



3 March 2021

Dear Applicant

Application Kit – Corporate Services Manager

Thank you for your interest in applying for the Corporate Services Manager position at Cape York Natural Resource Management (Cape York NRM). This is a full-time fixed term position (part time negotiable) until 30 June 2023. This position can be based from either our Atherton or Cooktown offices with other locations by negotiation.

To be considered for this position applications must be submitted via email to hr@corporatenature.org.au. The application process includes the submission of the following:

1. Cover letter
2. Resume (maximum 5 pages)
3. A separate document addressing the selection criteria (maximum two pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is Monday 15 March 2021 and your application must be submitted by 9:00 AM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact hr@corporatenature.org.au. It is anticipated that interviews will be conducted during the week of Monday 22 March 2021.

For further information on this position, please email enquiries to the CEO, john.gavin@capeyorknrm.com.au. All applications will be treated with the utmost confidentiality.

Kind Regards

John Gavin
Chief Executive Officer



POSITION DESCRIPTION

Position	Corporate Services Manager
Reports to	Chief Executive Officer
Works with	Leadership team, Corporate services team
Location	Cooktown or Atherton. Other location by negotiation
Employment Terms	Fixed Term until 30 June 2023 Full time (75 hours per fortnight)
Classification	Level 4.1
Salary Package	The salary range is \$103,920 – \$112,486 per annum full time (37.5 hr week). Plus 5 weeks annual leave with 17.5% annual leave loading, plus 9.5% super guarantee.

Position Purpose

Cape York Natural Resource Management (Cape York NRM) is a not-for-profit organisation that works to encourage voluntary adoption of improved natural resource management across all land tenures and land uses. We focus on achieving positive outcomes for the people of Cape York through the coordination and delivery of high-quality programs that meet the standards of both government and commercial clients.

The position is accountable to the CEO as part of the Cape York NRM Leadership team, working to support delivery across the organisation. As part of the leadership team, the Corporate Services Manager contributes to all aspects of Cape York NRM's Corporate Strategic plan. They will be responsible for management and delivery of business administration, human resource management, payroll and finance services for the organisation. The position works closely with employees across the organisation to ensure effective integration of administrative and financial processes into the planning, delivery and monitoring of projects primarily targeted at sustainable NRM. The purpose of the position is to lead the Corporate Services team and support the delivery of Cape York NRM programs.

Cape York NRM is a member of the NQ NRM Alliance (The Alliance) with Terrain NRM and Northern Gulf RMG. The Alliance aims to deliver more effective NRM services through sharing resources, delivering of cross regional projects and collectively operates across all of Far North Qld. and the Corporate Services Manager will work closely with the Alliance partners to ensure knowledge sharing and opportunities for collaboration are realised.

Key Accountabilities

Management Accountability

- Lead and manage the Corporate Services team and instil by example a positive culture that is aligned to the company's mission, objectives, values and principles.
- Develop and manage the planning, delivery, monitoring, and evaluation of corporate services, including financial management and human resources management functions across the organisation.
- Responsible for overseeing the development and implementation of Cape York NRM corporate services systems and processes, including contributing to the establishment, review and adoption of policies and procedures to ensure good governance.
- Managing a number of competing deadlines and prioritising workloads to meet very strict reporting deadlines.
- Ensuring that finance reporting requirements are met on a timely basis for funding bodies and project managers and other government departments including the Australian Taxation Office, ASIC, ACNC and the Environmental Trust Register.
- Actively participate as part of the leadership team to ensure development and delivery of the Company's strategic and operational goals.
- Provide regular reporting to the Leadership team and Board, on work completed and key activities underway.
- Participate in the preparation of competitive grant funding or sponsorship applications.
- Management of annual financial audits.

Technical Responsibilities

- Providing high quality financial, accounting and payroll services, including compliance with delegations, accounting standards and legislative requirements.
- Corporate services delivery including budget development, forecasting and financial systems management.
- Provision of high quality financial and corporate services reporting including supporting the Board Finance Risk and Audit subcommittee.
- The delivery of human resource management services including assessing reviewing and improving Human Resource policies and procedures and development, workforce planning and forecasting and compliance with legislative requirements.
- Responsible for contract administration services and assisting program staff with contract monitoring and compliance.
- Providing vehicle fleet and office facility management services.
- Excellent time management skills with the ability to set and meet deadlines.

Partnerships and Communication

- Build positive and mutually beneficial working relationships with all Cape York NRM staff and the partners of the NQ NRM Alliance.
- Taking leadership in building external relationships for the effective delivery of corporate services functions, with suppliers, funding providers and external consultants.

- Providing effective leadership and management of staff including actively supporting the mission and values of Cape York NRM.
- Work closely with Cape York organisations and land managers, land trusts, Indigenous groups, Australian and State government, community groups and other groups as required.

Problem Solving

- Support Cape York NRM staff to find realistic, practical and where possible creative and innovative solutions to existing and emerging issues, barriers, challenges and problems relating to natural resource management.
- Independently apply problem solving approaches to issues/situations, ensuring an adequate analysis of necessary and available information, and the appropriate involvement of Cape York NRM staff, partners and others.
- Responding to auditor's recommendations and researching and implementing solutions.

Organisation wide responsibilities

- Participating as required in multidisciplinary working group arrangements.
- Leading the continuous implementation and improvement of Cape York NRM's corporate services systems and processes.
- Participating in performance review processes.
- Performing all duties in accordance with Cape York NRM's Policies and Procedures and code of conduct.
- Actively promoting and fostering a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

Additional Factors

- A current Australian Class C drivers' licence is essential.
- Ability to travel and spend nights away from the home base to attend meetings, conferences and training.
- The position may be required to work flexible hours which may include out of ordinary working hours and weekends.
- You must be eligible to work in Australia (you are an Australian citizen or a permanent resident of Australia or New Zealand or have a valid visa that provides work rights).

Selection Criteria

Management & Accountability
<ul style="list-style-type: none">• Highly developed and practised leadership and management skills used to develop, deliver and monitor corporate services, manage employees, budgets and work programs.• Demonstrated experience leading and supporting staff to maintain a highly effective team with a focus on workplace health and safety, positive culture and a commitment to the values of the organisation.• Highly organised with the ability to manage and deliver on multiple activities and deadlines and provide comprehensive reports.• Ability to contribute to the development of the organisation and build investment.
Technical Responsibilities
<ul style="list-style-type: none">• Significant experience in corporate services delivery including budget development and financial systems management.• Significant experience with the delivery of human resource management services.• Demonstrated ability in project management including work plan development and prioritisation, monitoring, evaluation and reporting against work plan and project outcomes.
Partnerships & Communication
<ul style="list-style-type: none">• Demonstrated ability and willingness to work effectively with networks and maintain links with various natural resource management stakeholders including community groups, industry organisations, Local Government, interest groups, State and Commonwealth agencies.• Highly developed interpersonal skills to influence and motivate others to achieve objectives, and to resolve complex conflict situations.• High level communication and negotiation skills, with the ability to present complex information verbally and in writing, to achieve agreement on ideas and concepts.
Problem Solving
<ul style="list-style-type: none">• Extensive experience in resolving problems which require a high level of analytic reasoning and integration of wide-ranging and complex information.• Proven ability at making high level determinative decisions under delegated authority.• Demonstrated ability to work at a high level of independence in determining direction, approaches to issues and determinative decisions under delegated authority.
Workplace Health and Safety
<ul style="list-style-type: none">• A demonstrated commitment to the principles and practices of Workplace Health and Safety, Employment Equity, Ethical Conduct and the Anti-Discrimination Act.
Qualifications and Experience
<ul style="list-style-type: none">• CA/CPA qualifications are desirable• Relevant formal training and qualifications.• Demonstrated extensive work experience in corporate services delivery.• Knowledge and awareness of the natural resource management and cultural heritage issues in the Cape York Region.

Approved:



John Gavin

24/02/2021

Signature

Name

Date

Chief Executive Officer

Cape York Natural Resource Management Ltd