



POSITION DESCRIPTION

CHIEF OPERATING OFFICER

Job Title:	Chief Operating Officer
Organisation:	Bowls Australia
Department:	Business Operations
Location:	The role is ideally based at BA's head office in Thornbury, Victoria, though interstate-based would be considered for the right person.
Reports to:	Chief Executive Officer
Employment type:	Permanent, Full Time
Portfolio:	Finance; governance and company secretariat; legal coordination; integrity; business operations
Operating Context:	Approximately 35 FTE; \$13 million annual organisational turnover
About Bowls Australia	Bowls Australia (BA) is the national sporting organisation responsible for the leadership, development and management of lawn bowls in Australia. It has outlined an ambitious Bold Bowls Fun Bowls Action Agenda designed to shape the sport's long-term future through to and beyond Brisbane 2032 https://bowls.com.au/bowls-australia-launches-bold-bowls-fun-bowls-action-agenda-2025-2028/. Reflecting performance and reputation, BA is one of the ASC's equal highest funded Play Well sports and received the AIS 2024 Win Well Award Its Board brings diverse professional perspectives and a strong commitment to contemporary governance. This role offers a direct view of and influence over, how a national sporting organisation operates and grows.
Why this role matters	Bowls Australia has a strong platform and an ambitious agenda for the sport. This role gives its leaders the financial insight, governance discipline, integrity systems and operating capacity to make sound decisions and deliver that agenda across a national network of clubs and participants.
Number of Reports:	• Sports Accounting Australia (accounting); Lander & Rogers (legal); Sharp EIT (IT services) • Integrity Case Manager Operations Coordinator • People & Technology Consultant

Purpose of role:	The Chief Operating Officer leads the corporate functions that enable Bowls Australia to operate with financial strength, sound governance and confidence in its decisions. Reporting to the CEO and serving on the Senior Leadership Team, the role provides practical advice to the CEO and Board, leads three direct reports and oversees specialist external providers. It connects strategy with the systems, controls and services required to deliver the 2025 – 2028 Strategic Plan - Bold Bowls Fun Bowls, Action Agenda.
Key Responsibilities:	Financial leadership and sustainability • Lead organisational budgeting, forecasting, cash flow, treasury & investment oversight and management & statutory reporting. • Provide clear financial and commercial analysis to the CEO, Board and leadership team, including the implications of strategic decisions and major projects. • Oversee the quality and timeliness of accounting services provided by Sports Accounting Australia, including payables, receivables, audit, tax and statutory obligations. • Maintain oversight of financial controls, financial risk, funding requirements and grant acquittals, including reporting to the Australian Sports Commission. Governance company secretariat and legal • Act as Company Secretary, supporting the Board and its committees – particularly the key Finance & Audit and Governance, Risk, Integrity and Policy Committees - with effective agendas, papers, minutes, decisions and action tracking. • Maintain the governance calendar, registers, policies and delegations; support compliance with corporate, funding and reporting obligations. • Oversee the risk management framework and insurance arrangements, with clear escalation and ownership of material issues. • Coordinate legal matters and manage the existing relationship with Lander & Rogers, ensuring briefs from across the organisation are timely, complete and commercially grounded. • Build productive relationships with State and Territory Associations in Bowls Australia’s federated environment. Integrity and organisational operations • Lead Bowls Australia’s implementation of the National Sports Integrity Framework across the sport, through the Integrity Case Manager and relevant partners. • Oversee the Melbourne head office (if Vic-based), business systems and IT services, currently provided by Sharp EIT, to support secure and effective operations. • Lead, coach and develop three direct reports; clarify priorities, accountability and service standards across the portfolio.

	Contribute as a member of the Senior Leadership Team to the delivery of the Action Agenda and continuous improvement of how Bowls Australia works.
Budget Responsibility:	In excess of \$13million per annum.

Knowledge, skills, behaviours and experience	Leadership and professional capabilities - Sound judgement across financial, governance, legal and integrity matters, with the ability to distinguish strategic issues from operational detail. - Clear communication and the confidence to advise, challenge and work constructively with the CEO, Board and senior colleagues. - Strong financial detail and commercial acumen, disciplined risk management and a practical approach to improving processes. - Ability to lead a small team, coordinate specialist providers and manage competing priorities with composure. - Relationship building and influence in a federated sport environment. Experience and knowledge - Senior experience overseeing finance and corporate operations, including budgets (annual and detailed multi-year), forecasts, controls, reporting and audit. - Experience supporting a Board or committees and applying contemporary governance and company secretariat practices. - Working knowledge of organisational risk, corporate compliance, legal coordination and integrity obligations; experience in sport is advantageous. - A degree in commerce, accounting, business, law or a related discipline. CPA membership and/or GAICD qualifications are highly regarded.
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Key working relationships:	Internally: CEO, Board, Finance and Audit Committee, Governance Risk Integrity and Policy Committee, Senior Leadership Team and staff. Externally: State and Territory Member Associations, Australian Sports Commission and other funding partners, Sports Accounting Australia, Lander & Rogers, Sharp EIT, auditors, insurers and relevant regulators.
Key Selection Criteria:	- Demonstrated financial leadership and ability to translate analysis into clear advice for executive and Board decisions. - Proven governance and company secretariat capability, including Board processes, compliance, policy and risk.

	• Ability to oversee a broad operations portfolio and deliver through a small team and specialist external providers. • Sound judgement, discretion and effectiveness in managing complex or sensitive matters. • Strong communication and stakeholder influence, ideally within a federated or membership based environment.
What success looks like	• The CEO and Board receive accurate, timely and decision ready financial, risk and governance advice. • Budgets, cash flow and controls support financial sustainability and early action on emerging issues. • Board and committee processes are well run, decisions are recorded, and actions are followed through. • Integrity, legal, compliance, insurance and operational matters have clear ownership and appropriate escalation. • Internal staff and external providers work together effectively to deliver reliable services across the organisation.
Our Values:	• Alignment with BA's organisational values of CARE ✓ Courage ✓ Accountability ✓ Respect ✓ Excellence • Exhibited by day-to-day TRIPLES behaviours of: ✓ Taking responsibility ✓ Raising the bar; high standards and outcomes ✓ Innovation Integrity Inclusion ✓ Purposeful collaboration ✓ Listening and learning; to "know our stuff" ✓ Enjoying our work ✓ Speaking up, speaking straight
Child Safety:	• Bowls Australia is committed to safeguarding children through the National Integrity Framework and the Child Safe Policy ensuring young people in our care feel safe and are safe. • BA requires all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that may include, but is not limited to, comprehensive reference checks, an identity check, a 'working with children' or equivalent check and/or a 'national criminal history record' check.
Citizenship/Visa:	You must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. You are required to notify the organisation if your right to work in Australia ceases.