



JOB DESCRIPTION FORM – MANAGER CORPORATE SERVICES

NOVEMBER 2021

Position Identification

POSITION TITLE	Manager Corporate Services
LOCATION	Mandurah (58 Sutton Street, Mandurah)

Employment Terms

EMPLOYMENT TERMS	Full time
LENGTH OF CONTRACT	From signing contract to 1 August 2023 (fixed term contract)
LEVEL/SALARY RANGE	\$74,225 - \$82,010 gross per annum, depending on skills and experience
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

Position Relationships

RESPONSIBLE TO	CEO
ASSOCIATED RELATIONSHIP	Other PHCC Officers and PHCC Board
POSITIONS UNDER DIRECT SUPERVISION	Administration Officers x 2 (1 based in Mandurah, 1 based in Boddington)
MANAGEMENT COMMITTEES	PHCC Board, Executive Group and Governance Steering Committee

Key Responsibilities

The Manager Corporate Services will perform duties to support the day to day function of the PHCC. The key areas of responsibility for this role are:

- Supervision of two Administration Officers.
- Executive support to the CEO, Chair and Board Members.
- Office Management of the Mandurah and Boddington offices, as well as additional sublease sites.
- HR support, including recruitment activities, induction and the provisioning of equipment, uniform and PPE for staff and volunteers.
- Supporting the Governance Steering Committee and participating in the review of all relevant governance documents.
- Management of Board Member recruitment and induction, including maintenance of all associated documentation and processes.
- Management of volunteer recruitment and support.
- Financial management, including oversight of the corporate services budget.
- Management of the contractual agreement with the local I.T provider.
- Management of reviews, renewals and claims for all insurances.



- Management of administrative activities, including equipment inventory, record management, databases, travel and accommodation bookings, merchandise and the maintaining of all relevant registers
- Management and maintenance of all policies and procedures (with support from the CEO), including the creation of new policies as required.
- Supporting Work, Health and Safety requirements.
- Updating and maintaining website information, including uploading of Board and staff information, meeting documentation and events information.
- Fleet (vehicle) management
- Event co-ordination

Key Selection Criteria

GENERAL	<p>The following are considered basic prerequisites for the position.</p> <ul style="list-style-type: none"> • Australian residency or eligibility to legally work in Australia. • High level of capacity for self-motivation, developed time management skills and an ability to meet deadlines. • Current 'C' Class drivers licence. • Excellent computer literacy and proficiency in use of MS Office Software (including advanced Word, Excel, PowerPoint and Outlook)
ESSENTIAL	<p>Experience in a similar role, demonstrating:</p> <ul style="list-style-type: none"> • The ability to effectively lead a team. • Ability to work independently, use initiative and prioritise workloads. • Excellent organisational skills, including the ability to work independently, use initiative and prioritise workloads. • Well-developed interpersonal skills, with a demonstrated ability to effectively engage with internal and external stakeholders. • Excellent written and verbal communication skills, including taking minutes and preparing agendas. • Finance experience (e.g. raising purchase orders, managing the Support Budget, petty cash).
DESIRABLE	<ul style="list-style-type: none"> • Completion of Certificate of Business or Business Administration or similar qualification • Experience in Natural Resource Management • Demonstrated understanding of I.T. network system and maintenance • Demonstrated experience in Website updates and maintenance (Wordpress)