

POSITION DETAILS	
POSITION TITLE	Corporate Services Manager
FULL TIME EQUIVALENT	1.0 FTE
REPORTING STRUCTURE	<p>Reports to the General Manager.</p> <p>Direct reports:</p> <ul style="list-style-type: none"> • Facilities Coordinator • Reception/Administrator • Human Resources Advisor • Compliance Officer • IT (external) • Project staff from time to time.
POSITION DIMENSIONS (BUDGET)	\$2M
PURPOSE - Why does this position exist?	
<p>To ensure Djirra's Corporate Services meet the strategic and operational needs of the organisation, and that Djirra</p> <ul style="list-style-type: none"> • complies with funding, accreditation, statutory and policy requirements • has effective administration, HR, IT, building and fleet management systems and support, and • has effectively implemented planning and internal reporting systems. 	
RESPONSIBILITIES	
<p>Leadership and Management</p> <p>Contribute to ensuring the organisation functions effectively, and is clearly positioned externally, as an Aboriginal Community Controlled Organisation.</p> <p>Provide strategic leadership of Djirra's corporate services functions.</p> <p>Manage and support direct reports.</p> <p>Actively contribute to overall organisational planning and management as a Management Team member.</p> <p>Promote and contribute to the blending and prioritisation of activities, communication and collaboration across the organisation.</p> <p>Report any concerns with health, safety, wellbeing, quality, or service delivery to the General Manager.</p> <p>Compliance, Contracts and Policy</p> <p>Co-ordinate monitoring and reporting against all funding, accreditation and statutory requirements.</p> <p>Maintain the organisation's Policies and Procedures, ensuring policies identified by the General Manager are developed and/or reviewed, coordinating across the Management Team.</p> <p>Implement the organisational risk management framework.</p> <p>Maintain building and facilities compliance to meet statutory requirements (e.g. WorkSafe).</p> <p>Manage compliance related databases and portals.</p> <p>Ensure corporate services policies and procedures are implemented.</p> <p>Administration, IT, Building & Fleet Management</p> <p>Develop and implement organisational administration procedures and systems.</p> <p>Ensure effective administration and reception services are provided.</p> <p>Manage contracts and relationships with IT and telecommunications providers, implement IT administration procedures developed with the providers, and manage IT purchases.</p> <p>Manage the intranet and the shared drive structure.</p> <p>Manage asset purchases, including vehicles and furniture.</p> <p>Monitor and oversee leasing arrangements for assets and facilities.</p> <p>Establish and implement procedures for effective management and maintenance of buildings, facilities and the vehicle fleet.</p> <p>Ensure Office and IT Manuals are developed and maintained.</p>	



DJIRRA POSITION DESCRIPTION

Human Resources

Oversee Djirra's Human Resources, including supporting the Human Resources Advisor.

Planning, Reporting and Projects

Coordinate and support organisational business planning processes within the framework of the Strategic Plan, including establishing organisational KPIs.

Establish and monitor internal reporting systems to ensure information and data on organisational activities and service delivery is available to support effective and timely decision making.

Research, collate and interpret information to present options for senior management decision making.

Undertake specific projects and tasks as specified by the General Manager.

Meeting Administration

Arrange regular staff meetings.

Improvement

Seek out and implement effective best practice methodologies and strategies for corporate support.

Promote and implement a proactive continuous improvement culture.

Occupational Health and Safety

Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.

Proactively report on opportunities for improved health and safety.

DECISION MAKING AUTHORITY

All decision making within scope of responsibilities and budget allocations.

Recognise when to involve / escalate to General Manager.

KEY INTERACTIONS

Internal:

General Manager, Finance Manager, other senior managers and other employees

External:

State and Commonwealth government agencies, Community organisations, contractors & consultants.



DJIRRA

POSITION DESCRIPTION

KEY SELECTION CRITERIA	
QUALIFICATIONS	
An undergraduate qualification (degree course) in a relevant discipline, preferably in Business or Administration	
EXPERIENCE	
<ol style="list-style-type: none"> 1. Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream organisations. 2. Extensive experience in the development, implementation and review of policies, procedures, practices and processes. 3. Significant experience in project management, coordination and liaison. 4. Experience in managing administration and IT functions. 5. Experience in managing database systems used organisation-wide. 8. Sound knowledge of relevant legislation, regulations and governance principles and practices. 9. Experience in a change management environment. 	
TECHNICAL COMPETENCIES	
10. Intermediate PC skills, including strong familiarity with MS suite of tools.	
GENERIC COMPETENCIES	
<ol style="list-style-type: none"> 11. Very strong report writing and verbal communication skills. 12. Highly organised with ability to plan, prioritise and complete own work efficiently and accurately with minimal supervision. 13. High level of initiative and drive. 14. Ability to motivate people and to create and drive change. 15. Ability to elicit cooperation from a wide variety of sources, including senior management and other areas of the organisation. 16. Able to display flexibility and sound decision making in response to the sometimes conflicting demands of multiple stakeholders / projects. 17. Strong attention to detail, conceptual, analytical, learning and investigative skills. 18. Capacity to think and plan strategically. 	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	
Employee Signature: _____ Name: _____	Date: / /
Direct Manager Signature: _____ Name: _____	Date: / /



DJIRRA POSITION DESCRIPTION

HR CHECKLIST	
<ul style="list-style-type: none"><input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.<input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File.<input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File.	
Initials: _____	Date: _____