

Role Title:	Corporate Services Manager	Reports to:	Chief Executive Officer
Primary Location:	Forestec	Employment Type:	Permanent
Hours	Full Time	People Leader:	Yes
Line of Business:	Operations	Job Level:	Dependant on Experience

Role Purpose: The position manages GLaWAC corporate functions providing support for the delivery of GLaWAC programs and projects. The Corporate Services Manager leads the provision of all GLaWAC corporate and transactional finance services including risk management, business development, program management, facilities and property and asset management.

The position reports to the Chief Executive Officer (CEO) and is a key contributor to the strategic direction and future growth of GLaWAC. The position provides support to the Economic Development team in the development of social, business and commercial enterprises and generating revenue.

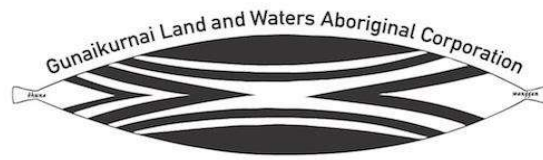
The position manages the CFO and Human Resources.

GLaWAC is a proud Aboriginal Organisation; it is essential that the Corporate Services Manager has or quickly establishes strong relationships with the Gunaikurnai community.

The Corporate Services Manager will support the Administration team and mentor operational management staff to ensure corporate governance is understood and meets the expectation of the CEO and Board.

Role Accountabilities

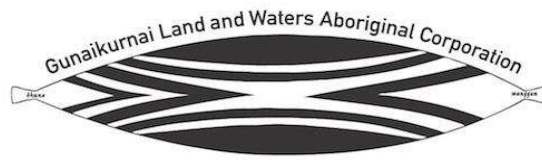
Strategic Leadership	<ul style="list-style-type: none"> • Is a trusted advisor and influencer within GLaWAC who has high levels of credibility with the Board, senior leaders, Gunaikurnai Elders, community and other external stakeholders • On behalf of the CEO, provides leadership for OHS HSR reps, and ensures OHS system is compliant, robust, well socialised and audited for continuous improvement. • Oversee Finance Officer • Support and mentor Administrative team. • Ensure the corporate service data required for the Executive report to the board is delivered in a timely and professional manner.
Monitoring	<p>Provide support to CFO in the preparation of:</p> <ul style="list-style-type: none"> • Financial monitoring and reporting including: <ul style="list-style-type: none"> ○ Preparation of the Corporate Plan financials and detailed annual budget for the CEO and board; ○ Monitoring of budgets and preparation and presentation of financial reports to the Delivery Manager, the CEO and the board; ○ Oversight of reporting obligations attached to funding agreements; and, ○ The provision of timely and accurate project financial information to managers and project officers. • Policy and procedure development and review. • Completion of Hazard inspection audits • Business improvement opportunities. • Statutory and regulatory functions including compliance with the Financial Management Act 1994 and associated directions and frameworks. • Management and coordination of the Risk Framework. • Responsible for office and facilities management including vehicles, office amenities and equipment. • Security of GLaWAC assets including adequate insurance coverage. • Input into state-wide policy relevant to accountabilities.
Manage Business Operations	<ul style="list-style-type: none"> • Manage and communicate specialist functions that support the business operations of GLaWAC including Finance, Policy and Program/project Management, and Business case Development • Lead and mentor GLaWAC's Project and contract Management procedures to ensure comprehensive management of projects and resource allocation against budgets



	<ul style="list-style-type: none"> • Deliver “Business Manager” functions in partnership with the Economic Development team as articulated in the GLaWAC Economic development plan 2017-22 • Support peers to deliver the annual Operations Plans • Manage IT functions.
Tender & Contract Management	<p>Co-ordinate control of tenders, contracts and agreements by:</p> <ul style="list-style-type: none"> • Co-ordinating tender administration • Maintaining a register of tenders, contracts and agreements. • Providing quality review over tenders, contracts and agreement documents prior to despatch. • Tracking commitments and payments against contracts and agreements during their life. • Closing contracts and agreements at the appropriate time. • Administer the payment of grants in accordance with Authority policies and procedures • Management of tenancy agreement with TAFE Gippsland and West Gippsland CMA including liaison with both in regards to day to day issues.
Stakeholder Management and Partnerships	<ul style="list-style-type: none"> • Develop and manage strong internal and external relationships and partnerships with our teams, community, private enterprise, government authorities, contractors, Traditional Owner and Land Management Board (TOLMB), proponents and stakeholders to ensure maximum positive exposure in support of Gunaikurnai Traditional Owners business and facilities requirements.
Policy Audit and Governance	<ul style="list-style-type: none"> • Manage the documentation of organisational governance requirements and the setting of annual performance targets across the business • Lead Management support for the Audit Risk and Finance Subcommittee (ARFSC) of the board and support the contract CFO in their obligations under this committee. • Ensure all risk and governance requirements are met and managed in accordance with local, state and federal requirements • Support Board Governance activities
Build a High Performing Team	<ul style="list-style-type: none"> • Lead a team of functional specialists across; HR, Finance, Operational Policy and Program Management to ensure delivery of key business objectives • Create and maintain a positive work climate by defining and communicating a vision of GLaWAC’s strategy and direction • Conduct quality performance and development conversations and provides regular feedback to support professional growth • Manage the teams’ resources to enable them to achieve GLaWAC’s objectives
Personal Leadership	<ul style="list-style-type: none"> • Demonstrate cultural respect in all dealings with Gunaikurnai Elders and community • Role model the GLaWAC values at all times • Apply the highest standards of ethical conduct in all dealings with members, staff, contractors and stakeholders and protect and enhance the reputation of GLaWAC.
OHS	<ul style="list-style-type: none"> • Accountable to the CEO for the GLaWAC Health and Safety system and its operation. • Lead and support other accountable officers in the performance of their duties and how they communicate GLaWAC’s OHS system and operation • Accountable for the development of OHS policies and programs. • Finalise an annual Review existing policies and measures and update according to legislation • Chair OHS committee and support ARFSC • Ensure reportable Metrix and KPI’s are well understood and reported on to CEO

Specific Role Competencies

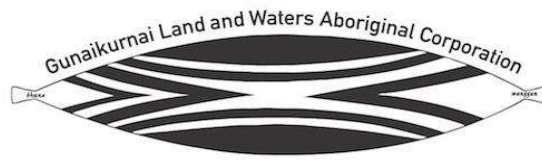
Essential	<ul style="list-style-type: none"> • Extensive experience in senior business management or related roles • Knowledge of Traditional Owner culture, values, aspirations and customs and experience working with Aboriginal people, community and key organisations and stakeholder groups • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led
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	<p>communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</p> <ul style="list-style-type: none"> • Ability to communicate sensitively and effectively with Aboriginal people (including negotiation and consultation) • Demonstrated experience in financial management, reporting and accountancy standards. • Track record of delivering operations/programs on time and within budget • Proven ability to make commercial and operational decisions that drive sustained commercial success • Is an inclusive leader; relates to employees and key stakeholders at all levels and places a priority on building and developing their team and peers • Holds a current driver's license • Successful Police background screening check prior to appointment
Desirable	<ul style="list-style-type: none"> • Experience in the management of an Aboriginal Corporation or other organisation providing services to Aboriginal communities • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups

Core Leadership Capabilities

Strategic Leadership	<ul style="list-style-type: none"> • Drive the strategic vision of GLaWAC and ensure all actions are relevant and aligned to the strategy • Maintain the balance between long term need and short-term deliverables • Use/create forums to think beyond the operational and identify future opportunities and challenges • Think strategically and understand the interdependencies • Exemplify inclusive leadership
Manages Self	<ul style="list-style-type: none"> • Is self aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes
Develops High Performing Teams	<ul style="list-style-type: none"> • Place a priority on building and developing the team and provides clarity on roles and responsibilities • Help others to learn and develop, recognises, rewards and celebrates success • Listen to the points of view of others and respects what they have to say and do • Role models the Values and encourages the team to do the same
Business Acumen	<ul style="list-style-type: none"> • Understand GLaWAC, what we do and don't do, our role in the community etc. <ul style="list-style-type: none"> • Understand the current and emerging business and commercial issues for GLaWAC (political, social, community, financial etc..) and uses to inform balanced outcomes for GLaWAC • Consider the commercial and strategic implications of decisions
Communicates Effectively	<ul style="list-style-type: none"> • Communicate effectively and persuasively with all staff and individuals (both written and verbal) in ways that ensures understanding and maximise engagement to influence outcomes • Deliver persuasive and compelling messages and considers other points of view when presenting information. • Has a well thought out point of view • Think on their feet to present concepts and solutions • Develop strategic communication/ engagement plans/ reports • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Make decisions and communicates them in a timely and effective manner



	<ul style="list-style-type: none"> • Empower people to resolve issues • Is realistic and focusses on what can be achieved • Demonstrate the resilience to keep moving forward when faced with business challenges
Collaboration and Stakeholder Management	<ul style="list-style-type: none"> • Role models Collaboration • Bring the right people together to share ideas and work through solutions • Establish and strengthen relationships with both internal and external parties and fosters links in areas of mutual interest

Other

- Regular travel will be required, particularly once the Latrobe Valley office is established
- Pre-employment health and fitness checks will be carried out.
- GLaWAC has a zero tolerance Drug and Alcohol Policy Agreement in place, including a random drug and alcohol testing programme

Key Relationships

Strategic relationship partners include:

- Gunaikurnai community, Elders and Directors
- GLaWAC Economic Development team and partners
- First Nations Legal and Research Services (FNLRs)
- Parks Victoria
- Department of Environment, Land, Water and Planning (DELWP)
- West Gippsland Catchment Management Authority
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- Australian Government National Landcare Programme
- Gunaikurnai Traditional Owner Land Management Board (GKTOLMB)
- Victoria Department of Justice Native Title Unit (Trust holder)
- The Department of Premier and Cabinet
- Victorian Aboriginal Community Controlled Organisations