

Chief Operation Officer

FISU/Lausanne

Extra information goes here

28/09/2017



JOB PROFILE:

VALID FROM:

RESPONSIBLE:

Function Area:	General management	Function Type:	Management	Position Level:	DG
Operational Field:	Leadership Team	Operational Area:	International	Business Type:	Full time

Areas of Responsibility/Tasks

- Reporting to the CEO and being a member of the Leadership Team, act as supervisor and coordinator of the departments' strategic projects
- Acting as the main point of contact across the organization when the CEO is travelling/abroad and prepare an short report about all important activities and meetings run during his absence
- To be the trusted advisor to CEO
- To oversee operations of the organization and the work of the General Administration
- To collect all relevant information from executives in order to prepare proposals to be submitted to the FISU SC and EC
- Write and submit reports to the CEO in all matters of importance
- To measure effectiveness and efficiency of operational processes both internally and externally and finds ways to improve processes
- Managing confidential issues, upcoming commitments and ensuring preparation in advance
- Drive efficiencies, best practices, and the highest professional standards across the organization
- To facilitate change management strategies required to achieve organisational objectives
- To facilitate continuous improvement through the ongoing monitoring, analysis and achievement of FISU Business Plan, responding proactively and making changes when required
- Identifies critical factors and risks and resolves complex problems
- Drive the agenda of the divisional Leadership Team meetings, providing organizational and professional support to leadership in preparation for and during such meetings
- Supervise the preparation of CEO events in co-operation with his office staff

Competencies

Knowledge

- Master's degree preferably in sport/sports management

Skills

- Outstanding organizational and leadership abilities
- Aptitude in decision-making and problem-solving
- Builds trusting relationships across the organization, is loyal and trustworthy



JOB PROFILE:

VALID FROM:

RESPONSIBLE:

Experience

- Experience in a related position, working closely with a CEO
- Board and Senior Management experience
- Understanding of business functions such as HR, Finance, Marketing, etc.
- Strong experience in the successful management of multidisciplinary, sport, recreation and entertainment facilities
- Experience of working in high performance sport environment

Capabilities

Management functions

For these functions, the four Leadership Capabilities; Drive, Focus, Impact, Guide are mandatory

All other functions

Please mark a maximum of six critical capabilities for this function

Initiative	<input checked="" type="checkbox"/>	Ability to Learn	<input type="checkbox"/>	Assertiveness	<input type="checkbox"/>
Results Orientation	<input type="checkbox"/>	Ability to Analyse	<input checked="" type="checkbox"/>	Communication Skills	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	Strategic Orientation	<input checked="" type="checkbox"/>	Networking Skills	<input type="checkbox"/>
Change Orientation	<input type="checkbox"/>	Organizing and Quality Orientation	<input checked="" type="checkbox"/>	Customer Focus	<input type="checkbox"/>
Motivation and Inspiration	<input type="checkbox"/>	Coaching and Mentoring	<input type="checkbox"/>	Team Skills	<input checked="" type="checkbox"/>
Situational Sensitivity	<input checked="" type="checkbox"/>	Decision Making	<input checked="" type="checkbox"/>		