



Corporate Services Manager (Business and Finance) - Job Description Form

SECTION 1 - OFFICER IDENTIFICATION

TITLE:	Corporate Services Manager (Business and Finance)
CLASSIFICATION:	Level 6 / 7 - \$80,398- \$93,902
TERMS AND CONDITIONS:	A contract to 30 June 2013 will be offered with the opportunity to extend subject to satisfactory performance and ongoing funding.

SECTION 2 - REPORTING RELATIONSHIPS

Position responsible to:	Chief Executive Office (and Board of Management)
Reporting to this position:	Finance Officer (L4) Communications Officer (L4) Executive Support Officer (L4) Administration Officer Contracts and PMO (L3)

SECTION 3 - KEY RESPONSIBILITIES

Working as a pivotal part of the South West Catchment Council's Executive Management Team, the Corporate Services Manager coordinates and is responsible for the provision of the main corporate services of the organisation; primarily the management of financial systems, including audit and reporting, as well the provision of business functions such as human resources, OH&S, communications and infrastructure requirements (e.g. fleet and office/equipment management) that support the operational staff to deliver high quality projects.

The prime function of this position is to provide a strategic focus for business and financial management for the South West NRM region and the establishment of systems and services that enable the project activities to be efficiently and safely implemented.

The successful applicant will be required to exercise considerable initiative and well-reasoned judgment to provide high level advice and assistance to the CEO and Board of Management to achieve the objectives for natural resource management in the South West region. This senior management role is often required to fill the role of Acting CEO and has potential to form part of the Boards succession plans for the future.

This position is predominantly funded through the Australian Governments Caring for our Country Initiative and regional funding provided by the Government of Western Australia.

SECTION 4 - STATEMENT OF DUTIES

Summary of duties to be performed in descending order of importance.

No.	Details	%
1.	Financial Management, Contracts and Reporting	30
1.1	Execute the financial obligations of the region including Australian Government and State Funding Agreements. Ensuring financial and regulatory compliance in all corporate activities.	
1.2	Maintain high ethical standards of financial management for the organisation consistent with the management of public funding.	
1.3	Oversee the financial, IP and contractual requirements of regional activities	
1.4	Manage, collate and monitor financial reporting to the Board of Management and to meet Australian Government, Government of WA and other investor requirements.	
2.	Business Systems Development	30
2.1	Coordinate the on-going development and implementation (including training) of an integrated financial and reporting system for the SW NRM Region, including the integration of a Project Management system with the assistance of the Operations Manager.	
2.2	Ensure effective administrative systems are in place and are being implemented to provide efficient and effective HR practices including OH&S, performance management, professional development of the staff and record keeping.	
2.3	Ensure compliance with the organisation's policy frameworks and legislative requirements in relation to human resource management; e.g. EEO, OHS etc	
3.	Strategic Business Planning, Policy Development and Advice	20
3.1	Coordinate the development, implementation and improvement of key business management policies and processes for the SW region, e.g. procurement policies and tender processes.	
3.2	Provide authoritative advice and strategic and medium term financial planning and monitoring information, including advice on: annual SWCC budgets, the preparation of funding submissions, the preparation of a SWCC Annual Report, and contract management to the CEO and Board of Management as required.	
4.	Implementation	20
4.1	Implement key business management policies and other priority duties (including managerial duties) as required.	
4.2	Manage and oversee the organisation's vehicle fleet, corporate offices and related equipment.	

SECTION 5 - KEY SELECTION CRITERIA

Essential

1. Possession of a tertiary qualification which provides eligibility for membership of a professional accounting body in Australia is essential (CPA / CA status is preferred).
2. Demonstrated experience in the management of financial and related accounting functions within a medium to large organisational environment including a MYOB accounting system (or similar), development and management of organisational budgets; and financial reporting responsibilities (not-for-profit or public sector experience would be highly regarded).
3. Proven ability to develop, implement and manage effective business management systems for financial, business management and human resources management including the development of related organisational policies and procedures and the provision of related staff training.
4. Strong leadership abilities including well-developed interpersonal and communication skills and proven ability to work within, and effectively manage a small team of staff.
5. Demonstrated computer literacy with standard MS Office applications including a high level of ability to develop and use complex MS Excel spread sheets for financial modelling, budgets and reporting.

Desirable

1. Demonstrated ability to communicate and negotiate with a wide range of staff and stakeholders who have a low financial/contractual knowledge base.
2. Post graduate qualification in Finance, Commerce, Business Administration or Management.
3. An understanding of Natural Resource Management (NRM) and the NRM issues of the SW Region.

SECTION 6 - LOCATION

The position is based in the Bunbury office of SWCC located in the Department of Agriculture and Food Regional Office, Verschuer Place, Bunbury WA 6230.



APPLICATION PROCEDURES

Applications to include:

1. A Resume / Curriculum Vitae
2. A statement explicitly addressing the key selection criteria
3. A cover letter (optional)

Incomplete or late applications cannot be accepted.

The following is suggested to assist you in writing your statement addressing the application. For each of the essential and applicable desirable criterion, draw on your previous experience to write a brief statement that describes a situation in which you successfully utilised the skill or attribute to achieve a successful outcome.

The examples can be from your previous work experience, studies or general life experience and should contain a description of the situation, an outline of the action you took, how the skill or attributes assisted you and the end result of the action. In some instances one statement may address more than one criterion, although this needs to be indicated.

It is intended that the final statement addressing all criteria should be about 2 – 4 pages in length or approximately half a page to a page per criterion, although the content is far more important than the volume.

Applications close at 5pm WST Monday, 19 December 2011

Email (preferred) to: swcc@agric.wa.gov.au with “Confidential - Corporate Services Manager Position” in the subject line;

Post to: Corporate Services Manager Position, SWCC, PO Box 5066, BUNBURY WA 6230 - marked “Confidential”;

or

Delivered to: DAFWA reception, Verschuer Place Bunbury WA 6230.

FURTHER INFORMATION

For information about the position please call Damien Postma, CEO, on (08) 9780 6193, mobile 0407 447021 or via email on damien.postma@agric.wa.gov.au

Additional information can also be found on our website at www.swccnrm.org.au

PLEASE NOTE:

Interviews will be scheduled for mid to late January 2012



ABOUT THE SOUTH WEST CATCHMENTS COUNCIL

The Mission of the South West Catchments Council:

To promote and coordinate the effective conservation and sustainable use of land, water, biodiversity, coastal and marine natural resources through effective planning and management, research, monitoring and community development.

Who is SWCC?

SWCC is a community representative body that coordinates natural resource management (NRM) in the South West Region and is the recognised regional NRM organisation for the South West of WA, (one of 6 in WA and 56 nationally). As such, SWCC is allocated regional funding provided by the Australian Government's Caring for our Country and the Government of Western Australia's State NRM Program to better protect and restore our important environmental assets.

NRM is about the protection of land, air, bush, rivers, flora, fauna, people, culture, coastal and marine resources and the promotion of sustainable agriculture for the benefit of existing and future generations.

The South West NRM Region is made up of six main catchments that are managed by local community-based NRM groups - the Blackwood Basin Group, Cape to Cape Catchments Group, Geographe Catchment Council (GeoCatch), Leschenault Catchment Council, Peel-Harvey Catchment Council and Warren Catchments Council. These catchment groups nominate community members as representatives that form the membership of the South West Catchments Council and together with SWCC deliver on-ground NRM projects.

What is SWCC's role?

The role of SWCC is to encourage, assist, inspire and coordinate natural resource management within the South West NRM Region of Western Australia

SWCC achieves this through the direct delivery of on-ground projects and through providing leadership on NRM matters within the South West Region, including:

- Promoting partnerships to support the sharing of responsibility for NRM with all levels of Government;
- Coordinating the involvement of regional partners and the regional community to improve NRM through the preparation and implementation of a Regional Strategy.
- Overseeing the NRM activities of the region and helping identify and coordinate actions that address NRM issues specific to the region and that contribute to achieving national and state priorities and targets.



- Developing and implementing projects that directly contributes to achieving the NRM priorities and targets of the Western Australian and Australian Governments.
- Promoting coordination of the implementation of State and Australian Government NRM policies and programs relevant to the South West NRM Region.
- Working with the Australian and State Governments to ensure that their frameworks and policies provide adequate resources for the implementation of the Strategic Plan.
- Brokering support for regional partners (particularly community catchment groups) to actively participate in NRM in the South West NRM Region.
- Encouraging institutional reform that promotes sustainable NRM outcomes in the South West NRM Region.
- Supporting communication, education and information sharing to improve the knowledge of and coordination of NRM activities within the South West NRM Region.
- Coordinating the development of the regional targets and the monitoring of achievement towards these targets.