



## Position Description

<b>Position Title:</b>	<b>Corporate Services Manager</b>
<b>Classification:</b>	<b>10</b>
<b>Reporting to:</b>	<b>CEO</b>

### Governance

Bawinanga Aboriginal Corporation (BAC) is governed by a Board of Directors elected annually by the members of the Corporation. Strategies and policies formulated at the Board level are enacted by BAC through the leadership of the Chief Executive Officer (CEO) and the Management team in conjunction with other members of staff in each program area.

### Organisational Objectives

- Promote the maintenance of language, culture and traditional practice.
- Promote the sustainable use of traditional lands.
- Promote community development.
- Promote the welfare of residents.
- Provide or assist in the provision of and maintenance of education, training, employment, housing, health, communications and other services.
- Foster business opportunities and promote economic independence.
- Promote, in all of its endeavours, the common good and mutual benefits of its members through fair, equitable and representative action and enterprise.

### BAC Operational Responsibilities

BAC is a large and complex regional community development organisation providing services to 35 Homelands, administering some 50 grants and managing a suite of businesses, including:

Housing, Civil Works, Essential Services, Women's Centre, Djelk Rangers, Barlmarrk Supermarket, BAC Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Aged Care, Good Food Kitchen, Outdoor Supplies, Night Patrol, Employment Services and Money Management Services.

## **Purpose of the Position:**

This position is responsible for the delivery of Corporate Services (Financial, Human Resources, Asset Management, Workplace Health and Safety and Information and Communications technology) to BAC; it operates under the direction of the CEO in accordance with BAC plans, policies, relevant legislation and funding requirements.

## **Duties and Responsibilities:**

The Corporate Service Manager is responsible for:

- Providing information and advice to the CEO regarding the Corporate Services of BAC and the implementation of agreed management decision.
- Managing and coordinating the Corporate Service Team ensuring that team activities are planned and prioritised according to BAC policy and funding accountabilities.
- Liaise with funding bodies and other agencies as required.
- Providing advice and support to the other managers.
- Identify continuous quality improvement opportunities within the business services area; participate in the development of quality improvement procedures and contribute to internal and external program reviews as required.

## **Reporting Relationships**

The Corporate Services Manager reports directly to the CEO.

## **Selection Criteria**

### ESSENTIAL

1. Demonstrated senior management experience in the delivery of the Corporate Services utilising a consultative approach.
2. Demonstrated experience in managing a multi-disciplinary team with the proven ability to apply leadership and team building skills with the emphasis on establishing and maintaining staff motivation.
3. Demonstrated experience in the completion of government funding reporting requirements.
4. Experience in and understanding of the use of computer-based Financial Management Systems and Client Information Management Systems as well as Microsoft Office software.
5. Excellent interpersonal, written and oral communication skills and the ability to communicate effectively and produce confidential written reports of quality and relevance.
6. Ability to work as part of a team in a cross cultural environment, fostering open communication and continuous quality improvement with a positive and innovative approach to problem solving.

### DESIREABLE

1. Tertiary qualifications in Accounting or Human Resources.
2. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
3. Experience in working for not-for-profit organisations.
4. Experience in driving a 4WD vehicle in off road conditions.
5. Hold a current first aid certificate or have the ability to attain one.