leadership & Organisational Development - Contributed Data Only	Aon.HRS.50503.6_CO
Functional Lead of Human Resources - Learning & Development - Contributed Data Only	Aon.HRS.50203.6_CO
Functional Lead of Human Resources - Remuneration & Benefits - Contributed Data Only	Aon.HRS.50103.6_CO
Functional Lead of Human Resources - Industrial/Employee Relations - Contributed Data Only	Aon.EXE.HR020.6_CO
[NEW] Functional Lead of Human Resources - Diversity & Inclusion - Contributed Data Only	Aon.HRS.80001.6_CO
[NEW] Functional Lead of Human Resources - Generalist - Contributed Data Only	Aon.HRS.50003.6_CO
[NEW] Functional Lead of Human Resources - Recruitment - Contributed Data Only	Aon.HRS.50303.6_CO

Position Family: Information Technology

Standard Output

Chief Information Officer / Chief Technology Officer	Aon.EXE.IT010.7
General Manager - Digital/Online	Aon.EXE.DG010.7
General Manager - Applications Services	Aon.EXS.85001.6
General Manager - Architectural Services	Aon.EXS.85006.6
General Manager - IT Services/Infrastructure	Aon.EXS.85011.6

Disclosed Data Only

Head of Information Technology - Disclosed Data Only	Aon.EXE.IT010.7_DO
General Manager - Digital/Online - Disclosed Data Only	Aon.EXE.DG010.7_DO
General Manager - Applications Services - Disclosed Data Only	Aon.EXS.85001.6_DO
General Manager - Architectural Services - Disclosed Data Only	Aon.EXS.85006.6_DO
General Manager - IT Services/Infrastructure - Disclosed Data Only	Aon.EXS.85011.6_DO

Contributed Data Only

Head of Information Technology - Contributed Data Only	Aon.EXE.IT010.7_CO
General Manager - Digital/Online - Contributed Data Only	Aon.EXE.DG010.7_CO
General Manager - Applications Services - Contributed Data Only	Aon.EXS.85001.6_CO
General Manager - Architectural Services - Contributed Data Only	Aon.EXS.85006.6_CO
General Manager - IT Services/Infrastructure - Contributed Data Only	Aon.EXS.85011.6_CO

Position Family: Legal

Standard Output

Chief Legal Counsel	Aon.EXE.LE010.7
Head of Litigation	Aon.EXE.LE040.6
Head of Regulatory Affairs	Aon.EXE.LE050.6
Company Secretary	Aon.EXE.LE020.7
[NEW] Senior Legal Counsel	Aon.LGL.25009.6
General Counsel & Company Secretary	Aon.EXE.LE010A.7
Deputy Company Secretary	Aon.EXE.LE060.6

Disclosed Data Only

Head of Legal / General Counsel - Disclosed Data Only	Aon.EXE.LE010.7_DO
Head of Litigation - Disclosed Data Only	Aon.EXE.LE040.6_DO
Head of Regulatory Affairs - Disclosed Data Only	Aon.EXE.LE050.6_DO
Company Secretary - Disclosed Data Only	Aon.EXE.LE020.7_DO
[NEW] Senior Legal Counsel - Disclosed Data Only	Aon.LGL.25009.6_DO
General Counsel & Company Secretary (Disclosed Only)	Aon.EXE.LE010A.7_DO
Deputy Company Secretary (Disclosed Only)	Aon.EXE.LE060.6_DO

Contributed Data Only

Head of Legal / General Counsel - Contributed Data Only	Aon.EXE.LE010.7_CO
Head of Litigation - Contributed Data Only	Aon.EXE.LE040.6_CO
Head of Regulatory Affairs - Contributed Data Only	Aon.EXE.LE050.6_CO
Company Secretary - Contributed Data Only	Aon.EXE.LE020.7_CO
[NEW] Senior Legal Counsel - Contributed Data Only	Aon.LGL.25009.6_CO
General Counsel & Company Secretary (Contributed Only)	Aon.EXE.LE010A.7_CO
Deputy Company Secretary (Contributed Only)	Aon.EXE.LE060.6_CO

Position Family: Marketing

Standard Output

Chief Marketing Officer	Aon.EXE.MK010.7
Functional Lead of Marketing - Generalist	Aon.MKT.20011.6
Principal Business Development Manager	Aon.ITS.15009.6
Functional Lead - Product Management	Aon.EXE.MK050.6
Functional Lead of Marketing - Brand	Aon.EXE.MK020.6
Functional Lead of Marketing - Intelligence/Research	Aon.EXE.MK030.6
Functional Lead of Marketing - Investor Relations	Aon.EXE.CA030.6
[NEW] Functional Lead of Marketing - Marketing Communications	Aon.MKT.20211.6
[NEW] Functional Lead of Marketing - Segment/Channel Marketing	Aon.MKT.20111.6

Disclosed Data Only

Head of Marketing - Disclosed Data Only	Aon.EXE.MK010.7_DO
Functional Lead of Marketing - Generalist - Disclosed Data Only	Aon.MKT.20011.6_DO
Senior Business Development Manager - Disclosed Data Only	Aon.ITS.15009.6_DO
Functional Lead - Product Management - Disclosed Data Only	Aon.EXE.MK050.6_DO
Functional Lead of Marketing - Brand - Disclosed Data Only	Aon.EXE.MK020.6_DO
Functional Lead of Marketing - Intelligence/Research - Disclosed Data Only	Aon.EXE.MK030.6_DO
Functional Lead of Marketing - Investor Relations - Disclosed Data Only	Aon.EXE.CA030.6_DO
[NEW] Functional Lead of Marketing - Marketing Communications - Disclosed Data Only	Aon.MKT.20211.6_DO
[NEW] Functional Lead of Marketing - Segment/Channel Marketing - Disclosed Data Only	Aon.MKT.20111.6_DO

Contributed Data Only

Head of Marketing - Contributed Data Only	Aon.EXE.MK010.7_CO
Functional Lead of Marketing - Generalist - Contributed Data Only	Aon.MKT.20011.6_CO
Senior Business Development Manager - Contributed Data Only	Aon.ITS.15009.6_CO
Functional Lead - Product Management - Contributed Data Only	Aon.EXE.MK050.6_CO
Functional Lead of Marketing - Brand - Contributed Data Only	Aon.EXE.MK020.6_CO
Functional Lead of Marketing - Intelligence/Research - Contributed Data Only	Aon.EXE.MK030.6_CO
Functional Lead of Marketing - Investor Relations - Contributed Data Only	Aon.EXE.CA030.6_CO
[NEW] Functional Lead of Marketing - Marketing Communications - Contributed Data Only	Aon.MKT.20211.6_CO
[NEW] Functional Lead of Marketing - Segment/Channel Marketing - Contributed Data Only	Aon.MKT.20111.6_CO

Position Family: Operations

Standard Output

Head of Single Operations/Technical Discipline (Not Elsewhere Classified)	Aon.EXE.OP900.7
Manufacturing Engineering Manager / Chief Design Engineer	Aon.MAN.60001.6
Manufacturing/Production Manager	Aon.PRT.90901.6
Functional Lead - Health, Safety & Environment	Aon.EXE.OP110.6
Functional Lead Purchasing/Procurement	Aon.EXS.85505.6
[NEW] Functional Lead - Supply Chain	Aon.LOG.65004.6
[NEW] Functional Lead Logistics	Aon.LOG.65104.6

Disclosed Data Only

Head of Single Operations/Technical Discipline (Not Elsewhere Classified) - Disclosed Data Only	Aon.EXE.OP900.7_DO
Manufacturing Engineering Manager / Chief Design Engineer - Disclosed Data Only	Aon.MAN.60001.6_DO
Manufacturing/Production Manager - Disclosed Data Only	Aon.PRT.90901.6_DO
Functional Lead - Health, Safety & Environment - Disclosed Data Only	Aon.EXE.OP110.6_DO
Functional Lead Purchasing/Procurement - Disclosed Data Only	Aon.EXS.85505.6_DO
[NEW] Functional Lead - Supply Chain - Disclosed Data Only	Aon.LOG.65004.6_DO
[NEW] Functional Lead Logistics - Disclosed Data Only	Aon.LOG.65104.6_DO

Contributed Data Only

Head of Single Operations/Technical Discipline (Not Elsewhere Classified) - Contributed Data Only	Aon.EXE.OP900.7_CO
Manufacturing Engineering Manager / Chief Design Engineer - Contributed Data Only	Aon.MAN.60001.6_CO
Manufacturing/Production Manager - Contributed Data Only	Aon.PRT.90901.6_CO
Functional Lead - Health, Safety & Environment - Contributed Data Only	Aon.EXE.OP110.6_CO
Functional Lead Purchasing/Procurement - Contributed Data Only	Aon.EXS.85505.6_CO
[NEW] Functional Lead - Supply Chain - Contributed Data Only	Aon.LOG.65004.6_CO
[NEW] Functional Lead Logistics - Contributed Data Only	Aon.LOG.65104.6_CO

Position Family: Property

Standard Output

General Manager - Property

[Aon.EXS.85507.7](#)*Disclosed Data Only*

General Manager - Property - Disclosed Data Only

[Aon.EXS.85507.7_DO](#)*Contributed Data Only*

General Manager - Property - Contributed Data Only

[Aon.EXS.85507.7_CO](#)

Position Family: Research & Development

Standard Output

Head of Section - Research & Development

[Aon.RND.55006.6](#)

[NEW] Head of Data/BI Analytics

[Aon.ITC.45016.6](#)

[NEW] Head of Research Development

[Aon.MRI.61101.7](#)*Disclosed Data Only*

Head of Section - Research & Development - Disclosed Data Only

[Aon.RND.55006.6_DO](#)

[NEW] Head of Data/BI Analytics - Disclosed Data Only

[Aon.ITC.45016.6_DO](#)

[NEW] Head of Research Development - Disclosed Data Only

[Aon.MRI.61101.7_DO](#)*Contributed Data Only*

Head of Section - Research & Development - Contributed Data Only

[Aon.RND.55006.6_CO](#)

[NEW] Head of Data/BI Analytics - Contributed Data Only

[Aon.ITC.45016.6_CO](#)

[NEW] Head of Research Development - Contributed Data Only

[Aon.MRI.61101.7_CO](#)

Position Family: Sales

Standard Output

Sales & Marketing Director	Aon.EXE.MK015.7
Head of Sales	Aon.EXE.SA010.7
Functional Lead - Sales Operations & Support	Aon.EXE.SA020.6
[NEW] Functional Lead of Commercial	Aon.FIN.30220.6
[NEW] Head of Retail Operations	Aon.RTL.50101.7

Disclosed Data Only

Head of Marketing and Sales - Disclosed Data Only	Aon.EXE.MK015.7_DO
Head of Sales - Disclosed Data Only	Aon.EXE.SA010.7_DO
Functional Lead - Sales Operations & Support - Disclosed Data Only	Aon.EXE.SA020.6_DO
[NEW] Functional Lead of Commercial - Disclosed Data Only	Aon.FIN.30220.6_DO
[NEW] Head of Retail Operations - Disclosed Data Only	Aon.RTL.50101.7_DO

Contributed Data Only

Head of Marketing and Sales - Contributed Data Only	Aon.EXE.MK015.7_CO
Head of Sales - Contributed Data Only	Aon.EXE.SA010.7_CO
Functional Lead - Sales Operations & Support - Contributed Data Only	Aon.EXE.SA020.6_CO
[NEW] Functional Lead of Commercial - Contributed Data Only	Aon.FIN.30220.6_CO
[NEW] Head of Retail Operations - Contributed Data Only	Aon.RTL.50101.7_CO

Position Family: Strategy

Standard Output

Head of Strategy	Aon.EXE.ST010.7
Functional Lead of Strategy - Mergers & Acquisitions	Aon.EXE.ST020.6
Functional Lead of Strategy - Strategy & Projects	Aon.EXE.ST030.6
Project Director	Aon.PMN.70003.6
[NEW] Head of Digital/Online Strategy	Aon.MKT.20099.6

Disclosed Data Only

Head of Strategy - Disclosed Data Only	Aon.EXE.ST010.7_DO
Functional Lead of Strategy - Mergers & Acquisitions - Disclosed Data Only	Aon.EXE.ST020.6_DO
Functional Lead of Strategy - Strategy & Projects - Disclosed Data Only	Aon.EXE.ST030.6_DO
Project Director - Disclosed Data Only	Aon.PMN.70003.6_DO
[NEW] Business Development Executive - Disclosed Data Only	Aon.EXE.MK060.7_DO
[NEW] Head of Digital/Online Strategy - Disclosed Data Only	Aon.MKT.20099.6_DO

Contributed Data Only

Head of Strategy - Contributed Data Only	Aon.EXE.ST010.7_CO
Functional Lead of Strategy - Mergers & Acquisitions - Contributed Data Only	Aon.EXE.ST020.6_CO
Functional Lead of Strategy - Strategy & Projects - Contributed Data Only	Aon.EXE.ST030.6_CO
Project Director - Contributed Data Only	Aon.PMN.70003.6_CO
[NEW] Business Development Executive - Contributed Data Only	Aon.EXE.MK060.7_CO
[NEW] Head of Digital/Online Strategy - Contributed Data Only	Aon.MKT.20099.6_CO

Position Family: Corporate - Single Function

Standard Output

Head of Single Corporate Function (Not Elsewhere Classified)	Aon.EXE.CO900.7
[NEW] Corporate Social Responsibility Manager	Aon.FIN.30106.6
[NEW] Head of Operations & Facilities Management	Aon.EXS.85410.6

Disclosed Data Only

Head of Single Corporate Function (Not Elsewhere Classified) - Disclosed Data Only	Aon.EXE.CO900.7_DO
[NEW] Corporate Social Responsibility Manager - Disclosed Data Only	Aon.FIN.30106.6_DO
[NEW] Head of Operations & Facilities Management - Disclosed Data Only	Aon.EXS.85410.6_DO

Contributed Data Only

Head of Single Corporate Function (Not Elsewhere Classified) - Contributed Data Only	Aon.EXE.CO900.7_CO
[NEW] Corporate Social Responsibility Manager - Contributed Data Only	Aon.FIN.30106.6_CO
[NEW] Head of Operations & Facilities Management - Contributed Data Only	Aon.EXS.85410.6_CO

Position Family: Corporate - Multiple Functions

Standard Output

Head of Multiple Corporate Functions (Not Elsewhere Classified)

[Aon.EXE.CO999.7](#)*Disclosed Data Only*

Head of Multiple Corporate Functions (Not Elsewhere Classified) - Disclosed Data Only

[Aon.EXE.CO999.7_DO](#)*Contributed Data Only*

Head of Multiple Corporate Functions (Not Elsewhere Classified) - Contributed Data Only

[Aon.EXE.CO999.7_CO](#)

Position Description

Position title: Chief Executive Officer
Position code: Aon.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 Description

Position title: Chief Operating Officer
Position code: Aon.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 Description

Position title: Head of Single Profit Centre
Position code: Aon.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 Description

Position title: Head of Multiple Profit Centres
Position code: Aon.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 Description

Position title: Chief Executive Officer - Disclosed Data Only
Position code: Aon.EXE.GM010.8_DO
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 Description

Position title: Chief Operating Officer - Disclosed Data Only
Position code: Aon.EXE.GM020.7_DO
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 Description

Position title: Head of Single-Profit Centre - Disclosed Data Only
Position code: Aon.EXE.GM040.7_DO
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 Description

Position title: Head of Multiple Profit Centres - Disclosed Data Only
Position code: Aon.EXE.GM030.7_DO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Chief Executive Officer - Contributed Data Only
Position code: Aon.EXE.GM010.8_CO
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 Description

Position title: Chief Operating Officer - Contributed Data Only
Position code: Aon.EXE.GM020.7_CO
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 Description

Position title:	Head of Single-Profit Centre - Contributed Data Only
Position code:	Aon.EXE.GM040.7_CO
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 Description

Position title: Head of Multiple Profit Centres - Contributed Data Only
Position code: Aon.EXE.GM030.7_CO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Head of Corporate Affairs
Position code: Aon.EXE.CA010.7
Level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and development of the Corporate Affairs team.

Report to

Chief Executive Officer/Managing Director

Supervises

May supervise a Corporate Affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive Team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead - Sustainability/Environment & Community Affairs
Position code: Aon.EXE.CA040.6
Level: 6

Responsible for

Ensuring that the organisation's strategy and its policies consider impact on the environment and local communities in order to minimise the company's footprint and fortify its reputation

Report to

CEO/Head of Corporate Affairs/Chief Operations Officer

Supervises

Team of professionals and analysts

Main activities

- Developing, implementing, and maintaining the corporate and social responsibility, strategy, and philosophy.
- Representing the company externally and managing relationships with external parties and consultants including, members of the community, environmental, and philanthropic agencies
- Working with relevant stakeholders to understand concerns and working with them to create sustainable solutions for the organisation
- Ensuring that all policies are in line with relevant regulatory requirements across global markets

Key skills

- Stakeholder management
- Project management
- Corporate Communications

Internal contacts

CEO, Head Corporate Affairs, Chief Operations Officer, Other Function Heads,

External contacts

Local community representatives, Government bodies, Non government organisations

Typical experience

15+ years of experience in Corporate Communications with at least 10+ years in environmental affairs and sustainability

Other comments

Position Description

Position title: Head of Government/Community Affairs (Ops)
Position code: Aon.OSS.54467.7
Level: 7

Responsible for

This role is responsible for developing & implementing policies that promote the company's interests with stakeholders including the local community and government. This is the most senior community affairs position on site.

Report to

Head of Operations / Mine Site & may have functional dotted line reporting relationship to corporate External or Government Affairs Executive.

Supervises

Community liaison personnel including health workers, business project personnel, land management team members etc.

Main activities

- systematic identification of the needs of the communities in & around the operation in areas such as business development & health improvement;
- decisions on the priorities assigned to various programs;
- gaining access to resources (e.g. land & water) on agreed terms & extensions of access beyond agreements;
- leading discussions in terms of compensation;
- identification of issues in respect of sustainable development;
- promotion of the company as a sensitive & responsible corporate citizen;
- discussions with government agencies about agreed service standards; and
- the development & implementation of programs to promote positive community relations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree and have extensive practical experience in working with communities.

Other comments

Alternative Titles: Manager Community Relations. This is an operational role Previous code: MCA_00607

Position Description

Position title: Head of Corporate Affairs - Disclosed Data Only
Position code: Aon.EXE.CA010.7_DO
Level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and development of the Corporate Affairs team.

Report to

Chief Executive Officer/Managing Director

Supervises

May supervise a Corporate Affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive Team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead - Sustainability/Environment & Community Affairs - Disclosed Data Only
Position code: Aon.EXE.CA040.6_DO
Level: 6

Responsible for

Ensuring that the organisation's strategy and its policies consider impact on the environment and local communities in order to minimise the company's footprint and fortify its reputation

Report to

CEO/Head of Corporate Affairs/Chief Operations Officer

Supervises

Team of professionals and analysts

Main activities

- Developing, implementing, and maintaining the corporate and social responsibility, strategy, and philosophy.
- Representing the company externally and managing relationships with external parties and consultants including, members of the community, environmental, and philanthropic agencies
- Working with relevant stakeholders to understand concerns and working with them to create sustainable solutions for the organisation
- Ensuring that all policies are in line with relevant regulatory requirements across global markets

Key skills

- Stakeholder management
- Project management
- Corporate Communications

Internal contacts

CEO, Head Corporate Affairs, Chief Operations Officer, Other Function Heads,

External contacts

Local community representatives, Government bodies, Non government organisations

Typical experience

15+ years of experience in Corporate Communications with at least 10+ years in environmental affairs and sustainability

Other comments

Position Description

Position title: Head of Government/Community Affairs (Ops) - Disclosed Data Only
Position code: Aon.OSS.54467.7_DO
Level: 7

Responsible for

This role is responsible for developing & implementing policies that promote the company's interests with stakeholders including the local community and government. This is the most senior community affairs position on site.

Report to

Head of Operations / Mine Site & may have functional dotted line reporting relationship to corporate External or Government Affairs Executive.

Supervises

Community liaison personnel including health workers, business project personnel, land management team members etc.

Main activities

- systematic identification of the needs of the communities in & around the operation in areas such as business development & health improvement;
- decisions on the priorities assigned to various programs;
- gaining access to resources (e.g. land & water) on agreed terms & extensions of access beyond agreements;
- leading discussions in terms of compensation;
- identification of issues in respect of sustainable development;
- promotion of the company as a sensitive & responsible corporate citizen;
- discussions with government agencies about agreed service standards; and
- the development & implementation of programs to promote positive community relations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree and have extensive practical experience in working with communities.

Other comments

Alternative Titles: Manager Community Relations. This is an operational role Previous code: MCA_00607

Position Description

Position title: Head of Corporate Affairs - Contributed Data Only
Position code: Aon.EXE.CA010.7_CO
Level: 7

Responsible for

Managing and protecting the organisation's reputation through effective public, community, and media relations, internal corporate communications and other communications activities including oversight of any online initiatives. Providing leadership and development of the Corporate Affairs team.

Report to

Chief Executive Officer/Managing Director

Supervises

May supervise a Corporate Affairs team.

Main activities

- Developing and delivering the communications strategy supporting the overall business objectives as well as on communications matters in regards to transactions, products, and deals.
- Developing strategic organisational reactions to critical situations in the market place.
- Managing any investor relations including building networks with Australian and international press, preparation of market announcements, press releases and other promotional media, production of investment information, website content and online presence
- Providing other executives of the organisation with coaching and guidance on managing and presenting to the media.

Key skills

- Confident and engaging communicator.
- Strong coaching skills.
- Ability to interpret complex situations that may impact the organisations reputation.
- Strong written skills across different media.

Internal contacts

Executive Team and top tier managers.

External contacts

Media, legal advisors, marketing firms.

Typical experience

At least 12 years of related experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead - Sustainability/Environment & Community Affairs - Contributed Data Only
Position code: Aon.EXE.CA040.6_CO
Level: 6

Responsible for

Ensuring that the organisation's strategy and its policies consider impact on the environment and local communities in order to minimise the company's footprint and fortify its reputation

Report to

CEO/Head of Corporate Affairs/Chief Operations Officer

Supervises

Team of professionals and analysts

Main activities

- Developing, implementing, and maintaining the corporate and social responsibility, strategy, and philosophy.
- Representing the company externally and managing relationships with external parties and consultants including, members of the community, environmental, and philanthropic agencies
- Working with relevant stakeholders to understand concerns and working with them to create sustainable solutions for the organisation
- Ensuring that all policies are in line with relevant regulatory requirements across global markets

Key skills

- Stakeholder management
- Project management
- Corporate Communications

Internal contacts

CEO, Head Corporate Affairs, Chief Operations Officer, Other Function Heads,

External contacts

Local community representatives, Government bodies, Non government organisations

Typical experience

15+ years of experience in Corporate Communications with at least 10+ years in environmental affairs and sustainability

Other comments

Position Description

Position title: Head of Government/Community Affairs (Ops) - Contributed Data Only
Position code: Aon.OSS.54467.7_CO
Level: 7

Responsible for

This role is responsible for developing & implementing policies that promote the company's interests with stakeholders including the local community and government. This is the most senior community affairs position on site.

Report to

Head of Operations / Mine Site & may have functional dotted line reporting relationship to corporate External or Government Affairs Executive.

Supervises

Community liaison personnel including health workers, business project personnel, land management team members etc.

Main activities

- systematic identification of the needs of the communities in & around the operation in areas such as business development & health improvement;
- decisions on the priorities assigned to various programs;
- gaining access to resources (e.g. land & water) on agreed terms & extensions of access beyond agreements;
- leading discussions in terms of compensation;
- identification of issues in respect of sustainable development;
- promotion of the company as a sensitive & responsible corporate citizen;
- discussions with government agencies about agreed service standards; and
- the development & implementation of programs to promote positive community relations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree and have extensive practical experience in working with communities.

Other comments

Alternative Titles: Manager Community Relations. This is an operational role Previous code: MCA_00607

Position Description

Position title: Head of Customer Support
Position code: Aon.EXE.CS010.7
Level: 7

Responsible for

Controlling customer support activities nationally, to achieve customer service and budget objectives.

Report to

Chief Executive/Managing Director.

Supervises

Support Managers, Account Managers and Product/Customer Support Specialists.

Main activities

- Establishing national plans and strategies for developing cost effective client support.
- Coordinating post sales support on a national basis.
- Organising and monitoring the performance of support operations and project installation services on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Preparing and updating national customer service budgets, and regularly reporting on performance against targets.
- Preparing support budgets and projections.
- Recruiting and training product specialists.
- Liaising with manufacturing/R&D in design support, product improvements and design changes.
- Ensuring profitability of service and controlling costs.

Key skills

- A strong technical background and detailed product knowledge combined with good organisational abilities. Top level skills in customer liaison and handling of product application.

Internal contacts

State or regional sales and marketing management, operations and logistics managers, manufacturing/R&D.

External contacts

Customers at all levels, prospects, distributors, parts suppliers, and sub-contractors.

Typical experience

A least 12 years of experience in customer service and extensive technical training and product servicing experience.

Other comments

Position Description

Position title: Contact Centre General Manager
Position code: Aon.CSP.35016.6
Level: 6

Responsible for

Leading inbound and outbound contact centre functions to deliver sales and service propositions which align with business and channel strategies, achieving customer satisfaction and financial objectives.

Report to

Customer Operations Director.

Supervises

Contact Centre Managers.

Main activities

- Delivering customer service, achieving coordination of day to day operations through subordinate managers.
- Operating and developing the Contact Centre and offering service delivery to meet the needs of customers.
- Developing short and long-term plans for the contact centre delivering direction, process improvement, human resource capability and organisation support.
- Representing Customer Operations with Sales and Marketing, working with business leaders to ensure support of strategies through the delivery of sales and service propositions in a tiered support environment.
- Working with managers to clearly identify and define their responsibilities, developing key performance indicators/goals to ensure effective and efficient operation of the contact centre.
- Undertaking regular one-to-one meetings, team meetings, training and counselling/coaching sessions for all direct reports, conducting regular performance appraisals and remuneration reviews.
- Developing, managing and reporting on functional budgets, including delegating budgetary responsibility and cost centre management to direct reports as appropriate.
- Contributing to the wider Customer Operations/Contact Centre resource and capability strategy.
- Acting as a lead change agent for Customer Operations ensuring all change initiatives are planned, structured and deliver overall business objectives.

Key skills

- Proven Contact Centre management experience, including a clear understanding of contact centre and CRM packages and technology.
- Developed skills in planning and organising large service delivery functions.
- An ability to think and act at a strategic level.
- Financial management, including budget creation and management.
- Ability to influence customers at the highest level.
- Ability to train, motivate and provide feedback to staff in a team environment.
- Well developed negotiation, facilitation, communication and presentation skills.

Internal contacts

Customer Operations/Support Managers, Sales and Marketing management teams, Operations and Logistics Managers, Systems and Software Development Staff.

External contacts

Customers at senior management level, prospects, distributors, sub-contractors and outsource suppliers.

Typical experience

At least 10+ years experience in customer service management, coupled with a relevant tertiary business qualification.

Other comments

Position Description

Position title: Customer Support/Service Operations Manager
Position code: Aon.EXS.85206.6
Level: 6

Responsible for

Controlling corporate customer service for a range of products and services.

Report to

Corporate Customer Service/Support Manager.

Supervises

A team of Branch or State Customer Support Managers and State Repair Centre staff.

Main activities

- Coordinating pre- and post-sales field support on a national basis.
- Organising and monitoring the performance of Service Centres and Customer State Repair Centres on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Formulating national service policy.
- Ensuring the security of stock and assets.
- Preparing and updating national customer service budgets, regularly reporting on performance against targets.
- Monitoring the operation of warranty plans and the level of customer complaints.

Key skills

- Strong technical background and well developed skills in the organisation and control of field service and customer support.
- Good product knowledge and an appreciation of sales and marketing strategies, profit centre management, negotiation and industrial relations.

Internal contacts

Corporate Sales and Marketing management, Operations and Logistics Managers, Systems and Software Development staff.

External contacts

Major customers and prospects, Distributors and Sub-contractors.

Typical experience

At least 7 years in Customer Service and extensive technical training and product servicing experience.

Other comments

The role combines a depth of product servicing knowledge with organisational and customer relations abilities.

Position Description

Position title: Head of Customer Support - Disclosed Data Only
Position code: Aon.EXE.CS010.7_DO
Level: 7

Responsible for

Controlling customer support activities nationally, to achieve customer service and budget objectives.

Report to

Chief Executive/Managing Director.

Supervises

Support Managers, Account Managers and Product/Customer Support Specialists.

Main activities

- Establishing national plans and strategies for developing cost effective client support.
- Coordinating post sales support on a national basis.
- Organising and monitoring the performance of support operations and project installation services on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Preparing and updating national customer service budgets, and regularly reporting on performance against targets.
- Preparing support budgets and projections.
- Recruiting and training product specialists.
- Liaising with manufacturing/R&D in design support, product improvements and design changes.
- Ensuring profitability of service and controlling costs.

Key skills

- A strong technical background and detailed product knowledge combined with good organisational abilities. Top level skills in customer liaison and handling of product application.

Internal contacts

State or regional sales and marketing management, operations and logistics managers, manufacturing/R&D.

External contacts

Customers at all levels, prospects, distributors, parts suppliers, and sub-contractors.

Typical experience

A least 12 years of experience in customer service and extensive technical training and product servicing experience.

Other comments

Position Description

Position title:	Contact Centre General Manager - Disclosed Data Only
Position code:	Aon.CSP.35016.6_DO
Level:	6

Responsible for

Leading inbound and outbound contact centre functions to deliver sales and service propositions which align with business and channel strategies, achieving customer satisfaction and financial objectives.

Report to

Customer Operations Director.

Supervises

Contact Centre Managers.

Main activities

- Delivering customer service, achieving coordination of day to day operations through subordinate managers.
- Operating and developing the Contact Centre and offering service delivery to meet the needs of customers.
- Developing short and long-term plans for the contact centre delivering direction, process improvement, human resource capability and organisation support.
- Representing Customer Operations with Sales and Marketing, working with business leaders to ensure support of strategies through the delivery of sales and service propositions in a tiered support environment.
- Working with managers to clearly identify and define their responsibilities, developing key performance indicators/goals to ensure effective and efficient operation of the contact centre.
- Undertaking regular one-to-one meetings, team meetings, training and counselling/coaching sessions for all direct reports, conducting regular performance appraisals and remuneration reviews.
- Developing, managing and reporting on functional budgets, including delegating budgetary responsibility and cost centre management to direct reports as appropriate.
- Contributing to the wider Customer Operations/Contact Centre resource and capability strategy.
- Acting as a lead change agent for Customer Operations ensuring all change initiatives are planned, structured and deliver overall business objectives.

Key skills

- Proven Contact Centre management experience, including a clear understanding of contact centre and CRM packages and technology.
- Developed skills in planning and organising large service delivery functions.
- An ability to think and act at a strategic level.
- Financial management, including budget creation and management.
- Ability to influence customers at the highest level.
- Ability to train, motivate and provide feedback to staff in a team environment.
- Well developed negotiation, facilitation, communication and presentation skills.

Internal contacts

Customer Operations/Support Managers, Sales and Marketing management teams, Operations and Logistics Managers, Systems and Software Development Staff.

External contacts

Customers at senior management level, prospects, distributors, sub-contractors and outsource suppliers.

Typical experience

At least 10+ years experience in customer service management, coupled with a relevant tertiary business qualification.

Other comments

Position Description

Position title: Customer Support/Service Operations Manager - Disclosed Data Only
Position code: Aon.EXS.85206.6_DO
Level: 6

Responsible for

Controlling corporate customer service for a range of products and services.

Report to

Corporate Customer Service/Support Manager.

Supervises

A team of Branch or State Customer Support Managers and State Repair Centre staff.

Main activities

- Coordinating pre- and post-sales field support on a national basis.
- Organising and monitoring the performance of Service Centres and Customer State Repair Centres on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Formulating national service policy.
- Ensuring the security of stock and assets.
- Preparing and updating national customer service budgets, regularly reporting on performance against targets.
- Monitoring the operation of warranty plans and the level of customer complaints.

Key skills

- Strong technical background and well developed skills in the organisation and control of field service and customer support.
- Good product knowledge and an appreciation of sales and marketing strategies, profit centre management, negotiation and industrial relations.

Internal contacts

Corporate Sales and Marketing management, Operations and Logistics Managers, Systems and Software Development staff.

External contacts

Major customers and prospects, Distributors and Sub-contractors.

Typical experience

At least 7 years in Customer Service and extensive technical training and product servicing experience.

Other comments

The role combines a depth of product servicing knowledge with organisational and customer relations abilities.

Position Description

Position title: Head of Customer Support - Contributed Data Only
Position code: Aon.EXE.CS010.7_CO
Level: 7

Responsible for

Controlling customer support activities nationally, to achieve customer service and budget objectives.

Report to

Chief Executive/Managing Director.

Supervises

Support Managers, Account Managers and Product/Customer Support Specialists.

Main activities

- Establishing national plans and strategies for developing cost effective client support.
- Coordinating post sales support on a national basis.
- Organising and monitoring the performance of support operations and project installation services on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Preparing and updating national customer service budgets, and regularly reporting on performance against targets.
- Preparing support budgets and projections.
- Recruiting and training product specialists.
- Liaising with manufacturing/R&D in design support, product improvements and design changes.
- Ensuring profitability of service and controlling costs.

Key skills

- A strong technical background and detailed product knowledge combined with good organisational abilities. Top level skills in customer liaison and handling of product application.

Internal contacts

State or regional sales and marketing management, operations and logistics managers, manufacturing/R&D.

External contacts

Customers at all levels, prospects, distributors, parts suppliers, and sub-contractors.

Typical experience

A least 12 years of experience in customer service and extensive technical training and product servicing experience.

Other comments

Position Description

Position title:	Contact Centre General Manager - Contributed Data Only
Position code:	Aon.CSP.35016.6_CO
Level:	6

Responsible for

Leading inbound and outbound contact centre functions to deliver sales and service propositions which align with business and channel strategies, achieving customer satisfaction and financial objectives.

Report to

Customer Operations Director.

Supervises

Contact Centre Managers.

Main activities

- Delivering customer service, achieving coordination of day to day operations through subordinate managers.
- Operating and developing the Contact Centre and offering service delivery to meet the needs of customers.
- Developing short and long-term plans for the contact centre delivering direction, process improvement, human resource capability and organisation support.
- Representing Customer Operations with Sales and Marketing, working with business leaders to ensure support of strategies through the delivery of sales and service propositions in a tiered support environment.
- Working with managers to clearly identify and define their responsibilities, developing key performance indicators/goals to ensure effective and efficient operation of the contact centre.
- Undertaking regular one-to-one meetings, team meetings, training and counselling/coaching sessions for all direct reports, conducting regular performance appraisals and remuneration reviews.
- Developing, managing and reporting on functional budgets, including delegating budgetary responsibility and cost centre management to direct reports as appropriate.
- Contributing to the wider Customer Operations/Contact Centre resource and capability strategy.
- Acting as a lead change agent for Customer Operations ensuring all change initiatives are planned, structured and deliver overall business objectives.

Key skills

- Proven Contact Centre management experience, including a clear understanding of contact centre and CRM packages and technology.
- Developed skills in planning and organising large service delivery functions.
- An ability to think and act at a strategic level.
- Financial management, including budget creation and management.
- Ability to influence customers at the highest level.
- Ability to train, motivate and provide feedback to staff in a team environment.
- Well developed negotiation, facilitation, communication and presentation skills.

Internal contacts

Customer Operations/Support Managers, Sales and Marketing management teams, Operations and Logistics Managers, Systems and Software Development Staff.

External contacts

Customers at senior management level, prospects, distributors, sub-contractors and outsource suppliers.

Typical experience

At least 10+ years experience in customer service management, coupled with a relevant tertiary business qualification.

Other comments

Position Description

Position title: Customer Support/Service Operations Manager - Contributed Data Only
Position code: Aon.EXS.85206.6_CO
Level: 6

Responsible for

Controlling corporate customer service for a range of products and services.

Report to

Corporate Customer Service/Support Manager.

Supervises

A team of Branch or State Customer Support Managers and State Repair Centre staff.

Main activities

- Coordinating pre- and post-sales field support on a national basis.
- Organising and monitoring the performance of Service Centres and Customer State Repair Centres on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Formulating national service policy.
- Ensuring the security of stock and assets.
- Preparing and updating national customer service budgets, regularly reporting on performance against targets.
- Monitoring the operation of warranty plans and the level of customer complaints.

Key skills

- Strong technical background and well developed skills in the organisation and control of field service and customer support.
- Good product knowledge and an appreciation of sales and marketing strategies, profit centre management, negotiation and industrial relations.

Internal contacts

Corporate Sales and Marketing management, Operations and Logistics Managers, Systems and Software Development staff.

External contacts

Major customers and prospects, Distributors and Sub-contractors.

Typical experience

At least 7 years in Customer Service and extensive technical training and product servicing experience.

Other comments

The role combines a depth of product servicing knowledge with organisational and customer relations abilities.

Position Description

Position title: Head of Exploration
Position code: Aon.EXP.54335.9
Level: 9

Responsible for

Normally this position is the highest level of exploration expertise in the organisation

Report to

Chief Executive.

Supervises

National Manager Exploration in large global companies or Regional Exploration Managers & technical staff e.g. Head of Technical / Ore

Main activities

- planning and directing the organisation's exploration activities;
- identifying initial and advanced exploration targets;
- assessing profitable opportunities for acquisition or development;
- participation in the negotiation of joint ventures and acquisitions;
- participation in the development of exploration property to production stage; and
- consolidation of company exploration budgets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional geologist with demonstrated business acumen.

Other comments

Alternative Titles: Exploration Director, General Manager Exploration. Previous code: MCA_00701

Position Description

Position title: Head of Exploration - Disclosed Data Only
Position code: Aon.EXP.54335.9_DO
Level: 9

Responsible for

Normally this position is the highest level of exploration expertise in the organisation

Report to

Chief Executive.

Supervises

National Manager Exploration in large global companies or Regional Exploration Managers & technical staff e.g. Head of Technical / Ore

Main activities

- planning and directing the organisation's exploration activities;
- identifying initial and advanced exploration targets;
- assessing profitable opportunities for acquisition or development;
- participation in the negotiation of joint ventures and acquisitions;
- participation in the development of exploration property to production stage; and
- consolidation of company exploration budgets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional geologist with demonstrated business acumen.

Other comments

Alternative Titles: Exploration Director, General Manager Exploration. Previous code: MCA_00701

Position Description

Position title: Head of Exploration - Contributed Data Only
Position code: Aon.EXP.54335.9_CO
Level: 9

Responsible for

Normally this position is the highest level of exploration expertise in the organisation

Report to

Chief Executive.

Supervises

National Manager Exploration in large global companies or Regional Exploration Managers & technical staff e.g. Head of Technical / Ore

Main activities

- planning and directing the organisation's exploration activities;
- identifying initial and advanced exploration targets;
- assessing profitable opportunities for acquisition or development;
- participation in the negotiation of joint ventures and acquisitions;
- participation in the development of exploration property to production stage; and
- consolidation of company exploration budgets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional geologist with demonstrated business acumen.

Other comments

Alternative Titles: Exploration Director, General Manager Exploration. Previous code: MCA_00701



Position Description

Position title: Chief Financial Officer
Position code: Aon.EXE.FI010.7
Level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to the Chief Executive Officer and Directors.

Report to

Chief Executive Officer/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

Position Description

Position title: Chief Investment Officer
Position code: Aon.EXE.30001.7
Level: 7

Responsible for

Managing assets and liabilities of the organisation to attain the best profitability and investment returns.

Report to

Chief Executive Officer.

Supervises

Economists, Investment Managers.

Main activities

- Determining and maintaining an effective funds management plan and philosophy for the organisation.
- Preparing and communicating investment plans, targets and forecasts to management.
- Determining and maintaining effective operating procedures for managing funds within the organisation.
- Managing the professional development of employees within business unit.
- Participating as a senior member of an Investment Committee to work towards the most profitable management of funds.
- Investigating new opportunities/areas of operation within the market to improve generation of investment income.

Key skills

- Excellent communication skills, both written and verbal.
- Strong strategic planning skills.
- Strong people management skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Economists, investment managers, senior management.

External contacts

Money market institutions, stock brokers, external economical analysts, various Federal and State Government departments.

Typical experience

Tertiary qualifications in business or finance, often to post-graduate level. May have SIA qualification. At least 15 years of funds management experience.

Other comments

Alternative Titles: Treasurer, General Manager - Funds Management.

Position Description

Position title: Chief Risk Officer
Position code: Aon.EXE.45001.7
Level: 7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are maintained.
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts

Typical experience

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Financial Controller
Position code: Aon.FIN.30012.6
Level: 6

Responsible for

Controlling the Finance and Accounting strategies, methods, practices and procedures of a Division/Business Unit.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Financial/Management Accountants, accounting department staff and other support staff.

Main activities

- Preparing and presenting long term financial forecasts in relation to developing future strategies for the Division/Business Unit.
- Providing analysis and commentary regarding accounts and financial reports within the Division/Business Unit.
- Compiling and presenting information on costs and contribution by department and product.
- Ensuring that all activities related to the Division/Business Unit's function comply with relevant federal and state government legislation.
- Monitoring closely the financial status and exposures of the Division/Business Unit, and providing advice to Senior Management where appropriate.
- Collating budgets, monitoring and reporting on performance.
- Liaising with senior Accounting staff and coordinating activities within the Division/Business Unit.

Key skills

- Sound experience in Finance and Accounting in a corporate environment.
- Ability to organise and control large accounting systems.
- Leadership and analytical skills.
- Excellent communication skills.

Internal contacts

Finance & Administration staff, Divisional Managers, Sales & Marketing staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Specialists.

Typical experience

At least 10 years of relevant experience, coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

This role organises and supervises Accounting activities to maintain control and accuracy in transactions on a Divisional/Business Unit basis and has considerable strategic responsibility.

Other titles: Head of Finance (RIN)

Position Description

Position title: Group Treasurer/Head of Treasury
Position code: Aon.FIN.30018.6
Level: 6

Responsible for

Managing all treasury functions and legal documentation of the organisation.

Report to

Chief Financial Officer.

Supervises

Assistant Treasurer.

Main activities

- Managing the overall treasury function of the Group/Company, legal documentation and the development of the treasury team to ensure the team's continuous ability to deliver business performance.
- Ensuring effective sourcing of debt domestically and offshore to meet the working requirement of the company.
- Determining treasury strategies in relation to debt capital management and financial risk management, and recommending all treasury decisions to senior management and the board.
- Managing all unsecured and secured loan and debt capital market facilities, interest rate risk and foreign exchange rate profile, and developing risk management strategies.
- Ensuring treasury staff manage treasury operations.
- Managing execution of interest rate and foreign exchange transactions
- Developing, training, coaching and mentoring the team to ensure they are able to deliver results in line with meeting company's objectives and business performance.
- Working with the CFO to deliver projects assigned from time to time in accordance with agreed budgets, schedules and specifications.
- Ensuring adherence and compliance to the company's policies and procedures in relation to treasury functions.

Key skills

- Sound understanding of developments and trends in the property and/or funds management industry.
- Strong writing and business case development skills.
- Strong business acumen and project management skills.
- Leadership skills and proven track record in managing and motivating staff.
- Experience in management of change and organisational transformation, in corporate environments.
- Demonstrated ability to communicate effectively at all levels both verbal and written.

Internal contacts

Finance, Senior Management and the Board

External contacts

Group Bankers, Credit Rating Agencies

Typical experience

CA/CPA qualified with tertiary degree qualification in Accounting / Finance complimented with a post-graduate qualification (e.g. Masters of Applied Finance & Investments). Minimum of 12 - 15 years working experience with strong exposure to financial markets, property or funds management.

Other comments

Position Description

Position title: Head of Compliance
Position code: Aon.LGL.25001.6
Level: 6

Responsible for

Ensuring all external regulatory frameworks and policies are complied with by the business operations within reasonable risk and parameters.

Report to

General Manager.

Supervises

State Compliance Managers.

Main activities

- Identifying all appropriate external regulatory and compliance frameworks and ensuring compliance by the business.
- Developing and recommending compliance policy and processes which are adequate to meet all organisational compliance and policy obligations.
- Planning and managing the implementation of compliance policies.
- Selecting and maintaining appropriate risk identification and measurement methodologies.
- Promoting appropriate compliance behaviour and culture by the effective communication and dissemination of compliance strategy policy and processes.
- Developing and implementing a program to ensure that all employees and intermediaries comply with compliance policy and processes.
- Providing a quarterly report on compliance adequacy.
- Identifying and providing developmental compliance training to all staff.

Key skills

- Knowledge of relevant legislation.
- Good interpersonal and communication skills.
- Good technical and analytical skills.

Internal contacts

Legal, Managers and Staff.

External contacts

Industry Organisations and Solicitors.

Typical experience

At least 8 - 10 years of experience in a commercial legal role coupled with a law degree or equivalent qualification.

Other comments

Position Description

Position title: Head of Financial Planning & Analysis (FP&A)
Position code: Aon.EXE.FI030.6
Level: 6

Responsible for

Providing inputs into the financial budgeting and planning process as well as monitoring the financial health of the organisation

Report to

Chief Financial Officer

Supervises

Team of financial analysts

Main activities

- Working with the CFO and other relevant stakeholders to create the financial strategy and annual budgets / plans for the organisation.
- Leading a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
- Identifying opportunities for increasing the financial performance of the organisation and advising the business in a timely manner.
- Gathering financial performance data from business and relevant stakeholders to produce financial analysis by business unit / line, product categories, brands or manufacturing lines etc.

Key skills

- Financial analysis
- Root cause analysis
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function Heads, Business Heads

External contacts

Financial auditors and consultants

Typical experience

15+ years of experience in the Finance function with at least 10+ years in the financial analysis vertical

Other comments

Position Description

Position title: Head of Internal Audit
Position code: Aon.EXE.FI040.6
Level: 6

Responsible for

Preparing and implementing a risk-based audit plan to assess, report and make suggestions for improving the company's key activities and internal controls

Report to

Audit committee

Supervises

Team of finance professionals with an Audit expertise

Main activities

- Creating an audit plan for the organisation and working with external auditors to achieve it
- Direct, conduct and supervise the planned internal audits for the divisions and facilities
- Managing internal audit to ensure that all procedures are carried out to legal and financial standards/requirements.
- Ensuring adequacy and compliance of systems and processes
- Drive compliance with regulations and accounting policies

Key skills

- Financial audit
- Project management
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function heads, Business Unit heads

External contacts

External Auditors, Regulators and government authorities

Typical experience

12+ years of experience in the finance function with at least 8+ years in internal audit

Other comments

Position Description

Position title:	Head of Tax
Position code:	Aon.FIN.30112.6
Level:	6

Responsible for

Delivering value to shareholders and ensuring compliance with statutory filing obligations and providing appropriate financial information on the tax position for internal and external reporting purposes. Responsibility for tax strategy and alignment with relevant Group tax strategy.

Report to

This role would typically report to the Group Head of Tax.

Supervises

Tax Managers, Tax Accountants.

Main activities

- Creation of innovative, efficient and tax effective structures and ideas, locally and through working with the Group Tax team and the Group as a whole, to minimise the impact of tax on the operations and financial position of the business.
- Design, creation and implementation of legal, corporate, commercial and financial structures and products to maximise tax and legislative opportunities arising from all local activities.
- Advice on relevant corporate acquisitions/disposals and commercial ventures to ensure tax efficiency of transactions and that all external documents and public/shareholder communications have received tax sign-off.
- To influence the development of tax legislation and policy locally (through building up a network of contacts both within and outside government and other bodies).

Key skills

- To consistently and continually re-evaluate, redefine and modify the corporate, legal or commercial structures, as appropriate, for changing corporate activities and commercial needs.
- To provide tax input on all mergers, acquisitions and other corporate activities as appropriate.
- To provide tax input on all relevant funding issues.
- To continually look for and review opportunities/ideas to reduce the tax cost of the company.
- To provide tax input into the design, distribution and marketing of local or global products and services designed to minimise the negative effects of GST on these products and to maximise the opportunities arising out of different regimes and legislative opportunities.
- To ensure that all relevant tax returns and filings are completed within the statutory time limits and that penalties and interest costs are minimised.
- To manage the local filings and audit process to minimise exposures and adverse adjustments and be accountable for policy adherence, sign-off and attestation of accuracy for procedure documentation and controls in place.
- To ensure that the financial information for tax in the internal and external reporting documentation process is accurate and provides a true and fair representation of the assets and liabilities of the local entities.

Internal contacts

Chief Financial Officer, Group Head of Tax.

External contacts

Typical experience

Minimum of 10 - 12 years tax experience- industry and/other profession. Degree qualified Finance and/or Law. Extensive knowledge and experience of domestic and international direct and indirect taxation, GST, and other taxes.

Other comments

Position Description

Position title: Chief Economist
Position code: Aon.FIN.30015.6
Level: 6

Responsible for

Providing economic, planning information and expertise to the Management of the organisation - especially the Funds Management divisions.

Report to

Chief Investment Officer, Divisional Manager - Investments.

Supervises

Economists, Research Officers.

Main activities

- Providing information to Management which will assist maintaining/growing a profitable mix of assets and liabilities.
- Developing and enhancing analytical tools for understanding economic indicators, such as interest rates and circulating this to management at all levels.
- Providing economic and planning expertise to Divisions including Funds Management, Treasury and Corporate Planning on matters such as the setting of interest rates.
- Providing financial projections and appraisals of foreign economies.
- Providing economic background and expertise to all Managers in the organisation thereby assisting them to become familiar with the external financial forces which regularly influence organisational policies.

Key skills

- Exceptional research and analytical skills.
- Solid knowledge of both macro and microeconomic theory and its application to the real world.
- Well developed interpersonal and communication skills.
- Excellent presentation skills.

Internal contacts

Divisional Managers, Department Managers, Specialist Support Staff, Investment Specialists.

External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

Typical experience

Will have at least 8 years experience couple with an advanced degree in Economics.

Other comments

Position Description

Position title: Head of Pricing
Position code: Aon.FIN.30104.6
Level: 6

Responsible for

Providing accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Chief Executive Officer, Managing Director.

Supervises

Commercial/Business Analysts and/or Administrative staff.

Main activities

- Establishing national plans and strategies
- Identifying and delivering long-term pricing strategies
- Structuring and negotiating new business deals to the best commercial advantage of the organisation.
- Providing commercial advice and support to the management team and contributing to senior management decision making.
- Working with Executive/Strategic Management groups to build and implement pricing solutions in line with the business strategy
- Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
- Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
- Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Leading and mentoring the Commercial team.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Well developed written and verbal communication skills.
- Developing staff management abilities.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

10+ years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Chief Financial Officer & Company Secretary
Position code: Aon.EXE.FI010A.7
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Senior Risk Manager
Position code: Aon.RSK.31101.6
Level: 6

Responsible for

Supporting the Chief Risk Officer in accountability for the risk function across the organisation.

Report to

Chief Risk Officer

Supervises

Risk Manager

Main activities

- Enhancing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice.
- Providing independent reports to Senior Executives and Program Coordinators with respect to the overall progress of Risk Management in the organisation.
- Ensuring senior staff are suitably equipped to cope with the growing complexity of Risk across the organisation's operations.
- Assessing and evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Supervising the documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Serving as an advocate and reference point to all functional heads on risk management.
- Maintaining updated knowledge of the political, cultural, and economic environment the organisation is operating in, with particular regard to identifying risk and potential risk.

Key skills

- Ability to work closely with and communicate with senior executives.
- Ability to remain abreast with the constantly changing environment, often in numerous unique locations.
- Excellent analytical skills, particularly in identifying potential issues and scenarios.

Internal contacts

Heads of all function units.

External contacts

Typical experience

8+ years internal audit or risk management coupled with relevant tertiary qualifications. A consulting background would be an advantage.

Other comments

Position Description

Position title: Chief Financial Officer - Disclosed Data Only
Position code: Aon.EXE.FI010.7_DO
Level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to the Chief Executive Officer and Directors.

Report to

Chief Executive Officer/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

Position Description

Position title: Chief Investment Officer - Disclosed Data Only
Position code: Aon.EXE.30001.7_DO
Level: 7

Responsible for

Managing assets and liabilities of the organisation to attain the best profitability and investment returns.

Report to

Chief Executive Officer.

Supervises

Economists, Investment Managers.

Main activities

- Determining and maintaining an effective funds management plan and philosophy for the organisation.
- Preparing and communicating investment plans, targets and forecasts to management.
- Determining and maintaining effective operating procedures for managing funds within the organisation.
- Managing the professional development of employees within business unit.
- Participating as a senior member of an Investment Committee to work towards the most profitable management of funds.
- Investigating new opportunities/areas of operation within the market to improve generation of investment income.

Key skills

- Excellent communication skills, both written and verbal.
- Strong strategic planning skills.
- Strong people management skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Economists, investment managers, senior management.

External contacts

Money market institutions, stock brokers, external economical analysts, various Federal and State Government departments.

Typical experience

Tertiary qualifications in business or finance, often to post-graduate level. May have SIA qualification. At least 15 years of funds management experience.

Other comments

Alternative Titles: Treasurer, General Manager - Funds Management.

Position Description

Position title: Chief Risk Officer - Disclosed Data Only
Position code: Aon.EXE.45001.7_DO
Level: 7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are maintained.
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts

Typical experience

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Financial Controller - Disclosed Data Only
Position code: Aon.FIN.30012.6_DO
Level: 6

Responsible for

Controlling the Finance and Accounting strategies, methods, practices and procedures of a Division/Business Unit.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Financial/Management Accountants, accounting department staff and other support staff.

Main activities

- Preparing and presenting long term financial forecasts in relation to developing future strategies for the Division/Business Unit.
- Providing analysis and commentary regarding accounts and financial reports within the Division/Business Unit.
- Compiling and presenting information on costs and contribution by department and product.
- Ensuring that all activities related to the Division/Business Unit's function comply with relevant federal and state government legislation.
- Monitoring closely the financial status and exposures of the Division/Business Unit, and providing advice to Senior Management where appropriate.
- Collating budgets, monitoring and reporting on performance.
- Liaising with senior Accounting staff and coordinating activities within the Division/Business Unit.

Key skills

- Sound experience in Finance and Accounting in a corporate environment.
- Ability to organise and control large accounting systems.
- Leadership and analytical skills.
- Excellent communication skills.

Internal contacts

Finance & Administration staff, Divisional Managers, Sales & Marketing staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Specialists.

Typical experience

At least 10 years of relevant experience, coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

This role organises and supervises Accounting activities to maintain control and accuracy in transactions on a Divisional/Business Unit basis and has considerable strategic responsibility.

Position Description

Position title: Group Treasurer/Head of Treasury - Disclosed Data Only
Position code: Aon.FIN.30018.6_DO
Level: 6

Responsible for

Managing all treasury functions and legal documentation of the organisation.

Report to

Chief Financial Officer.

Supervises

Assistant Treasurer.

Main activities

- Managing the overall treasury function of the Group/Company, legal documentation and the development of the treasury team to ensure the team's continuous ability to deliver business performance.
- Ensuring effective sourcing of debt domestically and offshore to meet the working requirement of the company.
- Determining treasury strategies in relation to debt capital management and financial risk management, and recommending all treasury decisions to senior management and the board.
- Managing all unsecured and secured loan and debt capital market facilities, interest rate risk and foreign exchange rate profile, and developing risk management strategies.
- Ensuring treasury staff manage treasury operations.
- Managing execution of interest rate and foreign exchange transactions
- Developing, training, coaching and mentoring the team to ensure they are able to deliver results in line with meeting company's objectives and business performance.
- Working with the CFO to deliver projects assigned from time to time in accordance with agreed budgets, schedules and specifications.
- Ensuring adherence and compliance to the company's policies and procedures in relation to treasury functions.

Key skills

- Sound understanding of developments and trends in the property and/or funds management industry.
- Strong writing and business case development skills.
- Strong business acumen and project management skills.
- Leadership skills and proven track record in managing and motivating staff.
- Experience in management of change and organisational transformation, in corporate environments.
- Demonstrated ability to communicate effectively at all levels both verbal and written.

Internal contacts

Finance, Senior Management and the Board

External contacts

Group Bankers, Credit Rating Agencies

Typical experience

CA/CPA qualified with tertiary degree qualification in Accounting / Finance complimented with a post-graduate qualification (e.g. Masters of Applied Finance & Investments). Minimum of 12 - 15 years working experience with strong exposure to financial markets, property or funds management.

Other comments

Position Description

Position title: Head of Compliance - Disclosed Data Only
Position code: Aon.LGL.25001.6_DO
Level: 6

Responsible for

Ensuring all external regulatory frameworks and policies are complied with by the business operations within reasonable risk and parameters.

Report to

General Manager.

Supervises

State Compliance Managers.

Main activities

- Identifying all appropriate external regulatory and compliance frameworks and ensuring compliance by the business.
- Developing and recommending compliance policy and processes which are adequate to meet all organisational compliance and policy obligations.
- Planning and managing the implementation of compliance policies.
- Selecting and maintaining appropriate risk identification and measurement methodologies.
- Promoting appropriate compliance behaviour and culture by the effective communication and dissemination of compliance strategy policy and processes.
- Developing and implementing a program to ensure that all employees and intermediaries comply with compliance policy and processes.
- Providing a quarterly report on compliance adequacy.
- Identifying and providing developmental compliance training to all staff.

Key skills

- Knowledge of relevant legislation.
- Good interpersonal and communication skills.
- Good technical and analytical skills.

Internal contacts

Legal, Managers and Staff.

External contacts

Industry Organisations and Solicitors.

Typical experience

At least 8 - 10 years of experience in a commercial legal role coupled with a law degree or equivalent qualification.

Other comments

Position Description

Position title: Head of Financial Analysis & Planning - Disclosed Data Only
Position code: Aon.EXE.FI030.6_DO
Level: 6

Responsible for

Providing inputs into the financial budgeting and planning process as well as monitoring the financial health of the organisation

Report to

Chief Financial Officer

Supervises

Team of financial analysts

Main activities

- Working with the CFO and other relevant stakeholders to create the financial strategy and annual budgets / plans for the organisation.
- Leading a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
- Identifying opportunities for increasing the financial performance of the organisation and advising the business in a timely manner.
- Gathering financial performance data from business and relevant stakeholders to produce financial analysis by business unit / line, product categories, brands or manufacturing lines etc.

Key skills

- Financial analysis
- Root cause analysis
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function Heads, Business Heads

External contacts

Financial auditors and consultants

Typical experience

15+ years of experience in the Finance function with at least 10+ years in the financial analysis vertical

Other comments

Position Description

Position title: Head of Internal Audit - Disclosed Data Only
Position code: Aon.EXE.FI040.6_DO
Level: 6

Responsible for

Preparing and implementing a risk-based audit plan to assess, report and make suggestions for improving the company's key activities and internal controls

Report to

Chief Financial Officer

Supervises

Team of finance professionals with an Audit expertise

Main activities

- Creating an audit plan for the organisation and working with external auditors to achieve it
- Direct, conduct and supervise the planned internal audits for the divisions and facilities
- Managing internal audit to ensure that all procedures are carried out to legal and financial standards/requirements.
- Ensuring adequacy and compliance of systems and processes
- Drive compliance with regulations and accounting policies

Key skills

- Financial audit
- Project management
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function heads, Business Unit heads

External contacts

External Auditors, Regulators and government authorities

Typical experience

12+ years of experience in the finance function with at least 8+ years in internal audit

Other comments

Position Description

Position title: Head of Tax - Disclosed Data Only
Position code: Aon.FIN.30112.6_DO
Level: 6

Responsible for

Delivering value to shareholders and ensuring compliance with statutory filing obligations and providing appropriate financial information on the tax position for internal and external reporting purposes. Responsibility for tax strategy and alignment with relevant Group tax strategy.

Report to

This role would typically report to the Group Head of Tax.

Supervises

Tax Managers, Tax Accountants.

Main activities

- Creation of innovative, efficient and tax effective structures and ideas, locally and through working with the Group Tax team and the Group as a whole, to minimise the impact of tax on the operations and financial position of the business.
- Design, creation and implementation of legal, corporate, commercial and financial structures and products to maximise tax and legislative opportunities arising from all local activities.
- Advice on relevant corporate acquisitions/disposals and commercial ventures to ensure tax efficiency of transactions and that all external documents and public/shareholder communications have received tax sign-off.
- To influence the development of tax legislation and policy locally (through building up a network of contacts both within and outside government and other bodies).

Key skills

- To consistently and continually re-evaluate, redefine and modify the corporate, legal or commercial structures, as appropriate, for changing corporate activities and commercial needs.
- To provide tax input on all mergers, acquisitions and other corporate activities as appropriate.
- To provide tax input on all relevant funding issues.
- To continually look for and review opportunities/ideas to reduce the tax cost of the company.
- To provide tax input into the design, distribution and marketing of local or global products and services designed to minimise the negative effects of GST on these products and to maximise the opportunities arising out of different regimes and legislative opportunities.
- To ensure that all relevant tax returns and filings are completed within the statutory time limits and that penalties and interest costs are minimised.
- To manage the local filings and audit process to minimise exposures and adverse adjustments and be accountable for policy adherence, sign-off and attestation of accuracy for procedure documentation and controls in place.
- To ensure that the financial information for tax in the internal and external reporting documentation process is accurate and provides a true and fair representation of the assets and liabilities of the local entities.

Internal contacts

Chief Financial Officer, Group Head of Tax.

External contacts

Typical experience

Minimum of 10 - 12 years tax experience- industry and/other profession. Degree qualified Finance and/or Law. Extensive knowledge and experience of domestic and international direct and indirect taxation, GST, and other taxes.

Other comments

Position Description

Position title: Chief Economist - Disclosed Data Only
Position code: Aon.FIN.30015.6_DO
Level: 6

Responsible for

Providing economic, planning information and expertise to the Management of the organisation - especially the Funds Management divisions.

Report to

Chief Investment Officer, Divisional Manager - Investments.

Supervises

Economists, Research Officers.

Main activities

- Providing information to Management which will assist maintaining/growing a profitable mix of assets and liabilities.
- Developing and enhancing analytical tools for understanding economic indicators, such as interest rates and circulating this to management at all levels.
- Providing economic and planning expertise to Divisions including Funds Management, Treasury and Corporate Planning on matters such as the setting of interest rates.
- Providing financial projections and appraisals of foreign economies.
- Providing economic background and expertise to all Managers in the organisation thereby assisting them to become familiar with the external financial forces which regularly influence organisational policies.

Key skills

- Exceptional research and analytical skills.
- Solid knowledge of both macro and microeconomic theory and its application to the real world.
- Well developed interpersonal and communication skills.
- Excellent presentation skills.

Internal contacts

Divisional Managers, Department Managers, Specialist Support Staff, Investment Specialists.

External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

Typical experience

Will have at least 8 years experience couple with an advanced degree in Economics.

Other comments

Position Description

Position title: Head of Pricing - Disclosed Data Only
Position code: Aon.FIN.30104.6_DO
Level: 6

Responsible for

Providing accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Chief Executive Officer, Managing Director.

Supervises

Commercial/Business Analysts and/or Administrative staff.

Main activities

- Establishing national plans and strategies
- Identifying and delivering long-term pricing strategies
- Structuring and negotiating new business deals to the best commercial advantage of the organisation.
- Providing commercial advice and support to the management team and contributing to senior management decision making.
- Working with Executive/Strategic Management groups to build and implement pricing solutions in line with the business strategy
- Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
- Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
- Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Leading and mentoring the Commercial team.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Well developed written and verbal communication skills.
- Developing staff management abilities.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

10+ years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Chief Financial Officer & Company Secretary (Disclosed Only)
Position code: Aon.EXE.FI010A.7_DO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Senior Risk Manager (Disclosed Only)
Position code: Aon.RSK.31101.6_DO
Level: 6

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Chief Financial Officer - Contributed Data Only
Position code: Aon.EXE.FI010.7_CO
Level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to the Chief Executive Officer and Directors.

Report to

Chief Executive Officer/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

Position Description

Position title: Chief Investment Officer - Contributed Data Only
Position code: Aon.EXE.30001.7_CO
Level: 7

Responsible for

Managing assets and liabilities of the organisation to attain the best profitability and investment returns.

Report to

Chief Executive Officer.

Supervises

Economists, Investment Managers.

Main activities

- Determining and maintaining an effective funds management plan and philosophy for the organisation.
- Preparing and communicating investment plans, targets and forecasts to management.
- Determining and maintaining effective operating procedures for managing funds within the organisation.
- Managing the professional development of employees within business unit.
- Participating as a senior member of an Investment Committee to work towards the most profitable management of funds.
- Investigating new opportunities/areas of operation within the market to improve generation of investment income.

Key skills

- Excellent communication skills, both written and verbal.
- Strong strategic planning skills.
- Strong people management skills.
- Well developed numeric and financial analysis skills.

Internal contacts

Economists, investment managers, senior management.

External contacts

Money market institutions, stock brokers, external economical analysts, various Federal and State Government departments.

Typical experience

Tertiary qualifications in business or finance, often to post-graduate level. May have SIA qualification. At least 15 years of funds management experience.

Other comments

Alternative Titles: Treasurer, General Manager - Funds Management.

Position Description

Position title: Chief Risk Officer - Contributed Data Only
Position code: Aon.EXE.45001.7_CO
Level: 7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are maintained.
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts

Typical experience

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Financial Controller - Contributed Data Only
Position code: Aon.FIN.30012.6_CO
Level: 6

Responsible for

Controlling the Finance and Accounting strategies, methods, practices and procedures of a Division/Business Unit.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Financial/Management Accountants, accounting department staff and other support staff.

Main activities

- Preparing and presenting long term financial forecasts in relation to developing future strategies for the Division/Business Unit.
- Providing analysis and commentary regarding accounts and financial reports within the Division/Business Unit.
- Compiling and presenting information on costs and contribution by department and product.
- Ensuring that all activities related to the Division/Business Unit's function comply with relevant federal and state government legislation.
- Monitoring closely the financial status and exposures of the Division/Business Unit, and providing advice to Senior Management where appropriate.
- Collating budgets, monitoring and reporting on performance.
- Liaising with senior Accounting staff and coordinating activities within the Division/Business Unit.

Key skills

- Sound experience in Finance and Accounting in a corporate environment.
- Ability to organise and control large accounting systems.
- Leadership and analytical skills.
- Excellent communication skills.

Internal contacts

Finance & Administration staff, Divisional Managers, Sales & Marketing staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Specialists.

Typical experience

At least 10 years of relevant experience, coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

This role organises and supervises Accounting activities to maintain control and accuracy in transactions on a Divisional/Business Unit basis and has considerable strategic responsibility.

Position Description

Position title: Group Treasurer/Head of Treasury - Contributed Data Only
Position code: Aon.FIN.30018.6_CO
Level: 6

Responsible for

Managing all treasury functions and legal documentation of the organisation.

Report to

Chief Financial Officer.

Supervises

Assistant Treasurer.

Main activities

- Managing the overall treasury function of the Group/Company, legal documentation and the development of the treasury team to ensure the team's continuous ability to deliver business performance.
- Ensuring effective sourcing of debt domestically and offshore to meet the working requirement of the company.
- Determining treasury strategies in relation to debt capital management and financial risk management, and recommending all treasury decisions to senior management and the board.
- Managing all unsecured and secured loan and debt capital market facilities, interest rate risk and foreign exchange rate profile, and developing risk management strategies.
- Ensuring treasury staff manage treasury operations.
- Managing execution of interest rate and foreign exchange transactions
- Developing, training, coaching and mentoring the team to ensure they are able to deliver results in line with meeting company's objectives and business performance.
- Working with the CFO to deliver projects assigned from time to time in accordance with agreed budgets, schedules and specifications.
- Ensuring adherence and compliance to the company's policies and procedures in relation to treasury functions.

Key skills

- Sound understanding of developments and trends in the property and/or funds management industry.
- Strong writing and business case development skills.
- Strong business acumen and project management skills.
- Leadership skills and proven track record in managing and motivating staff.
- Experience in management of change and organisational transformation, in corporate environments.
- Demonstrated ability to communicate effectively at all levels both verbal and written.

Internal contacts

Finance, Senior Management and the Board

External contacts

Group Bankers, Credit Rating Agencies

Typical experience

CA/CPA qualified with tertiary degree qualification in Accounting / Finance complimented with a post-graduate qualification (e.g. Masters of Applied Finance & Investments). Minimum of 12 - 15 years working experience with strong exposure to financial markets, property or funds management.

Other comments

Position Description

Position title: Head of Compliance - Contributed Data Only
Position code: Aon.LGL.25001.6_CO
Level: 6

Responsible for

Ensuring all external regulatory frameworks and policies are complied with by the business operations within reasonable risk and parameters.

Report to

General Manager.

Supervises

State Compliance Managers.

Main activities

- Identifying all appropriate external regulatory and compliance frameworks and ensuring compliance by the business.
- Developing and recommending compliance policy and processes which are adequate to meet all organisational compliance and policy obligations.
- Planning and managing the implementation of compliance policies.
- Selecting and maintaining appropriate risk identification and measurement methodologies.
- Promoting appropriate compliance behaviour and culture by the effective communication and dissemination of compliance strategy policy and processes.
- Developing and implementing a program to ensure that all employees and intermediaries comply with compliance policy and processes.
- Providing a quarterly report on compliance adequacy.
- Identifying and providing developmental compliance training to all staff.

Key skills

- Knowledge of relevant legislation.
- Good interpersonal and communication skills.
- Good technical and analytical skills.

Internal contacts

Legal, Managers and Staff.

External contacts

Industry Organisations and Solicitors.

Typical experience

At least 8 - 10 years of experience in a commercial legal role coupled with a law degree or equivalent qualification.

Other comments

Position Description

Position title: Head of Financial Analysis & Planning - Contributed Data Only
Position code: Aon.EXE.FI030.6_CO
Level: 6

Responsible for

Providing inputs into the financial budgeting and planning process as well as monitoring the financial health of the organisation

Report to

Chief Financial Officer

Supervises

Team of financial analysts

Main activities

- Working with the CFO and other relevant stakeholders to create the financial strategy and annual budgets / plans for the organisation.
- Leading a team of analysts to monitor the financial health of the organisation and variance from the annual financial plan.
- Identifying opportunities for increasing the financial performance of the organisation and advising the business in a timely manner.
- Gathering financial performance data from business and relevant stakeholders to produce financial analysis by business unit / line, product categories, brands or manufacturing lines etc.

Key skills

- Financial analysis
- Root cause analysis
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function Heads, Business Heads

External contacts

Financial auditors and consultants

Typical experience

15+ years of experience in the Finance function with at least 10+ years in the financial analysis vertical

Other comments

Position Description

Position title: Head of Internal Audit - Contributed Data Only
Position code: Aon.EXE.FI040.6_CO
Level: 6

Responsible for

Preparing and implementing a risk-based audit plan to assess, report and make suggestions for improving the company's key activities and internal controls

Report to

Chief Financial Officer

Supervises

Team of finance professionals with an Audit expertise

Main activities

- Creating an audit plan for the organisation and working with external auditors to achieve it
- Direct, conduct and supervise the planned internal audits for the divisions and facilities
- Managing internal audit to ensure that all procedures are carried out to legal and financial standards/requirements.
- Ensuring adequacy and compliance of systems and processes
- Drive compliance with regulations and accounting policies

Key skills

- Financial audit
- Project management
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function heads, Business Unit heads

External contacts

External Auditors, Regulators and government authorities

Typical experience

12+ years of experience in the finance function with at least 8+ years in internal audit

Other comments

Position Description

Position title:	Head of Tax - Contributed Data Only
Position code:	Aon.FIN.30112.6_CO
Level:	6

Responsible for

Delivering value to shareholders and ensuring compliance with statutory filing obligations and providing appropriate financial information on the tax position for internal and external reporting purposes. Responsibility for tax strategy and alignment with relevant Group tax strategy.

Report to

This role would typically report to the Group Head of Tax.

Supervises

Tax Managers, Tax Accountants.

Main activities

- Creation of innovative, efficient and tax effective structures and ideas, locally and through working with the Group Tax team and the Group as a whole, to minimise the impact of tax on the operations and financial position of the business.
- Design, creation and implementation of legal, corporate, commercial and financial structures and products to maximise tax and legislative opportunities arising from all local activities.
- Advice on relevant corporate acquisitions/disposals and commercial ventures to ensure tax efficiency of transactions and that all external documents and public/shareholder communications have received tax sign-off.
- To influence the development of tax legislation and policy locally (through building up a network of contacts both within and outside government and other bodies).

Key skills

- To consistently and continually re-evaluate, redefine and modify the corporate, legal or commercial structures, as appropriate, for changing corporate activities and commercial needs.
- To provide tax input on all mergers, acquisitions and other corporate activities as appropriate.
- To provide tax input on all relevant funding issues.
- To continually look for and review opportunities/ideas to reduce the tax cost of the company.
- To provide tax input into the design, distribution and marketing of local or global products and services designed to minimise the negative effects of GST on these products and to maximise the opportunities arising out of different regimes and legislative opportunities.
- To ensure that all relevant tax returns and filings are completed within the statutory time limits and that penalties and interest costs are minimised.
- To manage the local filings and audit process to minimise exposures and adverse adjustments and be accountable for policy adherence, sign-off and attestation of accuracy for procedure documentation and controls in place.
- To ensure that the financial information for tax in the internal and external reporting documentation process is accurate and provides a true and fair representation of the assets and liabilities of the local entities.

Internal contacts

Chief Financial Officer, Group Head of Tax.

External contacts

Typical experience

Minimum of 10 - 12 years tax experience- industry and/other profession. Degree qualified Finance and/or Law. Extensive knowledge and experience of domestic and international direct and indirect taxation, GST, and other taxes.

Other comments

Position Description

Position title: Chief Economist - Contributed Data Only
Position code: Aon.FIN.30015.6_CO
Level: 6

Responsible for

Providing economic, planning information and expertise to the Management of the organisation - especially the Funds Management divisions.

Report to

Chief Investment Officer, Divisional Manager - Investments.

Supervises

Economists, Research Officers.

Main activities

- Providing information to Management which will assist maintaining/growing a profitable mix of assets and liabilities.
- Developing and enhancing analytical tools for understanding economic indicators, such as interest rates and circulating this to management at all levels.
- Providing economic and planning expertise to Divisions including Funds Management, Treasury and Corporate Planning on matters such as the setting of interest rates.
- Providing financial projections and appraisals of foreign economies.
- Providing economic background and expertise to all Managers in the organisation thereby assisting them to become familiar with the external financial forces which regularly influence organisational policies.

Key skills

- Exceptional research and analytical skills.
- Solid knowledge of both macro and microeconomic theory and its application to the real world.
- Well developed interpersonal and communication skills.
- Excellent presentation skills.

Internal contacts

Divisional Managers, Department Managers, Specialist Support Staff, Investment Specialists.

External contacts

Australian Bureau of Statistics, Academia, external Economic Analysts, various Federal and State Government Departments, Private Consultancies.

Typical experience

Will have at least 8 years experience couple with an advanced degree in Economics.

Other comments

Position Description

Position title: Head of Pricing - Contributed Data Only
Position code: Aon.FIN.30104.6_CO
Level: 6

Responsible for

Providing accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Chief Executive Officer, Managing Director.

Supervises

Commercial/Business Analysts and/or Administrative staff.

Main activities

- Establishing national plans and strategies
- Identifying and delivering long-term pricing strategies
- Structuring and negotiating new business deals to the best commercial advantage of the organisation.
- Providing commercial advice and support to the management team and contributing to senior management decision making.
- Working with Executive/Strategic Management groups to build and implement pricing solutions in line with the business strategy
- Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.
- Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.
- Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Leading and mentoring the Commercial team.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Well developed written and verbal communication skills.
- Developing staff management abilities.

Internal contacts

Senior Management, Bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation - lawyers, etc.

Typical experience

10+ years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Chief Financial Officer & Company Secretary (Contributed Only)
Position code: Aon.EXE.FI010A.7_CO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Senior Risk Manager (Contributed Only)
Position code: Aon.RSK.31101.6_CO
Level: 6

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Head of Human Resources
Position code: Aon.EXE.HR010.7
Level: 7

Responsible for

Ensuring the most effective utilisation of the organisation's staff resources.

Report to

Chief Executive/Managing Director.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Developing the contribution of the Human Resources function to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, and minimise disruption, penalties and adverse publicity.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief Executive Officer and all Functional and Divisional Managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resource Management.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Leadership & Organisational Development
Position code:	Aon.HRS.50503.6
Level:	6

Responsible for

Owner of the development and operational delivery of the organisation's Leadership and Organisational Development strategy through a team of Leadership and Organisational Development Managers, Specialists and business unit specific HR Business Partners.

Report to

Human Resources Director or Head of Human Resources.

Supervises

Learning and Development Managers, Leadership Development Specialists, Organisational Development Consultants.

Main activities

- Working along side the Human Resources Director to diagnose, build and implement organisational capability, culture, leadership and management development, talent management and employee engagement initiatives and long term strategies for Executive groups in line with business strategy.
- Researching issues and developing policies practices, programs and solutions to resolve strategic organisational culture and engagement issues.
- Providing interpretation and counsel regarding best practices and data gathered in the organisational culture, leadership development, and talent management and employee engagement arenas.
- Managing all professional development activity including the build and delivery of internally delivered leadership and management development programs and curricular.
- Liaising and collaborating with leaders in the broader HR function to ensure alignment between HR groups and build organisationally appropriate and strategically aligned solutions.
- Act as the primary Leadership and Organisational Development contact for Senior Leaders and Executives in the organisation.

Key skills

- Team management and leadership.
- Strategy development.
- Budgetary management.
- Strong business knowledge and understanding.
- Best practice knowledge in talent management, culture definition, performance measurement, leadership and all aspects of Organisational Development.
- Strong influencing and relationship building skills.
- Ability to interact and influence on a strategic level.
- Business partnering capability.

Internal contacts

Close contact at all levels, focussing at middle to senior management including Executive and CEO contact.

External contacts

Consultancies, vendors, industry contacts.

Typical experience

At least 10 years of experience in HR coupled with a relevant tertiary qualification (may have additional post graduate qualification)

Other comments

This role manages a specialist HR function within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Learning & Development
Position code:	Aon.HRS.50203.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Learning and Development strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources.

Supervises

Learning & Development Managers, Learning & Development Consultants and Trainers.

Main activities

- Working with Executive/Strategic Management groups to build and implement Learning & Development solutions in line with business strategy.
- Managing the delivery of all Learning & Development activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Learning & Development environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Learning & Development business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary Learning & Development contact for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Learning & Development best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an Executive/Strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an Executive/Strategic management level.

External contacts

Human Resources/Training Consultancies, Vendors, Educational and Training Institutes.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Remuneration & Benefits
Position code:	Aon.HRS.50103.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Compensation and Benefits strategy and operations through a team of Compensation & Benefits Managers.

Report to

Head of Human Resources.

Supervises

Compensation & Benefits Managers and Compensation & Benefits Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement Compensation & Benefits solutions in line with business strategy.
- Managing the delivery of all Compensation & Benefits activities, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Recruitment, Learning and Development etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Compensation & Benefits environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Compensation & Benefits business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing the Compensation & Benefits issues for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Compensation & Benefits trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Remuneration Consultancies, Vendors, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title: Functional Lead of Human Resources - Industrial/Employee Relations
Position code: Aon.EXE.HR020.6
Level: 6

Responsible for

Formulate the industrial relations strategy of the organisation and ensure compliance with industrial standards and Government regulations

Report to

Chief Human Resources Officer, Function Heads, Business Unit Heads, Department Heads

Supervises

Team of industrial relations professional

Main activities

- Develop policy for departments such as employment, compensation, labour relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms
- Ensure that HR systems and policies are in line with Government regulations

Key skills

- Regulatory knowledge
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, Chief HR Officer, Function Heads, Business Unit Heads, Department Heads

External contacts

External consultants, Regulatory authorities

Typical experience

12+ years in Human Resource management with at least 8 years in Industrial Relations

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Diversity & Inclusion
Position code:	Aon.HRS.80001.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Diversity & Inclusion strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Diversity & Inclusion Human Resources Managers & Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Diversity & Inclusion solutions in line with the business strategy.
- Identifying and delivering long-term Diversity & Inclusion strategies
- Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new diversity and inclusion policies, practices and programs
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Diversity & Inclusion organisational policies and practices.
- Expert knowledge of Diversity & Inclusion trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to Aon.HRS.50003.6 - Functional Lead of Human Resources - Generalist

Position Description

Position title:	Functional Lead of Human Resources - Generalist
Position code:	Aon.HRS.50003.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Generalist Human Resources strategy and operations through a team of Human Resources Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Human Resources Managers and Human Resources Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Human Resources solutions in line with the business strategy.
- Managing the delivery of all Generalist Human Resources activities covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Human Resources environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Human Resources policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Generalist Human Resources trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments



Aon Executive Remuneration Survey

This role manages a discrete Human Resources operation within a business unit of a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Recruitment
Position code:	Aon.HRS.50303.6
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Recruitment strategy and operations through a team of Recruitment Managers.

Report to

Head of Human Resources.

Supervises

Recruitment Managers and Recruitment Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement recruitment solutions in line with business strategy.
- Managing the delivery of all recruitment activities including: organisational Resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and other recruitment services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Learning & Development, Compensation & Benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
- Researching issues and developing solutions to resolve strategic recruitment business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary recruitment contact for most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of recruitment best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Recruitment Consultancies.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title: Head of Human Resources - Disclosed Data Only
Position code: Aon.EXE.HR010.7_DO
Level: 7

Responsible for

Ensuring the most effective utilisation of the organisation's staff resources.

Report to

Chief Executive/Managing Director.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Developing the contribution of the Human Resources function to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, and minimise disruption, penalties and adverse publicity.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief Executive Officer and all Functional and Divisional Managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resource Management.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Leadership & Organisational Development - Disclosed Data Only
Position code:	Aon.HRS.50503.6_DO
Level:	6

Responsible for

Owner of the development and operational delivery of the organisation's Leadership and Organisational Development strategy through a team of Leadership and Organisational Development Managers, Specialists and business unit specific HR Business Partners.

Report to

Human Resources Director or Head of Human Resources.

Supervises

Learning and Development Managers, Leadership Development Specialists, Organisational Development Consultants.

Main activities

- Working along side the Human Resources Director to diagnose, build and implement organisational capability, culture, leadership and management development, talent management and employee engagement initiatives and long term strategies for Executive groups in line with business strategy.
- Researching issues and developing policies practices, programs and solutions to resolve strategic organisational culture and engagement issues.
- Providing interpretation and counsel regarding best practices and data gathered in the organisational culture, leadership development, and talent management and employee engagement arenas.
- Managing all professional development activity including the build and delivery of internally delivered leadership and management development programs and curricular.
- Liaising and collaborating with leaders in the broader HR function to ensure alignment between HR groups and build organisationally appropriate and strategically aligned solutions.
- Act as the primary Leadership and Organisational Development contact for Senior Leaders and Executives in the organisation.

Key skills

- Team management and leadership.
- Strategy development.
- Budgetary management.
- Strong business knowledge and understanding.
- Best practice knowledge in talent management, culture definition, performance measurement, leadership and all aspects of Organisational Development.
- Strong influencing and relationship building skills.
- Ability to interact and influence on a strategic level.
- Business partnering capability.

Internal contacts

Close contact at all levels, focussing at middle to senior management including Executive and CEO contact.

External contacts

Consultancies, vendors, industry contacts.

Typical experience

At least 10 years of experience in HR coupled with a relevant tertiary qualification (may have additional post graduate qualification)

Other comments

This role manages a specialist HR function within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Learning & Development - Disclosed Data Only
Position code:	Aon.HRS.50203.6_DO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Learning and Development strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources.

Supervises

Learning & Development Managers, Learning & Development Consultants and Trainers.

Main activities

- Working with Executive/Strategic Management groups to build and implement Learning & Development solutions in line with business strategy.
- Managing the delivery of all Learning & Development activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Learning & Development environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Learning & Development business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary Learning & Development contact for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Learning & Development best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an Executive/Strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an Executive/Strategic management level.

External contacts

Human Resources/Training Consultancies, Vendors, Educational and Training Institutes.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Remuneration & Benefits - Disclosed Data Only
Position code:	Aon.HRS.50103.6_DO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Compensation and Benefits strategy and operations through a team of Compensation & Benefits Managers.

Report to

Head of Human Resources.

Supervises

Compensation & Benefits Managers and Compensation & Benefits Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement Compensation & Benefits solutions in line with business strategy.
- Managing the delivery of all Compensation & Benefits activities, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Recruitment, Learning and Development etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Compensation & Benefits environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Compensation & Benefits business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing the Compensation & Benefits issues for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Compensation & Benefits trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Remuneration Consultancies, Vendors, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title: Functional Lead of Human Resources - Industrial/Employee Relations - Disclosed Data Only
Position code: Aon.EXE.HR020.6_DO
Level: 6

Responsible for

Formulate the industrial relations strategy of the organisation and ensure compliance with industrial standards and Government regulations

Report to

Chief Human Resources Officer, Function Heads, Business Unit Heads, Department Heads

Supervises

Team of industrial relations professional

Main activities

- Develop policy for departments such as employment, compensation, labour relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms
- Ensure that HR systems and policies are in line with Government regulations

Key skills

- Regulatory knowledge
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, Chief HR Officer, Function Heads, Business Unit Heads, Department Heads

External contacts

External consultants, Regulatory authorities

Typical experience

12+ years in Human Resource management with at least 8 years in Industrial Relations

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Diversity & Inclusion - Disclosed Data Only
Position code:	Aon.HRS.80001.6_DO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Diversity & Inclusion strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Diversity & Inclusion Human Resources Managers & Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Diversity & Inclusion solutions in line with the business strategy.
- Identifying and delivering long-term Diversity & Inclusion strategies
- Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new diversity and inclusion policies, practices and programs
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Diversity & Inclusion organisational policies and practices.
- Expert knowledge of Diversity & Inclusion trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to Aon.HRS.50003.6 - Functional Lead of Human Resources - Generalist

Position Description

Position title:	Functional Lead of Human Resources - Generalist - Disclosed Data Only
Position code:	Aon.HRS.50003.6_DO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Generalist Human Resources strategy and operations through a team of Human Resources Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Human Resources Managers and Human Resources Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Human Resources solutions in line with the business strategy.
- Managing the delivery of all Generalist Human Resources activities covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Human Resources environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Human Resources policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Generalist Human Resources trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments



Aon Executive Remuneration Survey

This role manages a discrete Human Resources operation within a business unit of a large organisation.

Position Description

Position title: Functional Lead of Human Resources - Recruitment - Disclosed Data Only
Position code: Aon.HRS.50303.6_DO
Level: 6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Recruitment strategy and operations through a team of Recruitment Managers.

Report to

Head of Human Resources.

Supervises

Recruitment Managers and Recruitment Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement recruitment solutions in line with business strategy.
- Managing the delivery of all recruitment activities including: organisational Resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and other recruitment services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Learning & Development, Compensation & Benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
- Researching issues and developing solutions to resolve strategic recruitment business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary recruitment contact for most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of recruitment best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Recruitment Consultancies.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title: Head of Human Resources - Contributed Data Only
Position code: Aon.EXE.HR010.7_CO
Level: 7

Responsible for

Ensuring the most effective utilisation of the organisation's staff resources.

Report to

Chief Executive/Managing Director.

Supervises

Divisional head for each function e.g. recruitment, remuneration, training and development.

Main activities

- Developing the contribution of the Human Resources function to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, and minimise disruption, penalties and adverse publicity.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.

Key skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal contacts

Chief Executive Officer and all Functional and Divisional Managers.

External contacts

Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical experience

Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resource Management.

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Leadership & Organisational Development - Contributed Data Only
Position code:	Aon.HRS.50503.6_CO
Level:	6

Responsible for

Owner of the development and operational delivery of the organisation's Leadership and Organisational Development strategy through a team of Leadership and Organisational Development Managers, Specialists and business unit specific HR Business Partners.

Report to

Human Resources Director or Head of Human Resources.

Supervises

Learning and Development Managers, Leadership Development Specialists, Organisational Development Consultants.

Main activities

- Working along side the Human Resources Director to diagnose, build and implement organisational capability, culture, leadership and management development, talent management and employee engagement initiatives and long term strategies for Executive groups in line with business strategy.
- Researching issues and developing policies practices, programs and solutions to resolve strategic organisational culture and engagement issues.
- Providing interpretation and counsel regarding best practices and data gathered in the organisational culture, leadership development, and talent management and employee engagement arenas.
- Managing all professional development activity including the build and delivery of internally delivered leadership and management development programs and curricular.
- Liaising and collaborating with leaders in the broader HR function to ensure alignment between HR groups and build organisationally appropriate and strategically aligned solutions.
- Act as the primary Leadership and Organisational Development contact for Senior Leaders and Executives in the organisation.

Key skills

- Team management and leadership.
- Strategy development.
- Budgetary management.
- Strong business knowledge and understanding.
- Best practice knowledge in talent management, culture definition, performance measurement, leadership and all aspects of Organisational Development.
- Strong influencing and relationship building skills.
- Ability to interact and influence on a strategic level.
- Business partnering capability.

Internal contacts

Close contact at all levels, focussing at middle to senior management including Executive and CEO contact.

External contacts

Consultancies, vendors, industry contacts.

Typical experience

At least 10 years of experience in HR coupled with a relevant tertiary qualification (may have additional post graduate qualification)

Other comments

This role manages a specialist HR function within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Learning & Development - Contributed Data Only
Position code:	Aon.HRS.50203.6_CO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Learning and Development strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources.

Supervises

Learning & Development Managers, Learning & Development Consultants and Trainers.

Main activities

- Working with Executive/Strategic Management groups to build and implement Learning & Development solutions in line with business strategy.
- Managing the delivery of all Learning & Development activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Learning & Development environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Learning & Development business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary Learning & Development contact for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Learning & Development best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an Executive/Strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an Executive/Strategic management level.

External contacts

Human Resources/Training Consultancies, Vendors, Educational and Training Institutes.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Remuneration & Benefits - Contributed Data Only
Position code:	Aon.HRS.50103.6_CO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Compensation and Benefits strategy and operations through a team of Compensation & Benefits Managers.

Report to

Head of Human Resources.

Supervises

Compensation & Benefits Managers and Compensation & Benefits Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement Compensation & Benefits solutions in line with business strategy.
- Managing the delivery of all Compensation & Benefits activities, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Recruitment, Learning and Development etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Compensation & Benefits environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Compensation & Benefits business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing the Compensation & Benefits issues for the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Compensation & Benefits trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Remuneration Consultancies, Vendors, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title:	Functional Lead of Human Resources - Industrial/Employee Relations - Contributed Data Only
Position code:	Aon.EXE.HR020.6_CO
Level:	6

Responsible for

Formulate the industrial relations strategy of the organisation and ensure compliance with industrial standards and Government regulations

Report to

Chief Human Resources Officer, Function Heads, Business Unit Heads, Department Heads

Supervises

Team of industrial relations professional

Main activities

- Develop policy for departments such as employment, compensation, labour relations, and employee services, according to knowledge of company objectives, government regulations, and labor contract terms
- Ensure that HR systems and policies are in line with Government regulations

Key skills

- Regulatory knowledge
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, Chief HR Officer, Function Heads, Business Unit Heads, Department Heads

External contacts

External consultants, Regulatory authorities

Typical experience

12+ years in Human Resource management with at least 8 years in Industrial Relations

Other comments

Position Description

Position title:	Functional Lead of Human Resources - Diversity & Inclusion - Contributed Data Only
Position code:	Aon.HRS.80001.6_CO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Diversity & Inclusion strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Diversity & Inclusion Human Resources Managers & Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Diversity & Inclusion solutions in line with the business strategy.
- Identifying and delivering long-term Diversity & Inclusion strategies
- Providing interpretation and counsel to Executive/Strategic Management regarding Diversity & Inclusion policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new diversity and inclusion policies, practices and programs
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Diversity & Inclusion organisational policies and practices.
- Expert knowledge of Diversity & Inclusion trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role specialises in Diversity & Inclusion, for generalist HR roles please match to Aon.HRS.50003.6 - Functional Lead of Human Resources - Generalist

Position Description

Position title:	Functional Lead of Human Resources - Generalist - Contributed Data Only
Position code:	Aon.HRS.50003.6_CO
Level:	6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Generalist Human Resources strategy and operations through a team of Human Resources Managers.

Report to

Head of Human Resources and/or General Manager/Business Manager of a Business Unit.

Supervises

Human Resources Managers and Human Resources Consultants.

Main activities

- Working with Executive/Strategic Management groups within a large organisation to build and implement Human Resources solutions in line with the business strategy.
- Managing the delivery of all Generalist Human Resources activities covering multiple areas of Human Resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management, and/or other services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Identifying and delivering long-term strategies within the Human Resources environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Human Resources policies, programs and practices.
- Researching issues and developing solutions to resolve strategic business issues.
- Developing and implementing new policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Managing Generalist Human Resources issues involving the most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Generalist Human Resources trends, best practice and future direction.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation, although most contact would be at an executive/strategic management level.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments



Aon Executive Remuneration Survey

This role manages a discrete Human Resources operation within a business unit of a large organisation.

Position Description

Position title: Functional Lead of Human Resources - Recruitment - Contributed Data Only
Position code: Aon.HRS.50303.6_CO
Level: 6

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Recruitment strategy and operations through a team of Recruitment Managers.

Report to

Head of Human Resources.

Supervises

Recruitment Managers and Recruitment Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement recruitment solutions in line with business strategy.
- Managing the delivery of all recruitment activities including: organisational Resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and other recruitment services.
- Liaising with subject matter experts within the broader Human Resources function (e.g. Learning & Development, Compensation & Benefits etc.) to provide consultancy and advice within the business unit or corporate client group.
- Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
- Researching issues and developing solutions to resolve strategic recruitment business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.
- Acting as the primary recruitment contact for most Executive/Strategic Managers in the organisation.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of recruitment best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Recruitment Consultancies.

Typical experience

10+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

This role manages a specialist Human Resources operation within a large organisation.

Position Description

Position title: Chief Information Officer / Chief Technology Officer
Position code: Aon.EXE.IT010.7
Level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

12+ years of experience in computing, with 5+ years in large sites and proven business and management skills.

Other comments

Alternative Names: Chief Technology Officer, Chief Information Officer

Position Description

Position title: General Manager - Digital/Online
Position code: Aon.EXE.DG010.7
Level: 7

Responsible for

Manage the organisation's digital products, platforms and channels, and drive digital transformation and digitisation of the organisation's products, service delivery and internal business processes.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Varies by organisation but may include digital functions within sales, marketing, strategy, customer service and operational functions.

Main activities

- Contributing to the development of digital strategy for the whole organisation.
- Conducting operational planning to execute on digital strategies and goals.
- Overseeing development, operation and growth of digital sales and marketing channels for the organisation's products and services.
- Developing and executing on plans to drive digital customer engagement, including oversight of new digital product development where relevant.
- Acting as a champion for digitisation and digital transformation across the business, including for internally focussed processes and activities.
- Becoming a trusted adviser to internal and external customers, demonstrating innovation and differentiating the organisation's capabilities.

Key skills

- Strong commercial background.
- Good understanding of digital trends and technologies.
- Strong leadership and stakeholder management skills.

Internal contacts

Sales, Marketing, Strategy, Customer Service, Product Managers, and IT departments of the organisation.

External contacts

Major suppliers and clients/customers, industry peers.

Typical experience

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

Other comments

Position Description

Position title: General Manager - Applications Services
Position code: Aon.EXS.85001.6
Level: 6

Responsible for

Leading Project Managers, Systems Managers and Consultants to deliver value to the business in the form of IT strategy, development projects and operational support of IT applications.

Report to

Chief Information Officer.

Supervises

All Applications Services employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Establishing the organisation's overall applications strategy.
- Managing the organisation's IT applications operational and development expenditures within budget.
- Analysing business development requirements and evaluating external providers' proposals to determine their suitability.
- Overseeing the planning, sizing and scheduling of systems development projects.
- Overseeing the negotiation of the price, terms and conditions for the purchase and use of software and hardware.
- Developing and implementing risk management strategies for IT applications.
- Cultivating and maintaining a world-class development facility with the capacity to accommodate varying workloads.

Key skills

- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Managers.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT applications services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - Architectural Services
Position code: Aon.EXS.85006.6
Level: 6

Responsible for

Ensuring all new systems, infrastructure and applications comply with the organisation's IT architecture strategy. Guiding and consulting to 'delivery' employees and management regarding the design and implementation of infrastructure and applications solutions, as well as vendor selection.

Report to

Chief Information Officer.

Supervises

All IT architecture employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Establishing the organisation's overall architecture road map and strategy.
- Defining a vision or 'blueprint' for the IT architecture and the steps required to achieve the vision.
- Communicating global architectural standards to executive management and all IT staff.
- Maintaining awareness of current industry trends.
- Managing expenditures within budget.
- Providing leadership and direction to all architecture employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Other IT Managers, General Manager IT Business Management & Planning, IT Architecture Specialists.

External contacts

IT Contractors and Vendors.

Typical experience

At least 10 years general management experience, or experience in all aspects of IT architecture at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - IT Services/Infrastructure
Position code: Aon.EXS.85011.6
Level: 6

Responsible for

Delivering high quality, innovative, cost effective technology infrastructure strategies in support of the corporate business and technology architectures.

Report to

Chief Information Officer.

Supervises

All IT Services/Infrastructure and IT Support employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Managing the infrastructure and IT Support groups to ensure effective partnering with business units to deliver business integration solutions in support of the organisation's IT strategy.
- Managing the organisation's IT services/infrastructure operation and development expenditures within budget.
- Providing guidance and advice to Business & Technical Managers on major projects that are of strategic significance.
- Ensuring support of all IT systems is provided effectively on a seven day/twenty-four hour basis.
- Overseeing the promotion of technology awareness and competence throughout the organisation in an active manner.
- Providing leadership and direction to all IT services and infrastructure employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Understanding of IT infrastructure technology including servers, desktops, networks, operating systems, platforms and configurations.
- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Manager, Finance and Administration, Human Resources.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT infrastructure/services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Alternative titles: Head of IT (RIN)

Position Description

Position title: Head of Information Technology - Disclosed Data Only
Position code: Aon.EXE.IT010.7_DO
Level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

12+ years of experience in computing, with 5+ years in large sites and proven business and management skills.

Other comments

Position Description

Position title: General Manager - Digital/Online - Disclosed Data Only
Position code: Aon.EXE.DG010.7_DO
Level: 7

Responsible for

Manage the organisation's digital products, platforms and channels, and drive digital transformation and digitisation of the organisation's products, service delivery and internal business processes.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Varies by organisation but may include digital functions within sales, marketing, strategy, customer service and operational functions.

Main activities

- Contributing to the development of digital strategy for the whole organisation.
- Conducting operational planning to execute on digital strategies and goals.
- Overseeing development, operation and growth of digital sales and marketing channels for the organisation's products and services.
- Developing and executing on plans to drive digital customer engagement, including oversight of new digital product development where relevant.
- Acting as a champion for digitisation and digital transformation across the business, including for internally focussed processes and activities.
- Becoming a trusted adviser to internal and external customers, demonstrating innovation and differentiating the organisation's capabilities.

Key skills

- Strong commercial background.
- Good understanding of digital trends and technologies.
- Strong leadership and stakeholder management skills.

Internal contacts

Sales, Marketing, Strategy, Customer Service, Product Managers, and IT departments of the organisation.

External contacts

Major suppliers and clients/customers, industry peers.

Typical experience

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

Other comments

Position Description

Position title: General Manager - Applications Services - Disclosed Data Only
Position code: Aon.EXS.85001.6_DO
Level: 6

Responsible for

Leading Project Managers, Systems Managers and Consultants to deliver value to the business in the form of IT strategy, development projects and operational support of IT applications.

Report to

Chief Information Officer.

Supervises

All Applications Services employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Establishing the organisation's overall applications strategy.
- Managing the organisation's IT applications operational and development expenditures within budget.
- Analysing business development requirements and evaluating external providers' proposals to determine their suitability.
- Overseeing the planning, sizing and scheduling of systems development projects.
- Overseeing the negotiation of the price, terms and conditions for the purchase and use of software and hardware.
- Developing and implementing risk management strategies for IT applications.
- Cultivating and maintaining a world-class development facility with the capacity to accommodate varying workloads.

Key skills

- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Managers.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT applications services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - Architectural Services - Disclosed Data Only
Position code: Aon.EXS.85006.6_DO
Level: 6

Responsible for

Ensuring all new systems, infrastructure and applications comply with the organisation's IT architecture strategy. Guiding and consulting to 'delivery' employees and management regarding the design and implementation of infrastructure and applications solutions, as well as vendor selection.

Report to

Chief Information Officer.

Supervises

All IT architecture employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Establishing the organisation's overall architecture road map and strategy.
- Defining a vision or 'blueprint' for the IT architecture and the steps required to achieve the vision.
- Communicating global architectural standards to executive management and all IT staff.
- Maintaining awareness of current industry trends.
- Managing expenditures within budget.
- Providing leadership and direction to all architecture employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Other IT Managers, General Manager IT Business Management & Planning, IT Architecture Specialists.

External contacts

IT Contractors and Vendors.

Typical experience

At least 10 years general management experience, or experience in all aspects of IT architecture at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - IT Services/Infrastructure - Disclosed Data Only
Position code: Aon.EXS.85011.6_DO
Level: 6

Responsible for

Delivering high quality, innovative, cost effective technology infrastructure strategies in support of the corporate business and technology architectures.

Report to

Chief Information Officer.

Supervises

All IT Services/Infrastructure and IT Support employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Managing the infrastructure and IT Support groups to ensure effective partnering with business units to deliver business integration solutions in support of the organisation's IT strategy.
- Managing the organisation's IT services/infrastructure operation and development expenditures within budget.
- Providing guidance and advice to Business & Technical Managers on major projects that are of strategic significance.
- Ensuring support of all IT systems is provided effectively on a seven day/twenty-four hour basis.
- Overseeing the promotion of technology awareness and competence throughout the organisation in an active manner.
- Providing leadership and direction to all IT services and infrastructure employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Understanding of IT infrastructure technology including servers, desktops, networks, operating systems, platforms and configurations.
- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Manager, Finance and Administration, Human Resources.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT infrastructure/services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Information Technology - Contributed Data Only
Position code: Aon.EXE.IT010.7_CO
Level: 7

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

12+ years of experience in computing, with 5+ years in large sites and proven business and management skills.

Other comments

Position Description

Position title: General Manager - Digital/Online - Contributed Data Only
Position code: Aon.EXE.DG010.7_CO
Level: 7

Responsible for

Manage the organisation's digital products, platforms and channels, and drive digital transformation and digitisation of the organisation's products, service delivery and internal business processes.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Varies by organisation but may include digital functions within sales, marketing, strategy, customer service and operational functions.

Main activities

- Contributing to the development of digital strategy for the whole organisation.
- Conducting operational planning to execute on digital strategies and goals.
- Overseeing development, operation and growth of digital sales and marketing channels for the organisation's products and services.
- Developing and executing on plans to drive digital customer engagement, including oversight of new digital product development where relevant.
- Acting as a champion for digitisation and digital transformation across the business, including for internally focussed processes and activities.
- Becoming a trusted adviser to internal and external customers, demonstrating innovation and differentiating the organisation's capabilities.

Key skills

- Strong commercial background.
- Good understanding of digital trends and technologies.
- Strong leadership and stakeholder management skills.

Internal contacts

Sales, Marketing, Strategy, Customer Service, Product Managers, and IT departments of the organisation.

External contacts

Major suppliers and clients/customers, industry peers.

Typical experience

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

Other comments

Position Description

Position title: General Manager - Applications Services - Contributed Data Only
Position code: Aon.EXS.85001.6_CO
Level: 6

Responsible for

Leading Project Managers, Systems Managers and Consultants to deliver value to the business in the form of IT strategy, development projects and operational support of IT applications.

Report to

Chief Information Officer.

Supervises

All Applications Services employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Establishing the organisation's overall applications strategy.
- Managing the organisation's IT applications operational and development expenditures within budget.
- Analysing business development requirements and evaluating external providers' proposals to determine their suitability.
- Overseeing the planning, sizing and scheduling of systems development projects.
- Overseeing the negotiation of the price, terms and conditions for the purchase and use of software and hardware.
- Developing and implementing risk management strategies for IT applications.
- Cultivating and maintaining a world-class development facility with the capacity to accommodate varying workloads.

Key skills

- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Managers.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT applications services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - Architectural Services - Contributed Data Only
Position code: Aon.EXS.85006.6_CO
Level: 6

Responsible for

Ensuring all new systems, infrastructure and applications comply with the organisation's IT architecture strategy. Guiding and consulting to 'delivery' employees and management regarding the design and implementation of infrastructure and applications solutions, as well as vendor selection.

Report to

Chief Information Officer.

Supervises

All IT architecture employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Establishing the organisation's overall architecture road map and strategy.
- Defining a vision or 'blueprint' for the IT architecture and the steps required to achieve the vision.
- Communicating global architectural standards to executive management and all IT staff.
- Maintaining awareness of current industry trends.
- Managing expenditures within budget.
- Providing leadership and direction to all architecture employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Other IT Managers, General Manager IT Business Management & Planning, IT Architecture Specialists.

External contacts

IT Contractors and Vendors.

Typical experience

At least 10 years general management experience, or experience in all aspects of IT architecture at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: General Manager - IT Services/Infrastructure - Contributed Data Only
Position code: Aon.EXS.85011.6_CO
Level: 6

Responsible for

Delivering high quality, innovative, cost effective technology infrastructure strategies in support of the corporate business and technology architectures.

Report to

Chief Information Officer.

Supervises

All IT Services/Infrastructure and IT Support employees.

Main activities

- Participating in long and medium term decisions concerning the organisation's IT strategy and direction.
- Managing the infrastructure and IT Support groups to ensure effective partnering with business units to deliver business integration solutions in support of the organisation's IT strategy.
- Managing the organisation's IT services/infrastructure operation and development expenditures within budget.
- Providing guidance and advice to Business & Technical Managers on major projects that are of strategic significance.
- Ensuring support of all IT systems is provided effectively on a seven day/twenty-four hour basis.
- Overseeing the promotion of technology awareness and competence throughout the organisation in an active manner.
- Providing leadership and direction to all IT services and infrastructure employees, ensuring the most efficient use of their skills and abilities.

Key skills

- Understanding of IT infrastructure technology including servers, desktops, networks, operating systems, platforms and configurations.
- Excellent communication skills, flexibility, team focus and dedication to customer service.
- Solid understanding of business needs and customer focus beyond the technical/technology aspects.
- Demonstrated leadership and people management skills.

Internal contacts

Internal Technology Providers, Project and Systems Manager, Finance and Administration, Human Resources.

External contacts

External Providers, Vendors and Software Consultants.

Typical experience

At least 10 years of general management experience, or experience in all aspects of IT infrastructure/services at a senior level. Will hold relevant tertiary qualifications.

Other comments

Position Description

Position title: Chief Legal Counsel
Position code: Aon.EXE.LE010.7
Level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- May appear in court to represent the organisation or brief counsel on legal matters, ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions.
- Ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Excellent communications skills.
- Ability to interpret legal requirements which apply to relevant business operations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Position Description

Position title: Head of Litigation
Position code: Aon.EXE.LE040.6
Level: 6

Responsible for

Managing all litigation for the organisation and advising senior management on potential strategies for achieving optimal legal solutions

Report to

General Counsel

Supervises

A team of lawyers working on analysing case facts and drafting legal filings / briefings

Main activities

- Advising senior management on legal matters requiring litigation, including managing internal and external legal counsel and coordinating litigation involving the organisation.
- Perform critical analysis of case facts and guide the team in drafting legal briefings for company management, legal authorities and other relevant stakeholders
- Lead a team of lawyers and/or paralegal professionals in doing case analysis and preparing optimal legal strategies
- Work with business heads of function heads to understand legal issues at hand and formulate appropriate response

Key skills

- Legal analysis
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, General Counsel, Function Heads, Business Unit Heads, Department Heads

External contacts

External legal counsel, Department of Law, Regulatory authorities

Typical experience

15+ years in litigation

Other comments

Position Description

Position title: Head of Regulatory Affairs
Position code: Aon.EXE.LE050.6
Level: 6

Responsible for

Ensuring that all organisational policies and processes are compliant with existing regulation and minimising the organisation's exposure to regulatory risk

Report to

General Counsel / Head of Corporate Affairs / Chief Executive Officer

Supervises

Team of lawyers or legal experts with detailed knowledge of relevant regulation

Main activities

- Working with the management and other relevant stakeholders to formulate the organisation's regulatory strategy
- Minimising the exposure of the organisation to regulatory risk
- Working with the General Counsel to formulate responses to queries by regulatory authorities
- Representing the organisation externally and uphold the organisation's reputation and brand
- Advising senior management on legal matters related to regulation.

Key skills

- Legal analysis
- Knowledge of regulation and laws
- People management
- Stakeholder management

Internal contacts

General Counsel, Chief Executive Officer, Business Heads, Function Heads, Regulatory team

External contacts

Regulatory authorities and Government bodies, External consultants

Typical experience

15+ years in the legal and regulatory function

Other comments

Position Description

Position title: Company Secretary
Position code: Aon.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 Description

Position title: Senior Legal Counsel
Position code: Aon.LGL.25009.6
Level: 6

Responsible for

Providing legal expertise towards commercial decision making and ensuring that all operations of the organisation are conducted within acceptable parameters highlighting business risks and ensuring compliance with relevant legislation. Also assisting with the management and development of the legal team.

Report to

General Counsel.

Supervises

Legal Assistants and Corporate Counsel (Junior Legal Counsel, Legal Counsel and Senior Legal Counsel).

Main activities

- Developing processes and procedures for the efficient running of the Legal department and the efficient provision of legal services and to mitigate risks.
- Developing and retaining the legal intellectual capital of the business.
- Identifying, instigating and implementing legal compliance programs for the organisation.
- Identifying and managing legal risks in contracts, operations and claims.
- Managing matters briefed to external lawyers.
- Providing advice (and managing advice provided by internal/external lawyers) on legal and regulatory issues of importance to the business.
- Negotiating major commercial transactions and non-routine transactions.
- Researching all legislation affecting the organisation and ensuring that relevant units are informed of new or proposed legislation and policy.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Team leading and management skills.
- Superior negotiating skills.
- Superior drafting skills.
- Project management skills.
- Ability to manage competing priorities and escalations.
- Ability to resolve internal escalations.
- Ability to provide commercially focused legal support.

Internal contacts

Employees at all levels, including CEO, CFO, MDs and other company executives.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), with 10+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Assistant General Counsel.

Position Description

Position title: General Counsel & Company Secretary
Position code: Aon.EXE.LE010A.7
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Deputy Company Secretary
Position code: Aon.EXE.LE060.6
Level: 6

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Head of Legal / General Counsel - Disclosed Data Only
Position code: Aon.EXE.LE010.7_DO
Level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- May appear in court to represent the organisation or brief counsel on legal matters, ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions.
- Ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Excellent communications skills.
- Ability to interpret legal requirements which apply to relevant business operations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Position Description

Position title: Head of Litigation - Disclosed Data Only
Position code: Aon.EXE.LE040.6_DO
Level: 6

Responsible for

Managing all litigation for the organisation and advising senior management on potential strategies for achieving optimal legal solutions

Report to

General Counsel

Supervises

A team of lawyers working on analysing case facts and drafting legal filings / briefings

Main activities

- Advising senior management on legal matters requiring litigation, including managing internal and external legal counsel and coordinating litigation involving the organisation.
- Perform critical analysis of case facts and guide the team in drafting legal briefings for company management, legal authorities and other relevant stakeholders
- Lead a team of lawyers and/or paralegal professionals in doing case analysis and preparing optimal legal strategies
- Work with business heads of function heads to understand legal issues at hand and formulate appropriate response

Key skills

- Legal analysis
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, General Counsel, Function Heads, Business Unit Heads, Department Heads

External contacts

External legal counsel, Department of Law, Regulatory authorities

Typical experience

15+ years in litigation

Other comments

Position Description

Position title: Head of Regulatory Affairs - Disclosed Data Only
Position code: Aon.EXE.LE050.6_DO
Level: 6

Responsible for

Ensuring that all organisational policies and processes are compliant with existing regulation and minimising the organisation's exposure to regulatory risk

Report to

General Counsel / Head of Corporate Affairs / Chief Executive Officer

Supervises

Team of lawyers or legal experts with detailed knowledge of relevant regulation

Main activities

- Working with the management and other relevant stakeholders to formulate the organisation's regulatory strategy
- Minimising the exposure of the organisation to regulatory risk
- Working with the General Counsel to formulate responses to queries by regulatory authorities
- Representing the organisation externally and uphold the organisation's reputation and brand
- Advising senior management on legal matters related to regulation.

Key skills

- Legal analysis
- Knowledge of regulation and laws
- People management
- Stakeholder management

Internal contacts

General Counsel, Chief Executive Officer, Business Heads, Function Heads, Regulatory team

External contacts

Regulatory authorities and Government bodies, External consultants

Typical experience

15+ years in the legal and regulatory function

Other comments

Position Description

Position title: Company Secretary - Disclosed Data Only
Position code: Aon.EXE.LE020.7_DO
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 Description

Position title: Senior Legal Counsel - Disclosed Data Only
Position code: Aon.LGL.25009.6_DO
Level: 6

Responsible for

Providing legal expertise towards commercial decision making and ensuring that all operations of the organisation are conducted within acceptable parameters highlighting business risks and ensuring compliance with relevant legislation. Also assisting with the management and development of the legal team.

Report to

General Counsel.

Supervises

Legal Assistants and Corporate Counsel (Junior Legal Counsel, Legal Counsel and Senior Legal Counsel).

Main activities

- Developing processes and procedures for the efficient running of the Legal department and the efficient provision of legal services and to mitigate risks.
- Developing and retaining the legal intellectual capital of the business.
- Identifying, instigating and implementing legal compliance programs for the organisation.
- Identifying and managing legal risks in contracts, operations and claims.
- Managing matters briefed to external lawyers.
- Providing advice (and managing advice provided by internal/external lawyers) on legal and regulatory issues of importance to the business.
- Negotiating major commercial transactions and non-routine transactions.
- Researching all legislation affecting the organisation and ensuring that relevant units are informed of new or proposed legislation and policy.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Team leading and management skills.
- Superior negotiating skills.
- Superior drafting skills.
- Project management skills.
- Ability to manage competing priorities and escalations.
- Ability to resolve internal escalations.
- Ability to provide commercially focused legal support.

Internal contacts

Employees at all levels, including CEO, CFO, MDs and other company executives.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), with 10+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Assistant General Counsel.

Position Description

Position title: General Counsel & Company Secretary (Disclosed Only)
Position code: Aon.EXE.LE010A.7_DO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Deputy Company Secretary (Disclosed Only)
Position code: Aon.EXE.LE060.6_DO
Level: 6

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Head of Legal / General Counsel - Contributed Data Only
Position code: Aon.EXE.LE010.7_CO
Level: 7

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Report to

Chief Executive/Managing Director.

Supervises

Legal officers.

Main activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- May appear in court to represent the organisation or brief counsel on legal matters, ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions.
- Ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key skills

- Excellent communications skills.
- Ability to interpret legal requirements which apply to relevant business operations.
- General managerial experience.

Internal contacts

Regulatory affairs manager, all divisional and functional managers.

External contacts

External solicitors and appraisers, corporate affairs department.

Typical experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other comments

Position Description

Position title: Head of Litigation - Contributed Data Only
Position code: Aon.EXE.LE040.6_CO
Level: 6

Responsible for

Managing all litigation for the organisation and advising senior management on potential strategies for achieving optimal legal solutions

Report to

General Counsel

Supervises

A team of lawyers working on analysing case facts and drafting legal filings / briefings

Main activities

- Advising senior management on legal matters requiring litigation, including managing internal and external legal counsel and coordinating litigation involving the organisation.
- Perform critical analysis of case facts and guide the team in drafting legal briefings for company management, legal authorities and other relevant stakeholders
- Lead a team of lawyers and/or paralegal professionals in doing case analysis and preparing optimal legal strategies
- Work with business heads of function heads to understand legal issues at hand and formulate appropriate response

Key skills

- Legal analysis
- People management
- Stakeholder management

Internal contacts

Chief Executive Officer, General Counsel, Function Heads, Business Unit Heads, Department Heads

External contacts

External legal counsel, Department of Law, Regulatory authorities

Typical experience

15+ years in litigation

Other comments

Position Description

Position title: Head of Regulatory Affairs - Contributed Data Only
Position code: Aon.EXE.LE050.6_CO
Level: 6

Responsible for

Ensuring that all organisational policies and processes are compliant with existing regulation and minimising the organisation's exposure to regulatory risk

Report to

General Counsel / Head of Corporate Affairs / Chief Executive Officer

Supervises

Team of lawyers or legal experts with detailed knowledge of relevant regulation

Main activities

- Working with the management and other relevant stakeholders to formulate the organisation's regulatory strategy
- Minimising the exposure of the organisation to regulatory risk
- Working with the General Counsel to formulate responses to queries by regulatory authorities
- Representing the organisation externally and uphold the organisation's reputation and brand
- Advising senior management on legal matters related to regulation.

Key skills

- Legal analysis
- Knowledge of regulation and laws
- People management
- Stakeholder management

Internal contacts

General Counsel, Chief Executive Officer, Business Heads, Function Heads, Regulatory team

External contacts

Regulatory authorities and Government bodies, External consultants

Typical experience

15+ years in the legal and regulatory function

Other comments

Position Description

Position title: Company Secretary - Contributed Data Only
Position code: Aon.EXE.LE020.7_CO
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 Description

Position title: Senior Legal Counsel - Contributed Data Only
Position code: Aon.LGL.25009.6_CO
Level: 6

Responsible for

Providing legal expertise towards commercial decision making and ensuring that all operations of the organisation are conducted within acceptable parameters highlighting business risks and ensuring compliance with relevant legislation. Also assisting with the management and development of the legal team.

Report to

General Counsel.

Supervises

Legal Assistants and Corporate Counsel (Junior Legal Counsel, Legal Counsel and Senior Legal Counsel).

Main activities

- Developing processes and procedures for the efficient running of the Legal department and the efficient provision of legal services and to mitigate risks.
- Developing and retaining the legal intellectual capital of the business.
- Identifying, instigating and implementing legal compliance programs for the organisation.
- Identifying and managing legal risks in contracts, operations and claims.
- Managing matters briefed to external lawyers.
- Providing advice (and managing advice provided by internal/external lawyers) on legal and regulatory issues of importance to the business.
- Negotiating major commercial transactions and non-routine transactions.
- Researching all legislation affecting the organisation and ensuring that relevant units are informed of new or proposed legislation and policy.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.
- Team leading and management skills.
- Superior negotiating skills.
- Superior drafting skills.
- Project management skills.
- Ability to manage competing priorities and escalations.
- Ability to resolve internal escalations.
- Ability to provide commercially focused legal support.

Internal contacts

Employees at all levels, including CEO, CFO, MDs and other company executives.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), with 10+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Assistant General Counsel.

Position Description

Position title: General Counsel & Company Secretary (Contributed Only)
Position code: Aon.EXE.LE010A.7_CO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Deputy Company Secretary (Contributed Only)
Position code: Aon.EXE.LE060.6_CO
Level: 6

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Chief Marketing Officer
Position code: Aon.EXE.MK010.7
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive Officer/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, Finance and Accounting department, Company Secretarial/Legal, Systems and Software Development.

External contacts

Advertising agencies, media, public relations firms, market research firms, Federal and State government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Generalist
Position code: Aon.MKT.20011.6
Level: 6

Responsible for

Developing and controlling strategies to build the market share and profitability of new and existing products and/or services.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement product marketing plans in line with business strategy.
- Managing the delivery of all product marketing activities including the achievement of product sales against target.
- Providing interpretation and counsel to Senior Management regarding new product and marketing opportunities based on market research and intelligence.
- Managing the strategic direction of go to market strategies and tactical execution plans for a range of products and/or services.
- Identifying and directing long term market research and product design activities in line with business strategy.
- Recommending market opportunities to the sales team and managing product training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent product knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title:	Principal Business Development Manager
Position code:	Aon.ITS.15009.6
Level:	6

Responsible for

Acting as the second line of management, directing a team of Business Development Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Head of Business Development, Sales Director, Sales & Marketing Director, CEO or General Manager in smaller organisations.

Supervises

Business Development Managers and Assistants.

Main activities

- Planning and directing the activities of a team of Business Development Managers, and ensuring all staff are motivated to attain predetermined sales targets.
- Developing a market sector by forming a strategy and leading the generation of sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships, and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models, and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.
- Developing and managing multiple strategic initiatives simultaneously, interacting with a diverse set of partners and prospective partners.
- Recruiting, selecting and training sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- High level management, leadership, mentoring, business, accounting and reporting skills.
- Creativity and a flair for innovation.
- Knowledge and skills in developing and implementing sales/business development strategies.

Internal contacts

Sales, Marketing, Customer & Technical Support, Research & Development, Warehouse & Distribution.

External contacts

Customers, prospective customers.

Typical experience

At least 10 years of sales experience, coupled with relevant tertiary qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Sales Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This

role performs a mix of sales oriented and managerial tasks.

Position Description

Position title: Functional Lead - Product Management
Position code: Aon.EXE.MK050.6
Level: 6

Responsible for

Managing the development, market share and profitability of an organisation's portfolio of products.

Report to

Senior Management

Supervises

Product Managers

Main activities

- Overseeing the organisation's products offering or their delivery to market to maximise their growth and revenue.
- Liaising with other functions/department to improve product delivery by ensuring sound cooperation of design, materials, production methods, testing, and quality control.
- Directly influences the direction of the products and makes recommendations to enhance the products.
- Uses well developed industry knowledge to strategically direct product development.
- Responsible for the success of new product(s) initiatives.
- Formulating and controlling the department's budget.
- Manages key relationships with a variety of internal and external stakeholders.

Key skills

- Excellent knowledge of internal products, competitor's products and the current market.
- Uses industry knowledge to predict future challenges for the product(s).
- Ability to solve complex problems with consideration to business impact.
- Combination of technical aptitude, commercial, and product management skills, communication, negotiation and decision-making ability.
- Ability to drive product development and growth through collaboration and stakeholders relationship management across the business and industry.

Internal contacts

Senior management, product management team, marketing team, sales team.

External contacts

External vendors, industry contacts, market research firms.

Typical experience

10+ years of experience in product management or similar experience with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Brand
Position code: Aon.EXE.MK020.6
Level: 6

Responsible for

Working with the senior management to create the brand vision for the organisation and ensuring effective communication internally and externally

Report to

Chief Marketing Officer

Supervises

Team of marketing professionals

Main activities

- Creating an overall brand strategy for the organisation and working with the communications department to effectively communicate this to the general public and other external stakeholders
- Planning, directing, and controlling policies and plans that attain specific image-related objectives that reinforce the overall position of products and services.
- Developing and implementing a marketing, branding, and promotional program to stimulate demand for company products or particular line of key products.
- Using market research, product analysis, and customer feedback to recognise opportunities for advancing the brand across a range of products and categories.

Key skills

- Brand management
- Marketing research
- People management
- Stakeholder management

Internal contacts

Chief Marketing Officer, Marketing department, Business Unit Heads, Function Heads

External contacts

Marketing research agencies, External consultants

Typical experience

15+ years of experience in the marketing function with at least 10+ years in brand management

Other comments

Position Description

Position title: Functional Lead of Marketing - Intelligence/Research
Position code: Aon.EXE.MK030.6
Level: 6

Responsible for

Generating insights and intelligence around consumer behaviour and the competitive landscape

Report to

Marketing Director

Supervises

A team working on market analytics and consumer research, comprising of analysts and managerial staff

Main activities

- Researching and analysing projects that support the development, promotion, and market penetration of the organisation's products and services.
- Developing and controlling research surveys, analysing resulting data, and determining trends in customer/trade practices and behaviours.
- Generating intelligence around product performance and providing internal stakeholders with actionable information to make decisions on marketing and sales programs
- Leading the marketing research team to provide timely analysis to internal stakeholders
- Liaising with external vendors for marketing research activities and on-ground activations
- Analysing research results, oversee and lead the creation of research reports, presenting results to internal stakeholders including Chief Executive Officer

Key skills

- Statistical data analysis
- Problem identification and root cause analysis
- Team management
- Negotiation skills with vendors and analytics services providers

Internal contacts

Marketing team, Sales team, Business Unit Heads, Systems and software development

External contacts

Vendors providing market research services, advertising agencies

Typical experience

Tertiary qualifications with at least 10 - 12 yrs of experience in market research and statistical analysis At least 5 - 8 years of experience in leading teams

Other comments

Position Description

Position title: Functional Lead of Marketing - Investor Relations
Position code: Aon.EXE.CA030.6
Level: 6

Responsible for

Maintaining relationships and upholding the organisation's reputation with investors and other important stakeholders via proactive communication and outreach programs.

Report to

CEO/Head of Corporate Affairs/Head of Marketing

Supervises

Team of communication professionals

Main activities

- Developing and maintaining relationships and communication with the investment community including security analysts, portfolio managers, financial media, and shareholders.
- Preparing and developing reports and investor communication materials to create a favourable image of the organisation in the financial community.
- Working with various function and departments heads to draft appropriate messaging with respect to past, present, and prospective events
- Ensuring that investors and shareholders are accurately informed of all relevant facts and figures from time to time as required

Key skills

- Communications management
- People management

Internal contacts

Chief Executive Officer, Heads of functions, Heads of relevant departments

External contacts

Investors, Shareholders, Financial analysts, Financial media

Typical experience

15+ years of experience in communications with at least 10+ years in investor relations management

Other comments

Position Description

Position title:	Functional Lead of Marketing - Marketing Communications
Position code:	Aon.MKT.20211.6
Level:	6

Responsible for

Developing and controlling strategies to achieve a high level of brand/product awareness and preference within target markets.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement marketing communications plans in line with business strategy.
- Conveying the company message through the direction of the organisation's marketing communications strategies including media coverage, contributed articles and press releases.
- Providing interpretation and counsel to Senior Management regarding marketing communications strategies including the governance of key messages, tactics, budgets, timing and measurement.
- Directing and contributing to the continual development of strong media and analyst relations within the media marketplace.
- Recommending and managing the internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Functional Lead of Marketing - Segment/Channel Marketing
Position code: Aon.MKT.20111.6
Level: 6

Responsible for

Developing and controlling strategies to build market share and profitability of market segment(s) and/or channel group(s).

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement segment/channel marketing solutions in line with business strategy.
- Identifying and directing long term segment/channel based market research in line with business strategy.
- Managing the strategic direction of go to marketing strategies and tactical execution plans.
- Managing the delivery of all segment/channel marketing activities including the achievement of product sales against targets.
- Monitoring and reporting on sales forecasts, budgets and actual product sales within assigned segment/channel(s).
- Recommending market opportunities to the sales team and managing appropriate training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales and Finance departments of the organisation.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Head of Marketing - Disclosed Data Only
Position code: Aon.EXE.MK010.7_DO
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive Officer/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, Finance and Accounting department, Company Secretarial/Legal, Systems and Software Development.

External contacts

Advertising agencies, media, public relations firms, market research firms, Federal and State government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Generalist - Disclosed Data Only
Position code: Aon.MKT.20011.6_DO
Level: 6

Responsible for

Developing and controlling strategies to build the market share and profitability of new and existing products and/or services.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement product marketing plans in line with business strategy.
- Managing the delivery of all product marketing activities including the achievement of product sales against target.
- Providing interpretation and counsel to Senior Management regarding new product and marketing opportunities based on market research and intelligence.
- Managing the strategic direction of go to market strategies and tactical execution plans for a range of products and/or services.
- Identifying and directing long term market research and product design activities in line with business strategy.
- Recommending market opportunities to the sales team and managing product training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent product knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title:	Senior Business Development Manager - Disclosed Data Only
Position code:	Aon.ITS.15009.6_DO
Level:	6

Responsible for

Acting as the second line of Management, directing a team of Business Development Specialists and Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Head of Business Development, Sales Director, Sales & Marketing Director, CEO or General Manager in smaller organisations.

Supervises

Business Development Specialists and Managers.

Main activities

- Planning and directing the activities of a team of Business Development Specialists and Managers, and ensuring all staff are motivated to attain predetermined Sales targets.
- Developing a market sector by forming a strategy and leading the generation of sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships, and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models, and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.
- Developing and managing multiple strategic initiatives simultaneously, interacting with a diverse set of partners and prospective partners.
- Recruiting, selecting and training Sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- High level management, leadership, mentoring, business, accounting and reporting skills.
- Creativity and a flair for innovation.
- Knowledge and skills in developing and implementing sales/business development strategies.

Internal contacts

Sales Staff at all levels, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Prospective Customers.

Typical experience

At least 10 years of Sales experience, coupled with relevant tertiary qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Direct End User Sales

Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This role performs a mix of Sales oriented and Managerial tasks.

Position Description

Position title: Functional Lead - Product Management - Disclosed Data Only
Position code: Aon.EXE.MK050.6_DO
Level: 6

Responsible for

Managing the development, market share and profitability of an organisation's portfolio of products.

Report to

Senior Management

Supervises

Product Managers

Main activities

- Overseeing the organisation's products offering or their delivery to market to maximise their growth and revenue.
- Liaising with other functions/department to improve product delivery by ensuring sound cooperation of design, materials, production methods, testing, and quality control.
- Directly influences the direction of the products and makes recommendations to enhance the products.
- Uses well developed industry knowledge to strategically direct product development.
- Responsible for the success of new product(s) initiatives.
- Formulating and controlling the department's budget.
- Manages key relationships with a variety of internal and external stakeholders.

Key skills

- Excellent knowledge of internal products, competitor's products and the current market.
- Uses industry knowledge to predict future challenges for the product(s).
- Ability to solve complex problems with consideration to business impact.
- Combination of technical aptitude, commercial, and product management skills, communication, negotiation and decision-making ability.
- Ability to drive product development and growth through collaboration and stakeholders relationship management across the business and industry.

Internal contacts

Senior management, product management team, marketing team, sales team.

External contacts

External vendors, industry contacts, market research firms.

Typical experience

10+ years of experience in product management or similar experience with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Brand - Disclosed Data Only
Position code: Aon.EXE.MK020.6_DO
Level: 6

Responsible for

Working with the senior management to create the brand vision for the organisation and ensuring effective communication internally and externally

Report to

Chief Marketing Officer

Supervises

Team of marketing professionals

Main activities

- Creating an overall brand strategy for the organisation and working with the communications department to effectively communicate this to the general public and other external stakeholders
- Planning, directing, and controlling policies and plans that attain specific image-related objectives that reinforce the overall position of products and services.
- Developing and implementing a marketing, branding, and promotional program to stimulate demand for company products or particular line of key products.
- Using market research, product analysis, and customer feedback to recognise opportunities for advancing the brand across a range of products and categories.

Key skills

- Brand management
- Marketing research
- People management
- Stakeholder management

Internal contacts

Chief Marketing Officer, Marketing department, Business Unit Heads, Function Heads

External contacts

Marketing research agencies, External consultants

Typical experience

15+ years of experience in the marketing function with at least 10+ years in brand management

Other comments

Position Description

Position title: Functional Lead of Marketing - Intelligence/Research - Disclosed Data Only
Position code: Aon.EXE.MK030.6_DO
Level: 6

Responsible for

Generating insights and intelligence around consumer behaviour and the competitive landscape

Report to

Marketing Director

Supervises

A team working on market analytics and consumer research, comprising of analysts and managerial staff

Main activities

- Researching and analysing projects that support the development, promotion, and market penetration of the organisation's products and services.
- Developing and controlling research surveys, analysing resulting data, and determining trends in customer/trade practices and behaviours.
- Generating intelligence around product performance and providing internal stakeholders with actionable information to make decisions on marketing and sales programs
- Leading the marketing research team to provide timely analysis to internal stakeholders
- Liaising with external vendors for marketing research activities and on-ground activations
- Analysing research results, oversee and lead the creation of research reports, presenting results to internal stakeholders including Chief Executive Officer

Key skills

- Statistical data analysis
- Problem identification and root cause analysis
- Team management
- Negotiation skills with vendors and analytics services providers

Internal contacts

Marketing team, Sales team, Business Unit Heads, Systems and software development

External contacts

Vendors providing market research services, advertising agencies

Typical experience

Tertiary qualifications with at least 10 - 12 yrs of experience in market research and statistical analysis At least 5 - 8 years of experience in leading teams

Other comments

Position Description

Position title: Functional Lead of Marketing - Investor Relations - Disclosed Data Only
Position code: Aon.EXE.CA030.6_DO
Level: 6

Responsible for

Maintaining relationships and upholding the organisation's reputation with investors and other important stakeholders via proactive communication and outreach programs.

Report to

CEO/Head of Corporate Affairs/Head of Marketing

Supervises

Team of communication professionals

Main activities

- Developing and maintaining relationships and communication with the investment community including security analysts, portfolio managers, financial media, and shareholders.
- Preparing and developing reports and investor communication materials to create a favourable image of the organisation in the financial community.
- Working with various function and departments heads to draft appropriate messaging with respect to past, present, and prospective events
- Ensuring that investors and shareholders are accurately informed of all relevant facts and figures from time to time as required

Key skills

- Communications management
- People management

Internal contacts

Chief Executive Officer, Heads of functions, Heads of relevant departments

External contacts

Investors, Shareholders, Financial analysts, Financial media

Typical experience

15+ years of experience in communications with at least 10+ years in investor relations management

Other comments

Position Description

Position title:	Functional Lead of Marketing - Marketing Communications - Disclosed Data Only
Position code:	Aon.MKT.20211.6_DO
Level:	6

Responsible for

Developing and controlling strategies to achieve a high level of brand/product awareness and preference within target markets.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement marketing communications plans in line with business strategy.
- Conveying the company message through the direction of the organisation's marketing communications strategies including media coverage, contributed articles and press releases.
- Providing interpretation and counsel to Senior Management regarding marketing communications strategies including the governance of key messages, tactics, budgets, timing and measurement.
- Directing and contributing to the continual development of strong media and analyst relations within the media marketplace.
- Recommending and managing the internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Functional Lead of Marketing - Segment/Channel Marketing - Disclosed Data Only
Position code: Aon.MKT.20111.6_DO
Level: 6

Responsible for

Developing and controlling strategies to build market share and profitability of market segment(s) and/or channel group(s).

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement segment/channel marketing solutions in line with business strategy.
- Identifying and directing long term segment/channel based market research in line with business strategy.
- Managing the strategic direction of go to marketing strategies and tactical execution plans.
- Managing the delivery of all segment/channel marketing activities including the achievement of product sales against targets.
- Monitoring and reporting on sales forecasts, budgets and actual product sales within assigned segment/channel(s).
- Recommending market opportunities to the sales team and managing appropriate training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales and Finance departments of the organisation.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Head of Marketing - Contributed Data Only
Position code: Aon.EXE.MK010.7_CO
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive Officer/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, Finance and Accounting department, Company Secretarial/Legal, Systems and Software Development.

External contacts

Advertising agencies, media, public relations firms, market research firms, Federal and State government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Generalist - Contributed Data Only
Position code: Aon.MKT.20011.6_CO
Level: 6

Responsible for

Developing and controlling strategies to build the market share and profitability of new and existing products and/or services.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement product marketing plans in line with business strategy.
- Managing the delivery of all product marketing activities including the achievement of product sales against target.
- Providing interpretation and counsel to Senior Management regarding new product and marketing opportunities based on market research and intelligence.
- Managing the strategic direction of go to market strategies and tactical execution plans for a range of products and/or services.
- Identifying and directing long term market research and product design activities in line with business strategy.
- Recommending market opportunities to the sales team and managing product training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent product knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales, Finance, Training and Manufacturing departments of the organisation.

External contacts

Advertising agencies, market research companies, public relations companies, customers and government officials.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of product marketing.

Position Description

Position title:	Senior Business Development Manager - Contributed Data Only
Position code:	Aon.ITS.15009.6_CO
Level:	6

Responsible for

Acting as the second line of Management, directing a team of Business Development Specialists and Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Head of Business Development, Sales Director, Sales & Marketing Director, CEO or General Manager in smaller organisations.

Supervises

Business Development Specialists and Managers.

Main activities

- Planning and directing the activities of a team of Business Development Specialists and Managers, and ensuring all staff are motivated to attain predetermined Sales targets.
- Developing a market sector by forming a strategy and leading the generation of sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships, and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models, and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.
- Developing and managing multiple strategic initiatives simultaneously, interacting with a diverse set of partners and prospective partners.
- Recruiting, selecting and training Sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- High level management, leadership, mentoring, business, accounting and reporting skills.
- Creativity and a flair for innovation.
- Knowledge and skills in developing and implementing sales/business development strategies.

Internal contacts

Sales Staff at all levels, Marketing Staff, Customer & Technical Support, Research & Development Staff, Warehouse & Distribution Staff.

External contacts

Customers, Prospective Customers.

Typical experience

At least 10 years of Sales experience, coupled with relevant tertiary qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Direct End User Sales

Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This role performs a mix of Sales oriented and Managerial tasks.

Position Description

Position title: Functional Lead - Product Management - Contributed Data Only
Position code: Aon.EXE.MK050.6_CO
Level: 6

Responsible for

Managing the development, market share and profitability of an organisation's portfolio of products.

Report to

Senior Management

Supervises

Product Managers

Main activities

- Overseeing the organisation's products offering or their delivery to market to maximise their growth and revenue.
- Liaising with other functions/department to improve product delivery by ensuring sound cooperation of design, materials, production methods, testing, and quality control.
- Directly influences the direction of the products and makes recommendations to enhance the products.
- Uses well developed industry knowledge to strategically direct product development.
- Responsible for the success of new product(s) initiatives.
- Formulating and controlling the department's budget.
- Manages key relationships with a variety of internal and external stakeholders.

Key skills

- Excellent knowledge of internal products, competitor's products and the current market.
- Uses industry knowledge to predict future challenges for the product(s).
- Ability to solve complex problems with consideration to business impact.
- Combination of technical aptitude, commercial, and product management skills, communication, negotiation and decision-making ability.
- Ability to drive product development and growth through collaboration and stakeholders relationship management across the business and industry.

Internal contacts

Senior management, product management team, marketing team, sales team.

External contacts

External vendors, industry contacts, market research firms.

Typical experience

10+ years of experience in product management or similar experience with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead of Marketing - Brand - Contributed Data Only
Position code: Aon.EXE.MK020.6_CO
Level: 6

Responsible for

Working with the senior management to create the brand vision for the organisation and ensuring effective communication internally and externally

Report to

Chief Marketing Officer

Supervises

Team of marketing professionals

Main activities

- Creating an overall brand strategy for the organisation and working with the communications department to effectively communicate this to the general public and other external stakeholders
- Planning, directing, and controlling policies and plans that attain specific image-related objectives that reinforce the overall position of products and services.
- Developing and implementing a marketing, branding, and promotional program to stimulate demand for company products or particular line of key products.
- Using market research, product analysis, and customer feedback to recognise opportunities for advancing the brand across a range of products and categories.

Key skills

- Brand management
- Marketing research
- People management
- Stakeholder management

Internal contacts

Chief Marketing Officer, Marketing department, Business Unit Heads, Function Heads

External contacts

Marketing research agencies, External consultants

Typical experience

15+ years of experience in the marketing function with at least 10+ years in brand management

Other comments

Position Description

Position title: Functional Lead of Marketing - Intelligence/Research - Contributed Data Only
Position code: Aon.EXE.MK030.6_CO
Level: 6

Responsible for

Generating insights and intelligence around consumer behaviour and the competitive landscape

Report to

Marketing Director

Supervises

A team working on market analytics and consumer research, comprising of analysts and managerial staff

Main activities

- Researching and analysing projects that support the development, promotion, and market penetration of the organisation's products and services.
- Developing and controlling research surveys, analysing resulting data, and determining trends in customer/trade practices and behaviours.
- Generating intelligence around product performance and providing internal stakeholders with actionable information to make decisions on marketing and sales programs
- Leading the marketing research team to provide timely analysis to internal stakeholders
- Liaising with external vendors for marketing research activities and on-ground activations
- Analysing research results, oversee and lead the creation of research reports, presenting results to internal stakeholders including Chief Executive Officer

Key skills

- Statistical data analysis
- Problem identification and root cause analysis
- Team management
- Negotiation skills with vendors and analytics services providers

Internal contacts

Marketing team, Sales team, Business Unit Heads, Systems and software development

External contacts

Vendors providing market research services, advertising agencies

Typical experience

Tertiary qualifications with at least 10 - 12 yrs of experience in market research and statistical analysis At least 5 - 8 years of experience in leading teams

Other comments

Position Description

Position title: Functional Lead of Marketing - Investor Relations - Contributed Data Only
Position code: Aon.EXE.CA030.6_CO
Level: 6

Responsible for

Maintaining relationships and upholding the organisation's reputation with investors and other important stakeholders via proactive communication and outreach programs.

Report to

CEO/Head of Corporate Affairs/Head of Marketing

Supervises

Team of communication professionals

Main activities

- Developing and maintaining relationships and communication with the investment community including security analysts, portfolio managers, financial media, and shareholders.
- Preparing and developing reports and investor communication materials to create a favourable image of the organisation in the financial community.
- Working with various function and departments heads to draft appropriate messaging with respect to past, present, and prospective events
- Ensuring that investors and shareholders are accurately informed of all relevant facts and figures from time to time as required

Key skills

- Communications management
- People management

Internal contacts

Chief Executive Officer, Heads of functions, Heads of relevant departments

External contacts

Investors, Shareholders, Financial analysts, Financial media

Typical experience

15+ years of experience in communications with at least 10+ years in investor relations management

Other comments

Position Description

Position title: Functional Lead of Marketing - Marketing Communications - Contributed Data Only
Position code: Aon.MKT.20211.6_CO
Level: 6

Responsible for

Developing and controlling strategies to achieve a high level of brand/product awareness and preference within target markets.

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement marketing communications plans in line with business strategy.
- Conveying the company message through the direction of the organisation's marketing communications strategies including media coverage, contributed articles and press releases.
- Providing interpretation and counsel to Senior Management regarding marketing communications strategies including the governance of key messages, tactics, budgets, timing and measurement.
- Directing and contributing to the continual development of strong media and analyst relations within the media marketplace.
- Recommending and managing the internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title:	Functional Lead of Marketing - Segment/Channel Marketing - Contributed Data Only
Position code:	Aon.MKT.20111.6_CO
Level:	6

Responsible for

Developing and controlling strategies to build market share and profitability of market segment(s) and/or channel group(s).

Report to

Head of Marketing and/or General Manager or Business Unit Manager.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Managers and/or Marketing Consultants.

Main activities

- Working with Senior Management to build and implement segment/channel marketing solutions in line with business strategy.
- Identifying and directing long term segment/channel based market research in line with business strategy.
- Managing the strategic direction of go to marketing strategies and tactical execution plans.
- Managing the delivery of all segment/channel marketing activities including the achievement of product sales against targets.
- Monitoring and reporting on sales forecasts, budgets and actual product sales within assigned segment/channel(s).
- Recommending market opportunities to the sales team and managing appropriate training.
- Directing the development of strategically aligned pricing and discount policies.

Key skills

- Excellent segment/consumer group knowledge.
- Strong business analysis skills.
- Strong communication and presentation skills.

Internal contacts

Marketing, Sales and Finance departments of the organisation.

External contacts

Advertising agencies, market research companies, Public Relations companies, customers, and government officials, marketing alliances and partners.

Typical experience

10+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of segment/channel marketing.

Position Description

Position title: Head of Single Operations/Technical Discipline (Not Elsewhere Classified)
Position code: Aon.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 Description

Position title: Manufacturing Engineering Manager / Chief Design Engineer
Position code: Aon.MAN.60001.6
Level: 6

Responsible for

Managing a group of Technical Engineers engaged in the design, building and testing of specialist manufacturing equipment.

Report to

General Manager R & D, R & D Director or Senior Manufacturing Executive.

Supervises

Industrial Engineers, Project Leaders/Managers.

Main activities

- Controlling project schedules so that software design or development projects are completed and tested on time and to required quality standards.
- Establishing the quality standards of software development and ensuring adherence across teams.
- Managing the design, building and testing of equipment.
- Managing the installation of the equipment.
- Negotiating the supply of equipment, where necessary.
- Monitoring the industry for new Manufacturing processes and equipment.
- Preparing and managing budgets associated with the new Manufacturing processes.

Key skills

- Above average Electronic Engineering skills together with skills in management of product engineering, documentation and configuration control.
- Strong engineering design ability combined with project management, financial management, planning and organisational skills.
- Ability to keep abreast of developments in the field and anticipate trends within the industry and market.

Internal contacts

Sales, Marketing, Finance, Human Resources and MIS Departments.

External contacts

Major customers, Suppliers.

Typical experience

Approximately 8 - 10 years of experience, preferably in Software Development and R & D, with at least 4 years in Project Management. Tertiary level qualifications.

Other comments

An expert in focusing leading edge research to produce well designed, innovative and 'leading edge' products.

Position Description

Position title: Manufacturing/Production Manager
Position code: Aon.PRT.90901.6
Level: 6

Responsible for

Managing Production to achieve performance targets in line with organisational objectives.

Report to

Supervises

Main activities

- Achieving production performance targets by overseeing equipment output speeds, downtime, waste control, and management of labour costs.
- Enforcing safe working practices and maintaining a safe working environment in accordance with OH&S policies & procedures and legislation.
- Establishing and monitoring the achievement of EMS objectives through reporting, checking and influencing environmental impacts.
- Ensuring that preventative maintenance is scheduled and performed on a regular basis.
- Sourcing information about developments and technological advancements in the industry.
- Overseeing the continued development and measurement of performance improvement opportunities such as quick changeovers.
- Conducting regular production meetings to review performance and discuss coming production performance.
- Establishing, developing and supporting a program to improve site utilisation and cost control.
- Developing Production forecasts, budgets and plans in line with organisational objectives.
- Ensuring an effective program for staff development exists and is implemented.

Key skills

- Good financial and commercial acumen relating to a manufacturing operation.
- Very good communication and negotiation skills.
- Sound leadership capabilities and interpersonal skills.
- Sound knowledge of the technological advancements within the industry.
- Sound computer literacy.
- Good understanding of relevant industrial awards.

Internal contacts

Production Unit heads, General Managers.

External contacts

Key Customers, Union Representatives.

Typical experience

7+ years of experience in a management role of a large production facility, including relevant qualifications. May also have completed a course in OH&S.

Other comments

Position Description

Position title: Functional Lead - Health, Safety & Environment
Position code: Aon.EXE.OP110.6
Level: 6

Responsible for

Developing and implementing health, safety and environment policies that meet both industry and legislative requirements and contribute to the health, safety and well-being of all employees.

Report to

Senior Management and Executives.

Supervises

Health, Safety and Environment Managers.

Main activities

- Providing leadership and expertise on all health, safety and environment matters.
- Developing policies, strategies and programs and health, safety and environment issues.
- Providing induction training to staff on all aspects of health, safety and environment programs and legal or other requirements.
- Communicating health, safety and environment matters to management and personnel as appropriate.
- Liaising with government departments and agencies, the community and other agencies.
- Assessing and identifying health, safety and environment risks and determining corrective measures.
- Developing procedures for monitoring, rehabilitation and the provision of advice management.
- Representing the company in all health, safety and environment matters.
- Manage health and medical services provided by the organisation.

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment.
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

Chief Executive Officer, Executive team and Health, Safety and Environment Managers.

External contacts

Government regulatory bodies, emergency services, unions, government transport departments, key suppliers, customers, health professionals and experts.

Typical experience

A minimum of 10 years experience in a senior health, safety, and environment position, coupled with tertiary qualifications in Science/Engineering or a relevant discipline.

Other comments

Position Description

Position title: Functional Lead Purchasing/Procurement
Position code: Aon.EXS.85505.6
Level: 6

Responsible for

Strategically managing the Purchasing/Procurement function within the organisation to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given timeframes.

Report to

CEO, General Manager - Multi-Function.

Supervises

All levels of Purchasing/Procurement employees.

Main activities

- Designing and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
- Overseeing the selection of reliable sources of supply and engagement of complimentary suppliers, and negotiating complex, high risk deals with key suppliers to improve value delivered to the organisation.
- Analysing all aspects of the supply function including supplier sourcing, price negotiation, quality, ordering, inventory, checking, delivery, tenders and contracts and providing expert Purchasing/Procurement advice.
- Assessing recommendations for process improvements and designing programs for implementing necessary process changes.
- Effectively managing the Purchasing/Procurement staff to foster an environment that promotes and encourages innovation within the Purchasing/Procurement function.

Key skills

- Expert knowledge of procurement concepts, processes, activities and trends.
- Strategic management and negotiation skills.
- Complex analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with people and project Management skills.
- Business, communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Major Customers.

Typical experience

10+ years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Strategic Purchasing/Procurement Manager, Sourcing Director, Buying Director.

Position Description

Position title: Functional Lead - Supply Chain
Position code: Aon.LOG.65004.6
Level: 6

Responsible for

Managing Warehousing and Distribution on a National basis, coordinating the Distribution of goods, materials or products through a national network.

Report to

National Operations Manager, General Manager, National Logistics Manager.

Supervises

Distribution Management and staff.

Main activities

- Controlling the efficiency of Warehousing and Distribution operations across a National network. Providing reliable and cost effective Distribution services on a national basis.
- Controlling expenditures within an approved budget.
- Minimising loss/damage in Distribution, administering policy and reviewing practices to prevent loss/damage of stock or assets.
- Analysing Distribution costs and trends and determining or recommending changes.
- Planning and implementing strategies on cartage rates and handling and storage arrangements.
- Monitoring shipping schedules and commitments and planning new Distribution centres and networks.
- Managing industrial relations on a national basis.
- Ensuring the safety of Warehousing and Distribution operations.

Key skills

- Strong organisational skills.
- Effective communication and people management skills.
- Strong negotiation skills.
- Basic understanding of accounting principles.
- Employee relations skills.

Internal contacts

State or Divisional Managers, Industrial Relations Manager, DP Manager, Transport Manager, Warehouse & Distribution Managers, Purchasing & Supply Managers.

External contacts

Major customers, Federal and State Officers, Union Officials, Transport and other Contractors

Typical experience

10 - 12+ years of experience, including substantial managerial experience and responsibility for major Cost Centres, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead Logistics
Position code: Aon.LOG.65104.6
Level: 6

Responsible for

All purchasing, supply, warehousing, distribution and possibly production planning functions on a corporate basis.

Report to

CEO, Managing Director, General Manager.

Supervises

Logistics staff.

Main activities

- Formulating group or corporate logistics policies.
- Planning of materials.
- Participating in the compilation of budgets and forecasts and reporting to a senior executive team on performance to budget.
- Working to agreed revenue and expense budgets.
- Managing all operations of the division.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Overseeing repair centre functions.
- Inventory accuracy - physical inventory Level of Service (LOS).
- Negotiating major contracts with suppliers, transport companies etc.

Key skills

- Strong logistical background.

Internal contacts

CEO, Functional Directors/Managers.

External contacts

Customers, suppliers, transport and other contractors, federal and state government officials, unions, industry associates.

Typical experience

At least 10 to 15 years experience in and/or exposure to most, if not all, logistic functions. Preferably tertiary qualifications.

Other comments

This is a group professional role. Performance would be measured against the availability of equipment and materials at efficient levels, accuracy and security of inventory and management of subordinates.

Position Description

Position title:	Head of Single Operations/Technical Discipline (Not Elsewhere Classified) - Disclosed Data Only
Position code:	Aon.EXE.OP900.7_DO
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 Description

Position title: Manufacturing Engineering Manager / Chief Design Engineer - Disclosed Data Only
Position code: Aon.MAN.60001.6_DO
Level: 6

Responsible for

Managing a group of Technical Engineers engaged in the design, building and testing of specialist manufacturing equipment.

Report to

General Manager R & D, R & D Director or Senior Manufacturing Executive.

Supervises

Industrial Engineers, Project Leaders/Managers.

Main activities

- Controlling project schedules so that software design or development projects are completed and tested on time and to required quality standards.
- Establishing the quality standards of software development and ensuring adherence across teams.
- Managing the design, building and testing of equipment.
- Managing the installation of the equipment.
- Negotiating the supply of equipment, where necessary.
- Monitoring the industry for new Manufacturing processes and equipment.
- Preparing and managing budgets associated with the new Manufacturing processes.

Key skills

- Above average Electronic Engineering skills together with skills in management of product engineering, documentation and configuration control.
- Strong engineering design ability combined with project management, financial management, planning and organisational skills.
- Ability to keep abreast of developments in the field and anticipate trends within the industry and market.

Internal contacts

Sales, Marketing, Finance, Human Resources and MIS Departments.

External contacts

Major customers, Suppliers.

Typical experience

Approximately 8 - 10 years of experience, preferably in Software Development and R & D, with at least 4 years in Project Management. Tertiary level qualifications.

Other comments

An expert in focusing leading edge research to produce well designed, innovative and 'leading edge' products.

Position Description

Position title: Manufacturing/Production Manager - Disclosed Data Only
Position code: Aon.PRT.90901.6_DO
Level: 6

Responsible for

Managing the Pre-Press, Print and Bindery departments to achieve Production performance targets in line with organisational objectives.

Report to

Site General Manager.

Supervises

Pre-Press Manager, Print Manager, Bindery Manager.

Main activities

- Achieving production performance targets for the Print and Bindery Departments including equipment output speeds, downtime, waste control, and management of labour costs.
- Enforcing safe working practices and maintaining a safe working environment in accordance with OH&S policies & procedures and legislation.
- Establishing and monitoring the achievement of EMS objectives through reporting, checking and influencing environmental impacts.
- Ensuring that preventative maintenance is scheduled and performed on a regular basis.
- Sourcing information about developments and technological advancements in the printing industry.
- Overseeing the continued development and measurement of performance improvement opportunities such as quick changeovers.
- Conducting regular production meetings to review performance and discuss coming production performance.
- Establishing, developing and supporting a program to improve site utilisation and cost control.
- Developing Production forecasts, budgets and plans in line with organisational objectives.
- Ensuring an effective program for staff development exists and is implemented.

Key skills

- Good financial and commercial acumen relating to a manufacturing operation.
- Very good communication and negotiation skills.
- Sound leadership capabilities and interpersonal skills.
- Sound knowledge of the technological advancements within the Printing industry.
- Sound computer literacy.
- Good understanding of relevant industrial awards.

Internal contacts

Production Unit heads, General Managers.

External contacts

Key Customers, Union Representatives.

Typical experience

7+ years of experience in a management role of a large production facility, including 5 years in offset printing, coupled with a Graphic Arts trade qualification or other relevant qualification. May also have completed a course in OH&S.

Other comments

Position Description

Position title:	Functional Lead - Health, Safety & Environment - Disclosed Data Only
Position code:	Aon.EXE.OP110.6_DO
Level:	6

Responsible for

Developing and implementing health, safety and environment policies that meet both industry and legislative requirements and contribute to the health, safety and well-being of all employees.

Report to

Senior Management and Executives.

Supervises

Health, Safety and Environment Managers.

Main activities

- Providing leadership and expertise on all health, safety and environment matters.
- Developing policies, strategies and programs and health, safety and environment issues.
- Providing induction training to staff on all aspects of health, safety and environment programs and legal or other requirements.
- Communicating health, safety and environment matters to management and personnel as appropriate.
- Liaising with government departments and agencies, the community and other agencies.
- Assessing and identifying health, safety and environment risks and determining corrective measures.
- Developing procedures for monitoring, rehabilitation and the provision of advice management.
- Representing the company in all health, safety and environment matters.
- Manage health and medical services provided by the organisation.

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment.
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

Chief Executive Officer, Executive team and Health, Safety and Environment Managers.

External contacts

Government regulatory bodies, emergency services, unions, government transport departments, key suppliers, customers, health professionals and experts.

Typical experience

A minimum of 10 years experience in a senior health, safety, and environment position, coupled with tertiary qualifications in Science/Engineering or a relevant discipline.

Other comments

Position Description

Position title: Functional Lead Purchasing/Procurement - Disclosed Data Only
Position code: Aon.EXS.85505.6_DO
Level: 6

Responsible for

Strategically managing the Purchasing/Procurement function within the organisation to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given timeframes.

Report to

CEO, General Manager - Multi-Function.

Supervises

All levels of Purchasing/Procurement employees.

Main activities

- Designing and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
- Overseeing the selection of reliable sources of supply and engagement of complimentary suppliers, and negotiating complex, high risk deals with key suppliers to improve value delivered to the organisation.
- Analysing all aspects of the supply function including supplier sourcing, price negotiation, quality, ordering, inventory, checking, delivery, tenders and contracts and providing expert Purchasing/Procurement advice.
- Assessing recommendations for process improvements and designing programs for implementing necessary process changes.
- Effectively managing the Purchasing/Procurement staff to foster an environment that promotes and encourages innovation within the Purchasing/Procurement function.

Key skills

- Expert knowledge of procurement concepts, processes, activities and trends.
- Strategic management and negotiation skills.
- Complex analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with people and project Management skills.
- Business, communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Major Customers.

Typical experience

10+ years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Strategic Purchasing/Procurement Manager, Sourcing Director, Buying Director.

Position Description

Position title: Functional Lead - Supply Chain - Disclosed Data Only
Position code: Aon.LOG.65004.6_DO
Level: 6

Responsible for

Managing Warehousing and Distribution on a National basis, coordinating the Distribution of goods, materials or products through a national network.

Report to

National Operations Manager, General Manager, National Logistics Manager.

Supervises

Distribution Management and staff.

Main activities

- Controlling the efficiency of Warehousing and Distribution operations across a National network. Providing reliable and cost effective Distribution services on a national basis.
- Controlling expenditures within an approved budget.
- Minimising loss/damage in Distribution, administering policy and reviewing practices to prevent loss/damage of stock or assets.
- Analysing Distribution costs and trends and determining or recommending changes.
- Planning and implementing strategies on cartage rates and handling and storage arrangements.
- Monitoring shipping schedules and commitments and planning new Distribution centres and networks.
- Managing industrial relations on a national basis.
- Ensuring the safety of Warehousing and Distribution operations.

Key skills

- Strong organisational skills.
- Effective communication and people management skills.
- Strong negotiation skills.
- Basic understanding of accounting principles.
- Employee relations skills.

Internal contacts

State or Divisional Managers, Industrial Relations Manager, DP Manager, Transport Manager, Warehouse & Distribution Managers, Purchasing & Supply Managers.

External contacts

Major customers, Federal and State Officers, Union Officials, Transport and other Contractors

Typical experience

10 - 12+ years of experience, including substantial managerial experience and responsibility for major Cost Centres, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead Logistics - Disclosed Data Only
Position code: Aon.LOG.65104.6_DO
Level: 6

Responsible for

All purchasing, supply, warehousing, distribution and possibly production planning functions on a corporate basis.

Report to

CEO, Managing Director, General Manager.

Supervises

Logistics staff.

Main activities

- Formulating group or corporate logistics policies.
- Planning of materials.
- Participating in the compilation of budgets and forecasts and reporting to a senior executive team on performance to budget.
- Working to agreed revenue and expense budgets.
- Managing all operations of the division.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Overseeing repair centre functions.
- Inventory accuracy - physical inventory Level of Service (LOS).
- Negotiating major contracts with suppliers, transport companies etc.

Key skills

- Strong logistical background.

Internal contacts

CEO, Functional Directors/Managers.

External contacts

Customers, suppliers, transport and other contractors, federal and state government officials, unions, industry associates.

Typical experience

At least 10 to 15 years experience in and/or exposure to most, if not all, logistic functions. Preferably tertiary qualifications.

Other comments

This is a group professional role. Performance would be measured against the availability of equipment and materials at efficient levels, accuracy and security of inventory and management of subordinates.

Position Description

Position title:	Head of Single Operations/Technical Discipline (Not Elsewhere Classified) - Contributed Data Only
Position code:	Aon.EXE.OP900.7_CO
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 Description

Position title: Manufacturing Engineering Manager / Chief Design Engineer - Contributed Data Only
Position code: Aon.MAN.60001.6_CO
Level: 6

Responsible for

Managing a group of Technical Engineers engaged in the design, building and testing of specialist manufacturing equipment.

Report to

General Manager R & D, R & D Director or Senior Manufacturing Executive.

Supervises

Industrial Engineers, Project Leaders/Managers.

Main activities

- Controlling project schedules so that software design or development projects are completed and tested on time and to required quality standards.
- Establishing the quality standards of software development and ensuring adherence across teams.
- Managing the design, building and testing of equipment.
- Managing the installation of the equipment.
- Negotiating the supply of equipment, where necessary.
- Monitoring the industry for new Manufacturing processes and equipment.
- Preparing and managing budgets associated with the new Manufacturing processes.

Key skills

- Above average Electronic Engineering skills together with skills in management of product engineering, documentation and configuration control.
- Strong engineering design ability combined with project management, financial management, planning and organisational skills.
- Ability to keep abreast of developments in the field and anticipate trends within the industry and market.

Internal contacts

Sales, Marketing, Finance, Human Resources and MIS Departments.

External contacts

Major customers, Suppliers.

Typical experience

Approximately 8 - 10 years of experience, preferably in Software Development and R & D, with at least 4 years in Project Management. Tertiary level qualifications.

Other comments

An expert in focusing leading edge research to produce well designed, innovative and 'leading edge' products.

Position Description

Position title: Manufacturing/Production Manager - Contributed Data Only
Position code: Aon.PRT.90901.6_CO
Level: 6

Responsible for

Managing the Pre-Press, Print and Bindery departments to achieve Production performance targets in line with organisational objectives.

Report to

Site General Manager.

Supervises

Pre-Press Manager, Print Manager, Bindery Manager.

Main activities

- Achieving production performance targets for the Print and Bindery Departments including equipment output speeds, downtime, waste control, and management of labour costs.
- Enforcing safe working practices and maintaining a safe working environment in accordance with OH&S policies & procedures and legislation.
- Establishing and monitoring the achievement of EMS objectives through reporting, checking and influencing environmental impacts.
- Ensuring that preventative maintenance is scheduled and performed on a regular basis.
- Sourcing information about developments and technological advancements in the printing industry.
- Overseeing the continued development and measurement of performance improvement opportunities such as quick changeovers.
- Conducting regular production meetings to review performance and discuss coming production performance.
- Establishing, developing and supporting a program to improve site utilisation and cost control.
- Developing Production forecasts, budgets and plans in line with organisational objectives.
- Ensuring an effective program for staff development exists and is implemented.

Key skills

- Good financial and commercial acumen relating to a manufacturing operation.
- Very good communication and negotiation skills.
- Sound leadership capabilities and interpersonal skills.
- Sound knowledge of the technological advancements within the Printing industry.
- Sound computer literacy.
- Good understanding of relevant industrial awards.

Internal contacts

Production Unit heads, General Managers.

External contacts

Key Customers, Union Representatives.

Typical experience

7+ years of experience in a management role of a large production facility, including 5 years in offset printing, coupled with a Graphic Arts trade qualification or other relevant qualification. May also have completed a course in OH&S.

Other comments

Position Description

Position title: Functional Lead - Health, Safety & Environment - Contributed Data Only
Position code: Aon.EXE.OP110.6_CO
Level: 6

Responsible for

Developing and implementing health, safety and environment policies that meet both industry and legislative requirements and contribute to the health, safety and well-being of all employees.

Report to

Senior Management and Executives.

Supervises

Health, Safety and Environment Managers.

Main activities

- Providing leadership and expertise on all health, safety and environment matters.
- Developing policies, strategies and programs and health, safety and environment issues.
- Providing induction training to staff on all aspects of health, safety and environment programs and legal or other requirements.
- Communicating health, safety and environment matters to management and personnel as appropriate.
- Liaising with government departments and agencies, the community and other agencies.
- Assessing and identifying health, safety and environment risks and determining corrective measures.
- Developing procedures for monitoring, rehabilitation and the provision of advice management.
- Representing the company in all health, safety and environment matters.
- Manage health and medical services provided by the organisation.

Key skills

- Highly driven and results oriented.
- Broad exposure to operations in different commercial and cultural environment.
- Effective leadership and management skills and proven track record in staff management.
- Proven management skills.

Internal contacts

Chief Executive Officer, Executive team and Health, Safety and Environment Managers.

External contacts

Government regulatory bodies, emergency services, unions, government transport departments, key suppliers, customers, health professionals and experts.

Typical experience

A minimum of 10 years experience in a senior health, safety, and environment position, coupled with tertiary qualifications in Science/Engineering or a relevant discipline.

Other comments

Position Description

Position title:	Functional Lead Purchasing/Procurement - Contributed Data Only
Position code:	Aon.EXS.85505.6_CO
Level:	6

Responsible for

Strategically managing the Purchasing/Procurement function within the organisation to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given timeframes.

Report to

CEO, General Manager - Multi-Function.

Supervises

All levels of Purchasing/Procurement employees.

Main activities

- Designing and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
- Overseeing the selection of reliable sources of supply and engagement of complimentary suppliers, and negotiating complex, high risk deals with key suppliers to improve value delivered to the organisation.
- Analysing all aspects of the supply function including supplier sourcing, price negotiation, quality, ordering, inventory, checking, delivery, tenders and contracts and providing expert Purchasing/Procurement advice.
- Assessing recommendations for process improvements and designing programs for implementing necessary process changes.
- Effectively managing the Purchasing/Procurement staff to foster an environment that promotes and encourages innovation within the Purchasing/Procurement function.

Key skills

- Expert knowledge of procurement concepts, processes, activities and trends.
- Strategic management and negotiation skills.
- Complex analytical interpretation and problem-solving skills.
- Ability to provide technical leadership, coupled with people and project Management skills.
- Business, communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Major Customers.

Typical experience

10+ years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Strategic Purchasing/Procurement Manager, Sourcing Director, Buying Director.

Position Description

Position title: Functional Lead - Supply Chain - Contributed Data Only
Position code: Aon.LOG.65004.6_CO
Level: 6

Responsible for

Managing Warehousing and Distribution on a National basis, coordinating the Distribution of goods, materials or products through a national network.

Report to

National Operations Manager, General Manager, National Logistics Manager.

Supervises

Distribution Management and staff.

Main activities

- Controlling the efficiency of Warehousing and Distribution operations across a National network. Providing reliable and cost effective Distribution services on a national basis.
- Controlling expenditures within an approved budget.
- Minimising loss/damage in Distribution, administering policy and reviewing practices to prevent loss/damage of stock or assets.
- Analysing Distribution costs and trends and determining or recommending changes.
- Planning and implementing strategies on cartage rates and handling and storage arrangements.
- Monitoring shipping schedules and commitments and planning new Distribution centres and networks.
- Managing industrial relations on a national basis.
- Ensuring the safety of Warehousing and Distribution operations.

Key skills

- Strong organisational skills.
- Effective communication and people management skills.
- Strong negotiation skills.
- Basic understanding of accounting principles.
- Employee relations skills.

Internal contacts

State or Divisional Managers, Industrial Relations Manager, DP Manager, Transport Manager, Warehouse & Distribution Managers, Purchasing & Supply Managers.

External contacts

Major customers, Federal and State Officers, Union Officials, Transport and other Contractors

Typical experience

10 - 12+ years of experience, including substantial managerial experience and responsibility for major Cost Centres, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead Logistics - Contributed Data Only
Position code: Aon.LOG.65104.6_CO
Level: 6

Responsible for

All purchasing, supply, warehousing, distribution and possibly production planning functions on a corporate basis.

Report to

CEO, Managing Director, General Manager.

Supervises

Logistics staff.

Main activities

- Formulating group or corporate logistics policies.
- Planning of materials.
- Participating in the compilation of budgets and forecasts and reporting to a senior executive team on performance to budget.
- Working to agreed revenue and expense budgets.
- Managing all operations of the division.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Overseeing repair centre functions.
- Inventory accuracy - physical inventory Level of Service (LOS).
- Negotiating major contracts with suppliers, transport companies etc.

Key skills

- Strong logistical background.

Internal contacts

CEO, Functional Directors/Managers.

External contacts

Customers, suppliers, transport and other contractors, federal and state government officials, unions, industry associates.

Typical experience

At least 10 to 15 years experience in and/or exposure to most, if not all, logistic functions. Preferably tertiary qualifications.

Other comments

This is a group professional role. Performance would be measured against the availability of equipment and materials at efficient levels, accuracy and security of inventory and management of subordinates.

Position Description

Position title: General Manager - Property
Position code: Aon.EXS.85507.7
Level: 7

Responsible for

Determining and managing strategies to manage property assets, investments and developments.

Report to

Chief Executive Officer

Supervises

Valuation department, acquisitions team, leasing department and project staff.

Main activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives.
- Ensuring that the company's property assets are managed so the portfolio remains strategically positioned and value adding.
- Ensuring that the knowledge skills and capabilities of the staff are developed.
- Developing and implementing strategies to grow the business.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
- Preparing of annual budgets and reporting on performance against targets. Preparing any other reports required by CEO..
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Directing and motivating subordinate managers to achieve agreed targets.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 15 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property or business related degree.

Other comments

Position Description

Position title: General Manager - Property - Disclosed Data Only
Position code: Aon.EXS.85507.7_DO
Level: 7

Responsible for

Determining and managing strategies to manage property assets, investments and developments.

Report to

Chief Executive Officer

Supervises

Valuation department, acquisitions team, leasing department and project staff.

Main activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives.
- Ensuring that the company's property assets are managed so the portfolio remains strategically positioned and value adding.
- Ensuring that the knowledge skills and capabilities of the staff are developed.
- Developing and implementing strategies to grow the business.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
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- Directing and motivating subordinate managers to achieve agreed targets.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 15 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property or business related degree.

Other comments

Position Description

Position title: General Manager - Property - Contributed Data Only
Position code: Aon.EXS.85507.7_CO
Level: 7

Responsible for

Determining and managing strategies to manage property assets, investments and developments.

Report to

Chief Executive Officer

Supervises

Valuation department, acquisitions team, leasing department and project staff.

Main activities

- Developing, in conjunction with the leadership team, the strategy for the development function. Participating effectively towards the achievement of strategic and business plan objectives.
- Ensuring that the company's property assets are managed so the portfolio remains strategically positioned and value adding.
- Ensuring that the knowledge skills and capabilities of the staff are developed.
- Developing and implementing strategies to grow the business.
- Negotiating with all appropriate stakeholders to ensure the project achieves necessary approvals.
- Preparing of annual budgets and reporting on performance against targets. Preparing any other reports required by CEO..
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Directing and motivating subordinate managers to achieve agreed targets.

Key skills

- Excellent communication skills.
- Good negotiation and decision making skills.
- Computer skills.
- Excellent time management skills.
- Ability to work within a team effectively.
- Financial management/reporting and analysis skills.
- Strong leadership and motivational ability.
- Proven management experience at a senior level.

Internal contacts

Development managers, leasing team, centre management, sales, marketing and finance department.

External contacts

Builders, contractors, authorities, clients and suppliers.

Typical experience

A minimum of 15 years experience in the property industry at a management level. Will also possess relevant tertiary qualifications in either Property or business related degree.

Other comments

Position Description

Position title: Head of Section - Research & Development
Position code: Aon.RND.55006.6
Level: 6

Responsible for

Managing Research and Development projects and staff in accordance with approved policies and procedures in order to achieve optimal performance and established objectives.

Report to

Chief Executive Officer, Research Director.

Supervises

Scientific and Technical Staff.

Main activities

- Ensuring organisational research and development objectives are achieved by directing staff responsible for coordinating projects.
- Managing projects ensuring they are relevant to the organisation's commercial interests and consistent with organisational objectives.
- Ensuring all activities comply with relevant acts, authorities, legal demands, ethical standards and organisational policies.
- Developing effective document management systems to ensure accurate storage of information and retrieval when required.
- Managing costs within defined departmental and/or project cost centres.
- Developing and maintaining relationships with companies and institutions such as outsource contractors, partners, member institutes, scientific collaborators and potential licensees.
- Acting as a mentor and providing expert technical advice, facilitating the training and career development of staff.
- Developing and implementing policies and procedures relating to workplace safety.
- Presenting papers at national and international conferences.

Key skills

- Must have an established scientific record, credibility and reputation in relevant scientific field/s.
- Ability to work in and foster a team environment.
- Extensive experience in project management.
- Advanced communication, interpersonal and presentation skills.

Internal contacts

Heads of Other Departments, Senior Scientists, Scientists, Sales & Marketing Staff, Project Directors, Discovery & Development Staff.

External contacts

Outsource Contract Service Providers, Partners and Industry Related Networks, Member Institutes, Professional Affiliations, Universities.

Typical experience

10+ years relevant industry experience. University degree in a relevant science discipline, often with a Masters or Ph.D.

Other comments

Position Description

Position title: Head of Data/BI Analytics
Position code: Aon.ITC.45016.6
Level: 6

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business and provide insight to decision-makers.

Report to

Chief Executive Officer/ Managing Director, Chief Data Officer

Supervises

Data/BI Analysts, Senior Data/BI Analysts and Data/BI Analytics Managers

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Brings expertise or identifies subject matter experts in support of multi-functional efforts to identify, interpret and produce recommendations and plans based on company and external data analysis.
- Advises business leaders by providing data-based strategic direction to identify and address business issues and opportunities.
- Ensures that policies and procedures align with corporate vision.
- Managing relationships with external providers or data where relevant - e.g. market research organisations, industry bodies, government departments.
- Selects, develops and evaluates personnel ensuring efficient operation of the function.
- Ensuring continuous upskilling of team members technical and communication skills.
- Keeping up to date with new approaches and trends in statistical analysis and data visualisation.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Advanced knowledge of database design and datawarehousing principles.
- Advanced knowledge of statistical and analytical techniques, and ability to transfer this knowledge to team members.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Datawarehousing/BI Consultants and Architects, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

7+ years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments



Position Description

Position title: Head of Research Development
Position code: Aon.MRI.61101.7
Level: 7

Responsible for

Providing executive-level support to all research strategy and research activities in the institute. Direct, administer and coordinate research management activities including: grants management, research governance and compliance, research integrity, scientific facilities and student programs

Report to

Executive Director/Chief Executive Officer (CEO)

Supervises

Research governance, grants ethics and facilities staff.

Main activities

- Assist the Executive Director in the development and delivery of the research strategy for the Institute.
- Develop and implement internal policies and procedures that relate to research management and research integrity.
- Enhance research income to the institute from competitive granting bodies by implementing strategies to develop researcher grantsmanship and identifying new opportunities for funding.
- Provide leadership in preparation of major funding proposals and project management of collaborative programs.
- Develop strategies to maximise research performance across the institute, including mentoring of early career researchers and oversight of student programs.
- Provide input into the management and strategic development of research facilities.

Key skills

- Extensive experience in biomedical research.
- An excellent understanding and application of medical research.
- Awareness of the current trends in medical research in both national and international context that have implications for the Institute.
- Recent and broad experience of operating at a senior level within a medical research institute or academic institution, preferably involving work across different sectors (academic, industry, government).
- Experience of strategic planning and the development and delivery of policies, strategies and objectives.

Internal contacts

Executive Director/CEO, Research Program/Division Directors, research staff and research support/facilities staff.

External contacts

Other medical research institutes, academia and government.

Typical experience

10+ Years experience with relevant PhD. Preferably with governance and policy experience

Other comments

Position Description

Position title: Head of Section - Research & Development - Disclosed Data Only
Position code: Aon.RND.55006.6_DO
Level: 6

Responsible for

Managing Research and Development projects and staff in accordance with approved policies and procedures in order to achieve optimal performance and established objectives.

Report to

Chief Executive Officer, Research Director.

Supervises

Scientific and Technical Staff.

Main activities

- Ensuring organisational research and development objectives are achieved by directing staff responsible for coordinating projects.
- Managing projects ensuring they are relevant to the organisation's commercial interests and consistent with organisational objectives.
- Ensuring all activities comply with relevant acts, authorities, legal demands, ethical standards and organisational policies.
- Developing effective document management systems to ensure accurate storage of information and retrieval when required.
- Managing costs within defined departmental and/or project cost centres.
- Developing and maintaining relationships with companies and institutions such as outsource contractors, partners, member institutes, scientific collaborators and potential licensees.
- Acting as a mentor and providing expert technical advice, facilitating the training and career development of staff.
- Developing and implementing policies and procedures relating to workplace safety.
- Presenting papers at national and international conferences.

Key skills

- Must have an established scientific record, credibility and reputation in relevant scientific field/s.
- Ability to work in and foster a team environment.
- Extensive experience in project management.
- Advanced communication, interpersonal and presentation skills.

Internal contacts

Heads of Other Departments, Senior Scientists, Scientists, Sales & Marketing Staff, Project Directors, Discovery & Development Staff.

External contacts

Outsource Contract Service Providers, Partners and Industry Related Networks, Member Institutes, Professional Affiliations, Universities.

Typical experience

10+ years relevant industry experience. University degree in a relevant science discipline, often with a Masters or Ph.D.

Other comments

Position Description

Position title:	Head of Data/BI Analytics - Disclosed Data Only
Position code:	Aon.ITC.45016.6_DO
Level:	6

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business and provide insight to decision-makers.

Report to

Chief Executive Officer/ Managing Director, Chief Data Officer

Supervises

Data/BI Analysts, Senior Data/BI Analysts and Data/BI Analytics Managers

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Brings expertise or identifies subject matter experts in support of multi-functional efforts to identify, interpret and produce recommendations and plans based on company and external data analysis.
- Advises business leaders by providing data-based strategic direction to identify and address business issues and opportunities.
- Ensures that policies and procedures align with corporate vision.
- Managing relationships with external providers or data where relevant - e.g. market research organisations, industry bodies, government departments.
- Selects, develops and evaluates personnel ensuring efficient operation of the function.
- Ensuring continuous upskilling of team members technical and communication skills.
- Keeping up to date with new approaches and trends in statistical analysis and data visualisation.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Advanced knowledge of database design and datawarehousing principles.
- Advanced knowledge of statistical and analytical techniques, and ability to transfer this knowledge to team members.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Datawarehousing/BI Consultants and Architects, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

7+ years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments



Position Description

Position title: Head of Research Development - Disclosed Data Only
Position code: Aon.MRI.61101.7_DO
Level: 7

Responsible for

Providing executive-level support to all research strategy and research activities in the institute. Direct, administer and coordinate research management activities including: grants management, research governance and compliance, research integrity, scientific facilities and student programs

Report to

Executive Director/Chief Executive Officer (CEO)

Supervises

Research governance, grants ethics and facilities staff.

Main activities

- Assist the Executive Director in the development and delivery of the research strategy for the Institute.
- Develop and implement internal policies and procedures that relate to research management and research integrity.
- Enhance research income to the institute from competitive granting bodies by implementing strategies to develop researcher grantsmanship and identifying new opportunities for funding.
- Provide leadership in preparation of major funding proposals and project management of collaborative programs.
- Develop strategies to maximise research performance across the institute, including mentoring of early career researchers and oversight of student programs.
- Provide input into the management and strategic development of research facilities.

Key skills

- Extensive experience in biomedical research.
- An excellent understanding and application of medical research.
- Awareness of the current trends in medical research in both national and international context that have implications for the Institute.
- Recent and broad experience of operating at a senior level within a medical research institute or academic institution, preferably involving work across different sectors (academic, industry, government).
- Experience of strategic planning and the development and delivery of policies, strategies and objectives.

Internal contacts

Executive Director/CEO, Research Program/Division Directors, research staff and research support/facilities staff.

External contacts

Other medical research institutes, academia and government.

Typical experience

10+ Years experience with relevant PhD. Preferably with governance and policy experience

Other comments

Position Description

Position title: Head of Section - Research & Development - Contributed Data Only
Position code: Aon.RND.55006.6_CO
Level: 6

Responsible for

Managing Research and Development projects and staff in accordance with approved policies and procedures in order to achieve optimal performance and established objectives.

Report to

Chief Executive Officer, Research Director.

Supervises

Scientific and Technical Staff.

Main activities

- Ensuring organisational research and development objectives are achieved by directing staff responsible for coordinating projects.
- Managing projects ensuring they are relevant to the organisation's commercial interests and consistent with organisational objectives.
- Ensuring all activities comply with relevant acts, authorities, legal demands, ethical standards and organisational policies.
- Developing effective document management systems to ensure accurate storage of information and retrieval when required.
- Managing costs within defined departmental and/or project cost centres.
- Developing and maintaining relationships with companies and institutions such as outsource contractors, partners, member institutes, scientific collaborators and potential licensees.
- Acting as a mentor and providing expert technical advice, facilitating the training and career development of staff.
- Developing and implementing policies and procedures relating to workplace safety.
- Presenting papers at national and international conferences.

Key skills

- Must have an established scientific record, credibility and reputation in relevant scientific field/s.
- Ability to work in and foster a team environment.
- Extensive experience in project management.
- Advanced communication, interpersonal and presentation skills.

Internal contacts

Heads of Other Departments, Senior Scientists, Scientists, Sales & Marketing Staff, Project Directors, Discovery & Development Staff.

External contacts

Outsource Contract Service Providers, Partners and Industry Related Networks, Member Institutes, Professional Affiliations, Universities.

Typical experience

10+ years relevant industry experience. University degree in a relevant science discipline, often with a Masters or Ph.D.

Other comments

Position Description

Position title:	Head of Data/BI Analytics - Contributed Data Only
Position code:	Aon.ITC.45016.6_CO
Level:	6

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business and provide insight to decision-makers.

Report to

Chief Executive Officer/ Managing Director, Chief Data Officer

Supervises

Data/BI Analysts, Senior Data/BI Analysts and Data/BI Analytics Managers

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Brings expertise or identifies subject matter experts in support of multi-functional efforts to identify, interpret and produce recommendations and plans based on company and external data analysis.
- Advises business leaders by providing data-based strategic direction to identify and address business issues and opportunities.
- Ensures that policies and procedures align with corporate vision.
- Managing relationships with external providers or data where relevant - e.g. market research organisations, industry bodies, government departments.
- Selects, develops and evaluates personnel ensuring efficient operation of the function.
- Ensuring continuous upskilling of team members technical and communication skills.
- Keeping up to date with new approaches and trends in statistical analysis and data visualisation.

Key skills

- Ability to communicate effectively with a wide range of stakeholders and articulate methodologies and results to non technical audiences.
- Advanced knowledge of database design and datawarehousing principles.
- Advanced knowledge of statistical and analytical techniques, and ability to transfer this knowledge to team members.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Datawarehousing/BI Consultants and Architects, Sales, Marketing.

External contacts

Research organisations, Australian Bureau of Statistics, Market Research organisations.

Typical experience

7+ years commercial experience in data/information analysis coupled with tertiary qualifications in Business, Statistics or a related discipline.

Other comments



Position Description

Position title: Head of Research Development - Contributed Data Only
Position code: Aon.MRI.61101.7_CO
Level: 7

Responsible for

Providing executive-level support to all research strategy and research activities in the institute. Direct, administer and coordinate research management activities including: grants management, research governance and compliance, research integrity, scientific facilities and student programs

Report to

Executive Director/Chief Executive Officer (CEO)

Supervises

Research governance, grants ethics and facilities staff.

Main activities

- Assist the Executive Director in the development and delivery of the research strategy for the Institute.
- Develop and implement internal policies and procedures that relate to research management and research integrity.
- Enhance research income to the institute from competitive granting bodies by implementing strategies to develop researcher grantsmanship and identifying new opportunities for funding.
- Provide leadership in preparation of major funding proposals and project management of collaborative programs.
- Develop strategies to maximise research performance across the institute, including mentoring of early career researchers and oversight of student programs.
- Provide input into the management and strategic development of research facilities.

Key skills

- Extensive experience in biomedical research.
- An excellent understanding and application of medical research.
- Awareness of the current trends in medical research in both national and international context that have implications for the Institute.
- Recent and broad experience of operating at a senior level within a medical research institute or academic institution, preferably involving work across different sectors (academic, industry, government).
- Experience of strategic planning and the development and delivery of policies, strategies and objectives.

Internal contacts

Executive Director/CEO, Research Program/Division Directors, research staff and research support/facilities staff.

External contacts

Other medical research institutes, academia and government.

Typical experience

10+ Years experience with relevant PhD. Preferably with governance and policy experience

Other comments

Position Description

Position title: Sales & Marketing Director
Position code: Aon.EXE.MK015.7
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.
- Budgetary formulation and control abilities.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Head of Sales
Position code: Aon.EXE.SA010.7
Level: 7

Responsible for

Establishing and controlling the national sales strategy and sales force to achieve revenue and expense targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force, including state or area sales managers, product specialists and sales representatives.

Main activities

- Negotiating major deals and maintaining key customer contacts at senior levels.
- Working with other relevant managers to develop national sales strategy.
- Monitoring sales and expense performance, and initiating corrective action where necessary.
- Developing budget, and regularly reporting actual performance to budget, with variance analyses and revised projections.
- Coordinating the gathering of market intelligence covering competitors' products and sales strategies.
- Monitoring and reporting on the performance of dealers and distribution channels.
- Recruiting, training and motivating sales staff.

Key skills

- Motivational and persuasive skills are very important, as are product knowledge, planning and administration, and an ability to negotiate complex sales at senior levels.
- Budgetary formulation and control abilities.

Internal contacts

Marketing executives and specialists, state or branch managers/sales managers, credit, finance and human resources managers and legal officer.

External contacts

Major customers, advertising agencies and public relations firms, distributors, State and Federal Government officials.

Typical experience

At least 12 years related sales/marketing experience. May have tertiary qualifications in technical/business areas.

Other comments

Other titles: Head of Client Management (RIN)

Position Description

Position title: Functional Lead - Sales Operations & Support
Position code: Aon.EXE.SA020.6
Level: 6

Responsible for

Supporting the sales function by efficient handling of backend sales processes

Report to

Chief Sales Officer

Supervises

Team of sales support professionals

Main activities

- Supporting the sales function through sales analysis, order processing, customer quotes, billing system maintenance and supplying relevant product/service information.
- Coordinating sales forecasting, planning, and budgeting processes used within the sales organization.
- Proactively monitoring high levels of quality, accuracy, and process consistency in the sales organization
- Coordinating planning activities with other functions and stakeholders within the firm.
- Supporting the equitable assignment of sales force quotas and ensures quotas are optimally allocated to all sales channels and resources.
- Proactively identify opportunities for sales process improvement.

Key skills

- Process management
- People management
- Stakeholder management

Internal contacts

Chief Sales Officer, Product Heads, Department Heads, Business Unit Heads

External contacts

External consultants

Typical experience

10+ years of experience in sales process management

Other comments

Position Description

Position title: Functional Lead of Commercial
Position code: Aon.FIN.30220.6
Level: 6

Responsible for

Leading a team of Commercial Managers to provide cost and pricing information for tenders and is also responsible for the profitability, positioning and strategic direction of the function.

Report to

Chief Executive Officer/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- Overseeing the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Leading, developing and inspiring team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation, e.g. lawyers etc.

Typical experience

10+ years commercial experience, of which some time has been spent in strategic business partnering, plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Retail Operations
Position code: Aon.RTL.50101.7
Level: 7

Responsible for

Overseeing and developing retail strategy that maximises the retail profit by driving sales and controlling costs.

Report to

CEO

Supervises

Regional Retail Operations Managers

Main activities

- Setting the retail sales and store strategy, establish key performance indicators to define success for the organisation.
- Part of the company management team and assist the CEO is setting organisational goals, strategies and key decisions.
- Create and drive a customer service strategy that delivers high levels of customer service and builds customer loyalty and maximises all sales opportunities
- Lead the annual planning and budget preparation for the organisation, recommending plans to the CEO and securing approval.
- Work with CEO and CFO to set sales targets for the organisation by region / location.
- Direct the development of organisational policies and procedures for store level operations to support company strategy and high levels of customer service.
- Create and communicate the company strategy, business priorities and targets for regional teams.
- Oversee the annual budget process and review financial data.
- Ensure that the organisation stays ahead of the competition by providing better levels of customer service at store level.
- Manage and reviews the performance of store operations.
- Manage the Regional Retail Operations team and monitor performance within their respective regions.
- Make key decisions on matters relating to retail operation and strategic planning of resources.

Key skills

- Previous leadership experience within retail with a track record of increasing or sustaining sales growth and profitability.
- Commercially sound with a good understanding of profit and loss accounting and the influence of operating factors such as price and volume.
- Excellent communication skills.
- Working knowledge of HR and Health and Safety legislation.

Internal contacts

CEO, Chief Merchandising Officer, CFO, Head Visual Merchandising, Human Resources Business Partners,

External contacts

Customers, Suppliers, Vendors, Distributors

Typical experience

15+ Years with at least 5 years in a management position, with tertiary qualifications in business management

Other comments

Position Description

Position title: Head of Marketing and Sales - Disclosed Data Only
Position code: Aon.EXE.MK015.7_DO
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.
- Budgetary formulation and control abilities.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Head of Sales - Disclosed Data Only
Position code: Aon.EXE.SA010.7_DO
Level: 7

Responsible for

Establishing and controlling the national sales strategy and sales force to achieve revenue and expense targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force, including state or area sales managers, product specialists and sales representatives.

Main activities

- Negotiating major deals and maintaining key customer contacts at senior levels.
- Working with other relevant managers to develop national sales strategy.
- Monitoring sales and expense performance, and initiating corrective action where necessary.
- Developing budget, and regularly reporting actual performance to budget, with variance analyses and revised projections.
- Coordinating the gathering of market intelligence covering competitors' products and sales strategies.
- Monitoring and reporting on the performance of dealers and distribution channels.
- Recruiting, training and motivating sales staff.

Key skills

- Motivational and persuasive skills are very important, as are product knowledge, planning and administration, and an ability to negotiate complex sales at senior levels.
- Budgetary formulation and control abilities.

Internal contacts

Marketing executives and specialists, state or branch managers/sales managers, credit, finance and human resources managers and legal officer.

External contacts

Major customers, advertising agencies and public relations firms, distributors, State and Federal Government officials.

Typical experience

At least 12 years related sales/marketing experience. May have tertiary qualifications in technical/business areas.

Other comments

Position Description

Position title: Functional Lead - Sales Operations & Support - Disclosed Data Only
Position code: Aon.EXE.SA020.6_DO
Level: 6

Responsible for

Supporting the sales function by efficient handling of backend sales processes

Report to

Chief Sales Officer

Supervises

Team of sales support professionals

Main activities

- Supporting the sales function through sales analysis, order processing, customer quotes, billing system maintenance and supplying relevant product/service information.
- Coordinating sales forecasting, planning, and budgeting processes used within the sales organization.
- Proactively monitoring high levels of quality, accuracy, and process consistency in the sales organization
- Coordinating planning activities with other functions and stakeholders within the firm.
- Supporting the equitable assignment of sales force quotas and ensures quotas are optimally allocated to all sales channels and resources.
- Proactively identify opportunities for sales process improvement.

Key skills

- Process management
- People management
- Stakeholder management

Internal contacts

Chief Sales Officer, Product Heads, Department Heads, Business Unit Heads

External contacts

External consultants

Typical experience

10+ years of experience in sales process management

Other comments

Position Description

Position title: Functional Lead of Commercial - Disclosed Data Only
Position code: Aon.FIN.30220.6_DO
Level: 6

Responsible for

Leading a team of Commercial Managers to provide cost and pricing information for tenders and is also responsible for the profitability, positioning and strategic direction of the function.

Report to

Chief Executive Officer/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- Overseeing the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Leading, developing and inspiring team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation, e.g. lawyers etc.

Typical experience

10+ years commercial experience, of which some time has been spent in strategic business partnering, plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Retail Operations - Disclosed Data Only
Position code: Aon.RTL.50101.7_DO
Level: 7

Responsible for

Overseeing and developing retail strategy that maximises the retail profit by driving sales and controlling costs.

Report to

CEO

Supervises

Regional Retail Operations Managers

Main activities

- Setting the retail sales and store strategy, establish key performance indicators to define success for the organisation.
- Part of the company management team and assist the CEO is setting organisational goals, strategies and key decisions.
- Create and drive a customer service strategy that delivers high levels of customer service and builds customer loyalty and maximises all sales opportunities
- Lead the annual planning and budget preparation for the organisation, recommending plans to the CEO and securing approval.
- Work with CEO and CFO to set sales targets for the organisation by region / location.
- Direct the development of organisational policies and procedures for store level operations to support company strategy and high levels of customer service.
- Create and communicate the company strategy, business priorities and targets for regional teams.
- Oversee the annual budget process and review financial data.
- Ensure that the organisation stays ahead of the competition by providing better levels of customer service at store level.
- Manage and reviews the performance of store operations.
- Manage the Regional Retail Operations team and monitor performance within their respective regions.
- Make key decisions on matters relating to retail operation and strategic planning of resources.

Key skills

- Previous leadership experience within retail with a track record of increasing or sustaining sales growth and profitability.
- Commercially sound with a good understanding of profit and loss accounting and the influence of operating factors such as price and volume.
- Excellent communication skills.
- Working knowledge of HR and Health and Safety legislation.

Internal contacts

CEO, Chief Merchandising Officer, CFO, Head Visual Merchandising, Human Resources Business Partners,

External contacts

Customers, Suppliers, Vendors, Distributors

Typical experience

15+ Years with at least 5 years in a management position, with tertiary qualifications in business management

Other comments

Position Description

Position title: Head of Marketing and Sales - Contributed Data Only
Position code: Aon.EXE.MK015.7_CO
Level: 7

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product managers, market research officers and product promotions staff.

Main activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.
- Budgetary formulation and control abilities.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

Position Description

Position title: Head of Sales - Contributed Data Only
Position code: Aon.EXE.SA010.7_CO
Level: 7

Responsible for

Establishing and controlling the national sales strategy and sales force to achieve revenue and expense targets.

Report to

Chief Executive/Managing Director.

Supervises

A national sales force, including state or area sales managers, product specialists and sales representatives.

Main activities

- Negotiating major deals and maintaining key customer contacts at senior levels.
- Working with other relevant managers to develop national sales strategy.
- Monitoring sales and expense performance, and initiating corrective action where necessary.
- Developing budget, and regularly reporting actual performance to budget, with variance analyses and revised projections.
- Coordinating the gathering of market intelligence covering competitors' products and sales strategies.
- Monitoring and reporting on the performance of dealers and distribution channels.
- Recruiting, training and motivating sales staff.

Key skills

- Motivational and persuasive skills are very important, as are product knowledge, planning and administration, and an ability to negotiate complex sales at senior levels.
- Budgetary formulation and control abilities.

Internal contacts

Marketing executives and specialists, state or branch managers/sales managers, credit, finance and human resources managers and legal officer.

External contacts

Major customers, advertising agencies and public relations firms, distributors, State and Federal Government officials.

Typical experience

At least 12 years related sales/marketing experience. May have tertiary qualifications in technical/business areas.

Other comments

Position Description

Position title: Functional Lead - Sales Operations & Support - Contributed Data Only
Position code: Aon.EXE.SA020.6_CO
Level: 6

Responsible for

Supporting the sales function by efficient handling of backend sales processes

Report to

Chief Sales Officer

Supervises

Team of sales support professionals

Main activities

- Supporting the sales function through sales analysis, order processing, customer quotes, billing system maintenance and supplying relevant product/service information.
- Coordinating sales forecasting, planning, and budgeting processes used within the sales organization.
- Proactively monitoring high levels of quality, accuracy, and process consistency in the sales organization
- Coordinating planning activities with other functions and stakeholders within the firm.
- Supporting the equitable assignment of sales force quotas and ensures quotas are optimally allocated to all sales channels and resources.
- Proactively identify opportunities for sales process improvement.

Key skills

- Process management
- People management
- Stakeholder management

Internal contacts

Chief Sales Officer, Product Heads, Department Heads, Business Unit Heads

External contacts

External consultants

Typical experience

10+ years of experience in sales process management

Other comments

Position Description

Position title: Functional Lead of Commercial - Contributed Data Only
Position code: Aon.FIN.30220.6_CO
Level: 6

Responsible for

Leading a team of Commercial Managers to provide cost and pricing information for tenders and is also responsible for the profitability, positioning and strategic direction of the function.

Report to

Chief Executive Officer/Managing Director.

Supervises

Commercial Managers, Commercial Specialists, Commercial Analysts.

Main activities

- Responsible for profit optimisation, planning and analysis, scoping new business opportunities.
- Controlling new product development and creating effective pricing strategies for key product lines.
- Overseeing the development of innovative commercial business solutions in line with corporate financial targets and requirements.
- Identification and development of new business ideas and also strategic partnerships.
- Supporting Bid Managers in bid negotiations and providing guidance to Bid Managers and Bid teams on tender bid processes.
- Leading, developing and inspiring team with regards to day-to-day operations and future departmental development.

Key skills

- Strong commercial and business acumen.
- Ability to negotiate effectively.
- Effective leadership and management skills and proven track record in staff management.

Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation, e.g. lawyers etc.

Typical experience

10+ years commercial experience, of which some time has been spent in strategic business partnering, plus relevant tertiary qualifications.

Other comments

Position Description

Position title: Head of Retail Operations - Contributed Data Only
Position code: Aon.RTL.50101.7_CO
Level: 7

Responsible for

Overseeing and developing retail strategy that maximises the retail profit by driving sales and controlling costs.

Report to

CEO

Supervises

Regional Retail Operations Managers

Main activities

- Setting the retail sales and store strategy, establish key performance indicators to define success for the organisation.
- Part of the company management team and assist the CEO is setting organisational goals, strategies and key decisions.
- Create and drive a customer service strategy that delivers high levels of customer service and builds customer loyalty and maximises all sales opportunities
- Lead the annual planning and budget preparation for the organisation, recommending plans to the CEO and securing approval.
- Work with CEO and CFO to set sales targets for the organisation by region / location.
- Direct the development of organisational policies and procedures for store level operations to support company strategy and high levels of customer service.
- Create and communicate the company strategy, business priorities and targets for regional teams.
- Oversee the annual budget process and review financial data.
- Ensure that the organisation stays ahead of the competition by providing better levels of customer service at store level.
- Manage and reviews the performance of store operations.
- Manage the Regional Retail Operations team and monitor performance within their respective regions.
- Make key decisions on matters relating to retail operation and strategic planning of resources.

Key skills

- Previous leadership experience within retail with a track record of increasing or sustaining sales growth and profitability.
- Commercially sound with a good understanding of profit and loss accounting and the influence of operating factors such as price and volume.
- Excellent communication skills.
- Working knowledge of HR and Health and Safety legislation.

Internal contacts

CEO, Chief Merchandising Officer, CFO, Head Visual Merchandising, Human Resources Business Partners,

External contacts

Customers, Suppliers, Vendors, Distributors

Typical experience

15+ Years with at least 5 years in a management position, with tertiary qualifications in business management

Other comments

Position Description

Position title: Head of Strategy
Position code: Aon.EXE.ST010.7
Level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Functional Lead of Strategy - Mergers & Acquisitions
Position code: Aon.EXE.ST020.6
Level: 6

Responsible for

Identifying and evaluating merger or acquisition opportunities in the global market place which support the development strategy of the corporation.

Report to

Chief Executive Officer/Chief Operations Officer/Chief Strategy Officer

Supervises

Team of financial analysts or strategy analysts or financial valuation specialists

Main activities

- Working with the senior management team to formulate the M&A strategy of the organisation
- Identifying potential acquisition and business development opportunities and initiating and overseeing the negotiation process and due diligence process.
- Direct the team for conducting financial valuations and synergy alignment analysis for potential targets and advising senior management on acquisition strategy
- Project manage approved mergers and acquisitions to ensure smooth integration of people and business models
- Working with the CEO and CFO to identify the most appropriate financing methods for potential deals

Key skills

- Financial valuations
- Strategy analysis
- Project management
- Stakeholder management
- People management

Internal contacts

Chief Executive Officer, Chief Financial Officer, Business Unit Heads, Function Heads, General Counsel

External contacts

Company heads and senior management, External consultants, Lawyers and firms specialising in financial analysis and syndication

Typical experience

15+ years in the strategy function with at least 10 years in managing mergers and acquisitions

Other comments

Position Description

Position title: Functional Lead of Strategy - Strategy & Projects
Position code: Aon.EXE.ST030.6
Level: 6

Responsible for

Leading specific strategic projects aimed at the development of specific processes

Report to

Chief Strategy Officer/Chief Executive Officer/Chief Financial Officer/Chief Operations Officer

Supervises

Team of strategy professionals specialising in business analysis and project management

Main activities

- Project managing complex and multidisciplinary projects from design to implementation ensuring completion to timescales and budgets
- Identifying opportunities for process improvements and providing suggestions to senior management for undertaking projects to improve process efficiency
- Coordinating with different business heads / function heads for initiating and monitoring progress of ongoing projects and report on project parameters and milestones to senior management

Key skills

- Project management
- People management
- Stakeholder management

Internal contacts

Chief Strategy Officer, Senior management, Business Unit heads, Function Heads, Department Heads, Strategy team

External contacts

External consultants, Suppliers,

Typical experience

12+ years of experience in the strategy function and at least 8+ years in managing complex projects

Other comments

Position Description

Position title: Project Director
Position code: Aon.PMN.70003.6
Level: 6

Responsible for

Full accountability for strategic Projects from planning to market deployment. Acting as the focal point for the Services Division, in this role they will have the responsibility and full accountability of delivering multiple Services Projects on time, scope and budget and to the satisfaction of the customer and the Business Divisions.

Report to

General Manager.

Supervises

Project Managers, Projects Officers.

Main activities

- Ensuring that Project Plans are developed by each Project Manager for each Project. Ensuring that Project Managers have prepared all baseline documents in accordance with standards and approved by all relevant parties. Ensuring that Contract Risks associated with Projects are appropriately managed and profit Opportunities maximised.
- Overseeing project resourcing, ensuring project members skills are being effectively utilised on the prioritised tasks. Ensuring that the project schedule is optimised at all times. Maintaining all progress metrics.
- Leading and mentoring Senior/Project Managers and Project Teams to successfully deliver projects.
- Monitoring monthly status reporting and ensuring it is being conducted by the Project Managers.
- Ensuring regular customer engagement is conducted and dealing with any critical customer affecting issues. Also ensuring the customer is delivering on responsibilities.
- Maintaining Senior/Project Manager quality standards through effective training and mentoring.
- Overseeing Project financials, ensuring that the Senior/Project Manager implements financial Project controls.
- Ensuring that the Senior/Project Managers are managing issues in a timely fashion.
- Ensuring that Project contracts are maintained, obligations are delivered, variations and EOT's are maintained.

Key skills

- Ability to plan and anticipate.
- Ability to decide, delegate and control.
- Strong communication skills.
- Leadership skills.
- Strong negotiation and influencing skills.
- Proven commercial management skills in relation to Contract and Financial Project Management.
- Proven knowledge of and strong understanding of Project Management Tools and Methodology.
- Demonstrated ability to manage difficult customers in complex environments.

Internal contacts

Business Divisions, Program Office, Project Managers, Project Teams, Commercial Managers, Finance and Administration, Sales and Marketing.

External contacts

Customers.

Typical experience

10 years of industry related proven record of successful complex Project implementation coupled with 10 years of successfully managing large Technical Project Teams and Project Managers in delivery.

Other comments

Other titles: Senior Project Manager (RIN)

Position Description

Position title: Head of Digital/Online Strategy
Position code: Aon.MKT.20099.6
Level: 6

Responsible for

Developing and overseeing delivery of the organisation's online vision and strategy to ensure that current and future customer and business requirements are anticipated, and that the online channel delivers a sustainable competitive advantage to the business.

Report to

Chief Operating Officer, Chief Commercial Officer or Chief Executive Officer

Supervises

Online Strategy Managers, Senior Online Strategy Analysts, Online Strategy Analysts.

Main activities

- Develop the organisation's online strategy and roadmap in support of the long-term business strategy.
- Maintain a detailed understanding of the market place and identify future technology and/or product opportunities that can be fed into the strategy.
- Ensure long-term viability of the organisation's online strategy, and develop plans for transitioning from legacy channels to online.
- Use online strategy analysis and research to inform decision making regarding the direction of the organisation's online strategy.
- Manage relationships with IT at a high level to ensure that technology platforms support the delivery of the online strategy, and that products are developed and delivered in accordance with specifications.
- Direct analysis and research to identify insights in customer or competitor behaviour that will inform online strategy decisions by senior management.
- Promote and be a champion for online across the organisation, particularly at a senior level.

Key skills

- Excellent knowledge of web and ecommerce technologies.
- Excellent knowledge of online, mobile and ecommerce trends and products.
- Strong influencing skills and leadership skills.
- Excellent written and verbal communication/presentation skills.
- Innovative thinking and demonstrated problem-solving skills.

Internal contacts

Senior Executives, Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors, Industry Associations.

Typical experience

At least 10+ years of experience in commercial strategy, with a particular focus on change/transformation management and at least 5 years online strategy experience, coupled with relevant tertiary qualifications.

Other comments

Depending on size of the organisation and significance of the online channel, this role may be a Senior Executive.

Position Description

Position title: Head of Strategy - Disclosed Data Only
Position code: Aon.EXE.ST010.7_DO
Level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Functional Lead of Strategy - Mergers & Acquisitions - Disclosed Data Only
Position code: Aon.EXE.ST020.6_DO
Level: 6

Responsible for

Identifying and evaluating merger or acquisition opportunities in the global market place which support the development strategy of the corporation.

Report to

Chief Executive Officer/Chief Operations Officer/Chief Strategy Officer

Supervises

Team of financial analysts or strategy analysts or financial valuation specialists

Main activities

- Working with the senior management team to formulate the M&A strategy of the organisation
- Identifying potential acquisition and business development opportunities and initiating and overseeing the negotiation process and due diligence process.
- Direct the team for conducting financial valuations and synergy alignment analysis for potential targets and advising senior management on acquisition strategy
- Project manage approved mergers and acquisitions to ensure smooth integration of people and business models
- Working with the CEO and CFO to identify the most appropriate financing methods for potential deals

Key skills

- Financial valuations
- Strategy analysis
- Project management
- Stakeholder management
- People management

Internal contacts

Chief Executive Officer, Chief Financial Officer, Business Unit Heads, Function Heads, General Counsel

External contacts

Company heads and senior management, External consultants, Lawyers and firms specialising in financial analysis and syndication

Typical experience

15+ years in the strategy function with at least 10 years in managing mergers and acquisitions

Other comments

Position Description

Position title: Functional Lead of Strategy - Strategy & Projects - Disclosed Data Only
Position code: Aon.EXE.ST030.6_DO
Level: 6

Responsible for

Leading specific strategic projects aimed at the development of specific processes

Report to

Chief Strategy Officer/Chief Executive Officer/Chief Financial Officer/Chief Operations Officer

Supervises

Team of strategy professionals specialising in business analysis and project management

Main activities

- Project managing complex and multidisciplinary projects from design to implementation ensuring completion to timescales and budgets
- Identifying opportunities for process improvements and providing suggestions to senior management for undertaking projects to improve process efficiency
- Coordinating with different business heads / function heads for initiating and monitoring progress of ongoing projects and report on project parameters and milestones to senior management

Key skills

- Project management
- People management
- Stakeholder management

Internal contacts

Chief Strategy Officer, Senior management, Business Unit heads, Function Heads, Department Heads, Strategy team

External contacts

External consultants, Suppliers,

Typical experience

12+ years of experience in the strategy function and at least 8+ years in managing complex projects

Other comments

Position Description

Position title:	Project Director - Disclosed Data Only
Position code:	Aon.PMN.70003.6_DO
Level:	6

Responsible for

Full accountability for strategic Projects from planning to market deployment. Acting as the focal point for the Services Division, in this role they will have the responsibility and full accountability of delivering multiple Services Projects on time, scope and budget and to the satisfaction of the customer and the Business Divisions.

Report to

General Manager.

Supervises

Project Managers, Projects Officers.

Main activities

- Ensuring that Project Plans are developed by each Project Manager for each Project. Ensuring that Project Managers have prepared all baseline documents in accordance with standards and approved by all relevant parties. Ensuring that Contract Risks associated with Projects are appropriately managed and profit Opportunities maximised.
- Overseeing project resourcing, ensuring project members skills are being effectively utilised on the prioritised tasks. Ensuring that the project schedule is optimised at all times. Maintaining all progress metrics.
- Leading and mentoring Senior/Project Managers and Project Teams to successfully deliver projects.
- Monitoring monthly status reporting and ensuring it is being conducted by the Project Managers.
- Ensuring regular customer engagement is conducted and dealing with any critical customer affecting issues. Also ensuring the customer is delivering on responsibilities.
- Maintaining Senior/Project Manager quality standards through effective training and mentoring.
- Overseeing Project financials, ensuring that the Senior/Project Manager implements financial Project controls.
- Ensuring that the Senior/Project Managers are managing issues in a timely fashion.
- Ensuring that Project contracts are maintained, obligations are delivered, variations and EOT's are maintained.

Key skills

- Ability to plan and anticipate.
- Ability to decide, delegate and control.
- Strong communication skills.
- Leadership skills.
- Strong negotiation and influencing skills.
- Proven commercial management skills in relation to Contract and Financial Project Management.
- Proven knowledge of and strong understanding of Project Management Tools and Methodology.
- Demonstrated ability to manage difficult customers in complex environments.

Internal contacts

Business Divisions, Program Office, Project Managers, Project Teams, Commercial Managers, Finance and Administration, Sales and Marketing.

External contacts

Customers.

Typical experience

10 years of industry related proven record of successful complex Project implementation coupled with 10 years of successfully managing large Technical Project Teams and Project Managers in delivery.

Other comments

Position Description

Position title: Business Development Executive - Disclosed Data Only
Position code: Aon.EXE.MK060.7_DO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title:	Head of Digital/Online Strategy - Disclosed Data Only
Position code:	Aon.MKT.20099.6_DO
Level:	6

Responsible for

Developing and overseeing delivery of the organisation's online vision and strategy to ensure that current and future customer and business requirements are anticipated, and that the online channel delivers a sustainable competitive advantage to the business.

Report to

Chief Operating Officer, Chief Commercial Officer or Chief Executive Officer

Supervises

Online Strategy Managers, Senior Online Strategy Analysts, Online Strategy Analysts.

Main activities

- Develop the organisation's online strategy and roadmap in support of the long-term business strategy.
- Maintain a detailed understanding of the market place and identify future technology and/or product opportunities that can be fed into the strategy.
- Ensure long-term viability of the organisation's online strategy, and develop plans for transitioning from legacy channels to online.
- Use online strategy analysis and research to inform decision making regarding the direction of the organisation's online strategy.
- Manage relationships with IT at a high level to ensure that technology platforms support the delivery of the online strategy, and that products are developed and delivered in accordance with specifications.
- Direct analysis and research to identify insights in customer or competitor behaviour that will inform online strategy decisions by senior management.
- Promote and be a champion for online across the organisation, particularly at a senior level.

Key skills

- Excellent knowledge of web and ecommerce technologies.
- Excellent knowledge of online, mobile and ecommerce trends and products.
- Strong influencing skills and leadership skills.
- Excellent written and verbal communication/presentation skills.
- Innovative thinking and demonstrated problem-solving skills.

Internal contacts

Senior Executives, Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors, Industry Associations.

Typical experience

At least 10+ years of experience in commercial strategy, with a particular focus on change/transformation management and at least 5 years online strategy experience, coupled with relevant tertiary qualifications.

Other comments

Depending on size of the organisation and significance of the online channel, this role may be a Senior Executive.

Position Description

Position title: Head of Strategy - Contributed Data Only
Position code: Aon.EXE.ST010.7_CO
Level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Functional Lead of Strategy - Mergers & Acquisitions - Contributed Data Only
Position code: Aon.EXE.ST020.6_CO
Level: 6

Responsible for

Identifying and evaluating merger or acquisition opportunities in the global market place which support the development strategy of the corporation.

Report to

Chief Executive Officer/Chief Operations Officer/Chief Strategy Officer

Supervises

Team of financial analysts or strategy analysts or financial valuation specialists

Main activities

- Working with the senior management team to formulate the M&A strategy of the organisation
- Identifying potential acquisition and business development opportunities and initiating and overseeing the negotiation process and due diligence process.
- Direct the team for conducting financial valuations and synergy alignment analysis for potential targets and advising senior management on acquisition strategy
- Project manage approved mergers and acquisitions to ensure smooth integration of people and business models
- Working with the CEO and CFO to identify the most appropriate financing methods for potential deals

Key skills

- Financial valuations
- Strategy analysis
- Project management
- Stakeholder management
- People management

Internal contacts

Chief Executive Officer, Chief Financial Officer, Business Unit Heads, Function Heads, General Counsel

External contacts

Company heads and senior management, External consultants, Lawyers and firms specialising in financial analysis and syndication

Typical experience

15+ years in the strategy function with at least 10 years in managing mergers and acquisitions

Other comments

Position Description

Position title: Functional Lead of Strategy - Strategy & Projects - Contributed Data Only
Position code: Aon.EXE.ST030.6_CO
Level: 6

Responsible for

Leading specific strategic projects aimed at the development of specific processes

Report to

Chief Strategy Officer/Chief Executive Officer/Chief Financial Officer/Chief Operations Officer

Supervises

Team of strategy professionals specialising in business analysis and project management

Main activities

- Project managing complex and multidisciplinary projects from design to implementation ensuring completion to timescales and budgets
- Identifying opportunities for process improvements and providing suggestions to senior management for undertaking projects to improve process efficiency
- Coordinating with different business heads / function heads for initiating and monitoring progress of ongoing projects and report on project parameters and milestones to senior management

Key skills

- Project management
- People management
- Stakeholder management

Internal contacts

Chief Strategy Officer, Senior management, Business Unit heads, Function Heads, Department Heads, Strategy team

External contacts

External consultants, Suppliers,

Typical experience

12+ years of experience in the strategy function and at least 8+ years in managing complex projects

Other comments

Position Description

Position title:	Project Director - Contributed Data Only
Position code:	Aon.PMN.70003.6_CO
Level:	6

Responsible for

Full accountability for strategic Projects from planning to market deployment. Acting as the focal point for the Services Division, in this role they will have the responsibility and full accountability of delivering multiple Services Projects on time, scope and budget and to the satisfaction of the customer and the Business Divisions.

Report to

General Manager.

Supervises

Project Managers, Projects Officers.

Main activities

- Ensuring that Project Plans are developed by each Project Manager for each Project. Ensuring that Project Managers have prepared all baseline documents in accordance with standards and approved by all relevant parties. Ensuring that Contract Risks associated with Projects are appropriately managed and profit Opportunities maximised.
- Overseeing project resourcing, ensuring project members skills are being effectively utilised on the prioritised tasks. Ensuring that the project schedule is optimised at all times. Maintaining all progress metrics.
- Leading and mentoring Senior/Project Managers and Project Teams to successfully deliver projects.
- Monitoring monthly status reporting and ensuring it is being conducted by the Project Managers.
- Ensuring regular customer engagement is conducted and dealing with any critical customer affecting issues. Also ensuring the customer is delivering on responsibilities.
- Maintaining Senior/Project Manager quality standards through effective training and mentoring.
- Overseeing Project financials, ensuring that the Senior/Project Manager implements financial Project controls.
- Ensuring that the Senior/Project Managers are managing issues in a timely fashion.
- Ensuring that Project contracts are maintained, obligations are delivered, variations and EOT's are maintained.

Key skills

- Ability to plan and anticipate.
- Ability to decide, delegate and control.
- Strong communication skills.
- Leadership skills.
- Strong negotiation and influencing skills.
- Proven commercial management skills in relation to Contract and Financial Project Management.
- Proven knowledge of and strong understanding of Project Management Tools and Methodology.
- Demonstrated ability to manage difficult customers in complex environments.

Internal contacts

Business Divisions, Program Office, Project Managers, Project Teams, Commercial Managers, Finance and Administration, Sales and Marketing.

External contacts

Customers.

Typical experience

10 years of industry related proven record of successful complex Project implementation coupled with 10 years of successfully managing large Technical Project Teams and Project Managers in delivery.

Other comments

Position Description

Position title: Business Development Executive - Contributed Data Only
Position code: Aon.EXE.MK060.7_CO
Level: 7

Responsible for

Report to

Supervises

Main activities

Nil.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title:	Head of Digital/Online Strategy - Contributed Data Only
Position code:	Aon.MKT.20099.6_CO
Level:	6

Responsible for

Developing and overseeing delivery of the organisation's online vision and strategy to ensure that current and future customer and business requirements are anticipated, and that the online channel delivers a sustainable competitive advantage to the business.

Report to

Chief Operating Officer, Chief Commercial Officer or Chief Executive Officer

Supervises

Online Strategy Managers, Senior Online Strategy Analysts, Online Strategy Analysts.

Main activities

- Develop the organisation's online strategy and roadmap in support of the long-term business strategy.
- Maintain a detailed understanding of the market place and identify future technology and/or product opportunities that can be fed into the strategy.
- Ensure long-term viability of the organisation's online strategy, and develop plans for transitioning from legacy channels to online.
- Use online strategy analysis and research to inform decision making regarding the direction of the organisation's online strategy.
- Manage relationships with IT at a high level to ensure that technology platforms support the delivery of the online strategy, and that products are developed and delivered in accordance with specifications.
- Direct analysis and research to identify insights in customer or competitor behaviour that will inform online strategy decisions by senior management.
- Promote and be a champion for online across the organisation, particularly at a senior level.

Key skills

- Excellent knowledge of web and ecommerce technologies.
- Excellent knowledge of online, mobile and ecommerce trends and products.
- Strong influencing skills and leadership skills.
- Excellent written and verbal communication/presentation skills.
- Innovative thinking and demonstrated problem-solving skills.

Internal contacts

Senior Executives, Product/Commercial, Sales, Marketing, IT.

External contacts

IT Vendors, Industry Associations.

Typical experience

At least 10+ years of experience in commercial strategy, with a particular focus on change/transformation management and at least 5 years online strategy experience, coupled with relevant tertiary qualifications.

Other comments

Depending on size of the organisation and significance of the online channel, this role may be a Senior Executive.

Position Description

Position title:	Head of Single Corporate Function (Not Elsewhere Classified)
Position code:	Aon.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 Description

Position title:	Corporate Social Responsibility Manager
Position code:	Aon.FIN.30106.6
Level:	6

Responsible for

Lead the strategic direction in Corporate Social Responsibility for the organisation by providing effective management in the development, implementation and maintenance of policies, systems and processes, boosting public image and promoting diversity within the organisation.

Report to

General Manager

Supervises

Depending on the size of the organisation - may supervise sustainability/social responsibility staff.

Main activities

- Set strategic direction and scope for the management of the environment discipline, including the implementation of effective risk management, compliance and performance strategies. Responsibility over branding by teaming with marketing and communications managers to proactively market the brand and increase ethical pride, to show the public that the company takes social responsibility seriously.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executive Team. Monitor changes to local and international environment policies.
- Co-ordinate system and process audits to ensure compliance with environmental standards requirements. Manage the risk assessment process.
- Design and implement strategies to reduce environmental incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
- Provide timely reports to the General Manager and the executive team.
- Manage budgets associated with environmental management initiatives, including strategic policy initiatives.
- Promote and coordinate awareness of environmental protection policies and strategies and other regulatory requirements and obligations within the organisation.
- Strategise new social activities that may create voluntarily efforts among staff

Key skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of environment and emergency management regulatory requirements.
- High level leadership, interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- People management skills.

Internal contacts

General Manager and other Executive level management

External contacts

Environmental specialists, Regulatory bodies and customers.

Typical experience

5+ years experience plus relevant tertiary qualifications in business or communications

Other comments

Position Description

Position title: Head of Operations & Facilities Management
Position code: Aon.EXS.85410.6
Level: 6

Responsible for

Overseeing the tactical implementation of the facilities strategy in relation to security, reception, maintenance, and facility management to internal and/or external clients.

Report to

General Manager - Operations.

Supervises

Operations and Facilities Management team

Main activities

- Advising on and setting the implementation plan for the Facility Management strategy.
- Agreeing the space planning process and taking accountability for ensuring all legal requirements are adhered to.
- Overseeing budget planning & full accountability for annual operational budgets.
- Setting mid-long term tactical plans in relation to all facility services.
- Managing of on-site facility team (or external vendor).
- Supervising and coordinating work of contractors and subcontractors.
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- Managing health and safety responsibility and related functions.
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety.

Key skills

- Good communication skills.
- Strong Customer Service skills.
- Strong financial and analytical acumen.
- People management.
- Demonstrated project management skills leading large scale projects.
- Experience in space management.
- Strong understanding of procurement and contract management and utilities and communications infrastructure..

Internal contacts

Operations Facilities Management team.

External contacts

Clients, Contractors.

Typical experience

Tertiary qualified in business management, engineering or a related discipline along with a facilities management accreditation and more than 12 years experience in facilities management operations.

Other comments

Position Description

Position title:	Head of Single Corporate Function (Not Elsewhere Classified) - Disclosed Data Only
Position code:	Aon.EXE.CO900.7_DO
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 Description

Position title:	Corporate Social Responsibility Manager - Disclosed Data Only
Position code:	Aon.FIN.30106.6_DO
Level:	6

Responsible for

Lead the strategic direction in Corporate Social Responsibility for the organisation by providing effective management in the development, implementation and maintenance of policies, systems and processes, boosting public image and promoting diversity within the organisation.

Report to

General Manager

Supervises

Depending on the size of the organisation - may supervise sustainability/social responsibility staff.

Main activities

- Set strategic direction and scope for the management of the environment discipline, including the implementation of effective risk management, compliance and performance strategies. Responsibility over branding by teaming with marketing and communications managers to proactively market the brand and increase ethical pride, to show the public that the company takes social responsibility seriously.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executive Team. Monitor changes to local and international environment policies.
- Co-ordinate system and process audits to ensure compliance with environmental standards requirements. Manage the risk assessment process.
- Design and implement strategies to reduce environmental incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
- Provide timely reports to the General Manager and the executive team.
- Manage budgets associated with environmental management initiatives, including strategic policy initiatives.
- Promote and coordinate awareness of environmental protection policies and strategies and other regulatory requirements and obligations within the organisation.
- Strategise new social activities that may create voluntarily efforts among staff

Key skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of environment and emergency management regulatory requirements.
- High level leadership, interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- People management skills.

Internal contacts

General Manager and other Executive level management

External contacts

Environmental specialists, Regulatory bodies and customers.

Typical experience

5+ years experience plus relevant tertiary qualifications in business or communications

Other comments

Position Description

Position title: Head of Operations & Facilities Management - Disclosed Data Only
Position code: Aon.EXS.85410.6_DO
Level: 6

Responsible for

Overseeing the tactical implementation of the facilities strategy in relation to security, reception, maintenance, and facility management to internal and/or external clients.

Report to

General Manager - Operations.

Supervises

Operations and Facilities Management team

Main activities

- Advising on and setting the implementation plan for the Facility Management strategy.
- Agreeing the space planning process and taking accountability for ensuring all legal requirements are adhered to.
- Overseeing budget planning & full accountability for annual operational budgets.
- Setting mid-long term tactical plans in relation to all facility services.
- Managing of on-site facility team (or external vendor).
- Supervising and coordinating work of contractors and subcontractors.
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- Managing health and safety responsibility and related functions.
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety.

Key skills

- Good communication skills.
- Strong Customer Service skills.
- Strong financial and analytical acumen.
- People management.
- Demonstrated project management skills leading large scale projects.
- Experience in space management.
- Strong understanding of procurement and contract management and utilities and communications infrastructure..

Internal contacts

Operations Facilities Management team.

External contacts

Clients, Contractors.

Typical experience

Tertiary qualified in business management, engineering or a related discipline along with a facilities management accreditation and more than 12 years experience in facilities management operations.

Other comments

Position Description

Position title:	Head of Single Corporate Function (Not Elsewhere Classified) - Contributed Data Only
Position code:	Aon.EXE.CO900.7_CO
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 Description

Position title:	Corporate Social Responsibility Manager - Contributed Data Only
Position code:	Aon.FIN.30106.6_CO
Level:	6

Responsible for

Lead the strategic direction in Corporate Social Responsibility for the organisation by providing effective management in the development, implementation and maintenance of policies, systems and processes, boosting public image and promoting diversity within the organisation.

Report to

General Manager

Supervises

Depending on the size of the organisation - may supervise sustainability/social responsibility staff.

Main activities

- Set strategic direction and scope for the management of the environment discipline, including the implementation of effective risk management, compliance and performance strategies. Responsibility over branding by teaming with marketing and communications managers to proactively market the brand and increase ethical pride, to show the public that the company takes social responsibility seriously.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executive Team. Monitor changes to local and international environment policies.
- Co-ordinate system and process audits to ensure compliance with environmental standards requirements. Manage the risk assessment process.
- Design and implement strategies to reduce environmental incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
- Provide timely reports to the General Manager and the executive team.
- Manage budgets associated with environmental management initiatives, including strategic policy initiatives.
- Promote and coordinate awareness of environmental protection policies and strategies and other regulatory requirements and obligations within the organisation.
- Strategise new social activities that may create voluntarily efforts among staff

Key skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of environment and emergency management regulatory requirements.
- High level leadership, interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- People management skills.

Internal contacts

General Manager and other Executive level management

External contacts

Environmental specialists, Regulatory bodies and customers.

Typical experience

5+ years experience plus relevant tertiary qualifications in business or communications

Other comments

Position Description

Position title: Head of Operations & Facilities Management - Contributed Data Only
Position code: Aon.EXS.85410.6_CO
Level: 6

Responsible for

Overseeing the tactical implementation of the facilities strategy in relation to security, reception, maintenance, and facility management to internal and/or external clients.

Report to

General Manager - Operations.

Supervises

Operations and Facilities Management team

Main activities

- Advising on and setting the implementation plan for the Facility Management strategy.
- Agreeing the space planning process and taking accountability for ensuring all legal requirements are adhered to.
- Overseeing budget planning & full accountability for annual operational budgets.
- Setting mid-long term tactical plans in relation to all facility services.
- Managing of on-site facility team (or external vendor).
- Supervising and coordinating work of contractors and subcontractors.
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.
- Managing health and safety responsibility and related functions.
- Managing the presentation and day-to-day operations of allocated properties, including security, maintenance and safety.

Key skills

- Good communication skills.
- Strong Customer Service skills.
- Strong financial and analytical acumen.
- People management.
- Demonstrated project management skills leading large scale projects.
- Experience in space management.
- Strong understanding of procurement and contract management and utilities and communications infrastructure..

Internal contacts

Operations Facilities Management team.

External contacts

Clients, Contractors.

Typical experience

Tertiary qualified in business management, engineering or a related discipline along with a facilities management accreditation and more than 12 years experience in facilities management operations.

Other comments

Position Description

Position title: Head of Multiple Corporate Functions (Not Elsewhere Classified)
Position code: Aon.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 Aon.EXE.GM020.7 - Chief Operating Officer.

Position Description

Position title: Head of Multiple Corporate Functions (Not Elsewhere Classified) - Disclosed Data Only
Position code: Aon.EXE.CO999.7_DO
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 Aon.EXE.GM020.7 - Chief Operating Officer.

Position Description

Position title:	Head of Multiple Corporate Functions (Not Elsewhere Classified) - Contributed Data Only
Position code:	Aon.EXE.CO999.7_CO
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 Aon.EXE.GM020.7 - Chief Operating Officer.