

Job Description – Chief Operations Officer (COO)

Position This job description covers the responsibilities and duties of entré's COO

Context Entré is a student-run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

Eligibility Criteria

- Applicants must be a student enrolled and studying towards a degree or diploma at UC or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
 - Recommendation that members of the entré Executive are not on any other club executive/committee's due to the workload and to ensure commitment to entré.
 - The COO should be onsite at the University of Canterbury, or in Christchurch over the Summer break, in order to aid the CEO to create the strategic vision for the year, as well as create all operational strategies.
 - The role will be subject to a 90-day trial period – for the COO the trial period commences on 1 December.
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Role of CEO

Reports to: CEO and UCE Co-ordinator
Responsible to: CEO

Direct reports: Events Manager, Marketing Manager, Competitions Manager, Start-Up Challenge Manager, HR Manager, Communications & PR Manager, Content Creator, ARA Manager

The role of the COO is to manage the day-to-day operations of entré. It is a key role that involves working with the CEO, CFO and other team members, the UCE Co-ordinator and the Centre for Entrepreneurship's Director.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Team Leadership
 - "Future Focused" thinker
 - Excellent organisational skills
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Key Skills

The key skills required by the COO are:

- Leadership and team building
 - People management skills
 - Exceptional time management skills
 - Communication and presentation skills
 - Influencing and motivating skills
 - Management skills
 - The ability to delegate, follow up with team members and ensure assigned tasks are completed
 - The ability to produce clear and accurate reports
 - Attention to detail
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Key Duties

Key duties that are part of this role include (but are not limited to):

- Oversee all operational procedures and the day to day running of entré, using company systems and processes
- Manage the competitions, events and marketing teams and follow up on delegated tasks to ensure they are completed by given deadlines
- Develop a full 12 month calendar for operations and an organizational chart outlining responsibilities (for CEO/Advisory Board Chair approval & sign off)
- To schedule, attend & chair (shared role with the CEO) weekly team meetings
- To schedule meetings with individual team members and meet with them when required
- Oversee the Events Manager, Marketing Manager, Competitions Manager, Start-Up Challenge Manager, Communications & PR Manager, ARA Manager, HR Manager and Content Creator direct reports
- Preparation of reports to the Entré Advisory Board
- Attend quarterly Advisory Board meetings & AGM
- Assist the CEO with preparation of papers for the Advisory Board meeting

- Attend weekly meetings with the UCE Co-ordinator and maintain regular communication
- Attend entré events
- Work with the HR Manager and the Centre for Entrepreneurship to ensure entre's Health & Safety policies and practices are upheld by the Executive, documentation completed (where required) and any incidents are reported
- Recruitment of the remaining Executive members for 2022 and the incoming CEO & COO for 2023
- Work with the incoming team member and the UCE Co-ordinator to ensure a smooth hand over period and effective transfer of knowledge and information