

# Gippsland & East Gippsland Aboriginal Co-Operative Ltd

## Position Description: - **General Manager, Corporate Services**



<b>Award:</b>	ACCHO	<b>Award Classification:</b>	
<b>Hours (Full-time/Part-time):</b>	F/T 38 hrs p/w	<b>Ongoing/Fixed Term/Casual:</b>	Fixed Term 2 years
<b>Reports To:</b>	Chief Executive Officer	<b>Direct Staff Reports:</b>	
<b>Department:</b>	Executive / Corporate Services	<b>Location:</b>	Bairnsdale
<b>Aboriginal / Torres Strait Islander (A/TI) Preferential Recruitment</b>	The Racial Discrimination Act 1975 (Cth) Section 8 Special Measures Clause, allows for preferential recruitment of Aboriginal and Torres Strait Islander applicants. GEGAC does seek to apply such Special Measures within the extent of the law.		

### ORGANISATIONAL PROFILE

GEGAC is an Aboriginal Community organisation based in Bairnsdale Victoria. Consisting of about 160 staff, GEGAC is a Not for Profit organisation that delivers holistic services in the areas of Primary Health, Social Services, Elders & Disability and Early Childhood Education.

### POSITION PURPOSE

Reporting to the CEO you will provide authoritative strategic direction advice and leadership to the Corporate Services portfolio which oversees Human Resources, Organisational Development, Finance and Payroll, Audit and Risk and Property Services.

### SPECIFIC KEY RESPONSIBILITIES

Key Responsibility	Key Activities
<b>Strategic Planning and Implementation</b>	Develop and implement corporate strategic plans and directions to support GEGAC's delivery of services to the Aboriginal community in a culturally appropriate and safe manner.
	Advise the CEO on matters relating to policy, program development management practices and organisational performance.
<b>Continuous Improvement</b>	Adopt and implement a continuous improvement approach in ensuring that all operations and activities of GEGAC comply with all legislative rules and regulations including but not limited to Occupational Health & Safety; Work cover; Employee Relations and Equal Opportunity, relevant Codes of Practice, funding guidelines, best practice frameworks and report to the CEO.
<b>Leadership and Relationship Management</b>	Build successful relationships, provide leadership and advice to program managers of the Corporate Services portfolio, ensuring programs remain effective and relevant in achieving community outcomes, operating within budget and meeting relevant regulations, legislation and funding requirements.
	Develop and maintain relationships with internal and external stakeholders including government departments at all levels, service providers and relevant industry bodies.
<b>Human Resources and Organisational Development</b>	Provide advice to the CEO on corporate matters in relation to the performance of the organisation and its compliance with an emphasis on people development and financial accountability.
	Support the CEO in the development of the organisational capacity to support the Aboriginal community of Gippsland and East Gippsland including key activities as directed by the CEO
	Undertake projects and other activities to increase the capacity of GEGAC people and management practices.
<b>Financial Management</b>	Coordinate the annual budget process ensuring all relevant managers are consulted and timelines are achieved.
	Oversee the management of GEGAC financial services and ensure compliance with legislation, funding agreements, policy and budgets.
	Undertake corporate reporting ensuring relevant regulations and legislation compliance is met while ensuring the organisation is operating within budget.

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General Responsibilities
<b>This position is subject to the current organisational delegations document.</b>
Undertake all other tasks and activities that fall within the reasonable scope of being a GEGAC employee.
Follow all GEGAC policies and procedures. Undertake administrative tasks using correct forms and systems. That such activity is done in an effective manner.
Follow all quality standards and processes. Undertake all activities in a professional manner with ongoing demonstrable continuous improvement and Best Practice activity.
Undertake all work activities in a collaborative, respectful and team orientated manner.
Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and comply with all occupational health and safety (OHS) policies and procedures.
<b>Required to meet all GEGAC Child Safe standards.</b>
Comprehensively understand all other risks associated with this position and proactively undertake necessary risk management processes.
Continuously develop skills and contribute to organisational capacity building.
<b>Undertake all practices in an Aboriginal / Torres Strait Islander culturally sensitive manner.</b>

### KEY SELECTION CRITERIA

Qualifications and Registrations	Requirement (Essential or Desirable).
Drivers Licence	<b>Essential</b>
Senior Management level experience in an organisation providing community services in the NFP sector.	<b>Essential</b>
Experience in strategic and business planning and/or organisational improvement.	<b>Essential</b>
Tertiary qualifications in Business, Accounting or Finance related stream and/or equivalent work experience in business or office management role.	<b>Essential</b>
A person of Aboriginal / Torres Strait Islander background	<b>Desirable</b>

Essential Selection Criteria
Demonstrated capability to meet the key responsibilities of this position.
A strong understanding and experience in developing long term financial plans including corporate business plans.
Clear ability to undertake research, analyse & comprehend reasonably complex documents, write reports, and undertake a variety of administrative processes.
A person who can communicate at all level with clarity and purpose. An ability to negotiate and persuade a variety of stakeholders.
Awareness and recognition of Aboriginal culture
A team orientated person who has a passion for working within an Aboriginal / Torres Strait Islander environment.

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### PRE-EXISTING ILLNESS OR INJURY

You will need to disclose any pre-existing illness or injury you know about which could reasonably be foreseen to be affected by the activities in this Position Description.

### PERFORMANCE REVIEW:

This position is subject to a standard **six (6)** month Probationary Period. Thereafter the appointee will be subject to the standard GEGAC Performance Development Program.

### PRIVACY STATEMENT:

It is the responsibility of all staff to ensure privacy of personal information by following GEGAC privacy and security procedures in relation to any personal information accessed during the course of duties.

### COMPLIANCE CHECKS: Tick as required

- All nominal appointees are required to undertake a **Police Check** and be approved **prior** to commencement
- All nominal appointees are required to have valid **Working with Children’s Check (WWC)** certification **prior** to commencement
- All nominal appointees are required to complete a deemed statutory declaration **prior** to commencement
- All nominal appointees must be eligible to be on the DHS Carers Register **prior** to commencement
- **Aged Care Act “ Key Personnel Position**: All nominal appointees are required to complete a Bankruptcy check and be approved **prior** to commencement
- All nominal appointees are required to meet the **deemed** GEGAC Child Safe Standards requirements
- All nominal appointees are required to have Australian Health Practitioner Regulation Agency (AHPRA) registration **prior** to commencement
- All nominal appointees are required to meet (specify) \_\_\_\_\_ requirements **prior** to commencement

**The position holder is required to be compliant with the marked above at the time of commencement and throughout their tenure. The responsibility for having valid accreditation at all times lies with the position holder. It may be that during tenure additional accreditation is required and this must be met.**

### Position Description Approved by Manager

Name :  Signature:	Date Approved:	
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### DECLARATION:

I (Staff Member Name) \_\_\_\_\_, declare that I have read and understood this position description and agree to abide by its requirements and principles

Employee Signature:	Date:	
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