



Women's Safety Services SA

GENERAL MANAGER CORPORATE SERVICES

JOB & PERSON SPECIFICATION

APRIL 2019



Job & Person Specification

Title of Position:	General Manager Corporate Services
Classification:	Contract
Location:	Mile End/Head Office
Reports To:	Chief Executive Officer
Job Status:	Full time

KEY PURPOSE OF THE POSITION

The General Manager of Corporate Services is directly responsible for the provision of corporate organisational functions at Women's Safety Services SA Inc. ("WSSSA") and leads the provision of Finance incorporating Procurement and Contracts, Information Systems, Records Management, People and Culture, Strategic planning and Risk Management.

In addition, the role involves managing and administering the Corporate Services team to lead and drive business planning, delivery, quality, efficiencies, evaluation and financial viability.

The role also requires contribution at a high level to strategic development and annual business plans for Corporate Services, with an emphasis on financial, human resources, procurement, Information and Communication Technologies (ICT) and risk management strategies

KEY WORKING RELATIONSHIPS

- Accountable to the Chief Executive Officer on a day to day basis;
 - Responsible to the WSSSA team for contributing to a productive environment that is based on WSSSA values and principles;
 - A key member of the Finance and Audit Committee, reporting to the Chair and CEO
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KEY RESULT AREAS

Finance and Administration

- Manage the preparation of WSSSA's financial projections, budgets and reports and oversee the administration of all financial accounts;
- Provide financial advice, support and guidance to the Chief Executive Officer and Finance and Audit Committee to mitigate long term financial risks and develop best practice financial management plans;
- Ensure financial policies, systems and processes are developed, implemented and protect the financial position of the organisation;
- Ensure appropriate financial controls are attained and responsible for ensuring the appropriate infrastructure is provided and complied with;
- Provide and ensure the integrity of monthly financial reports and statements for Board of Management and Finance and Audit Committee;



- Oversee the preparation of annual financial statements and collaborate with external finance professionals to ensure accurate audit requirements and standards are maintained;
- Ensure that financial management frameworks comply with the Australian Accounting Standards (AAS);
- Manage all procurements and contract processes;
- Ensure compliance is met with OCBA, ASIC, ACNC and ATO;
- Oversee the management of WSSSA's assets and records management plans;
- Oversee and manage all aspects of the risk management plan for finance.

Human Resources

- Oversee all aspects Human Resource, WHS and Risk Management ensuring the effectiveness and efficiency of workforce framework;
- Adhere to legislative requirements that inform the management of WSSSA workforce;
- Identify and participate in training and development opportunities as part of continued professional development;
- Provide direct line management to corporate services team;
- Seek out and participate in formal and informal supervision from Chief Executive Officer;
- Contribute to building and maintaining a positive workplace culture, by sharing knowledge and experience with colleagues.

Information and Communication Technology

- Provide leadership and management oversight to the ICT function;
- Support the development of a suite of business management systems which contribute to improving effectiveness and efficiency, and demonstrates innovative practice;
- Oversee and manage all aspects of the risk management plan for ICT.

Risk and compliance

- Develop, build and implement a strong and robust risk and compliance framework and strategy;
- Manage business risk, practices, providing risk mitigation and management across the business in consultation with Chief Executive Officer, Board of Management and Finance and Audit Committee;
- Manage, monitor and report on WSSSA's compliance with all statutory, funding, grant contractual and legislative requirements;
- Ensure appropriate insurance policies and coverage is in place;
- Ensure appropriate operating procedures and internal audit processes and controls are in place;
- Coordinate, develop and implement key operational and strategic policies and processes under the guidance of the Finance and Audit Committee.



Organisational Processes

- Adhere to legislative requirements that inform the work and business of WSSSA;
- Lead accreditation process to meet quality assurance requirements;
- Adhere to requirements as stipulated in WSSSA Service Agreements;
- Maintenance of records as required by WSSSA guidelines;
- Maintain confidentiality principles in line with legislative and WSSSA guidelines;
- Support the development, maintenance and compliance of best practice WH&S policies and guidelines, recommending improvements to systems to minimise workplace hazards and ensure safe work practices;
- Proactively monitor risks and regularly report to direct Line Manager on these risks and mitigation strategies.
- As a Public Officer in accordance with the Independent Commissioner Against Corruption (“ICAC”) definition, you have a mandatory reporting obligation to report to the Office for Public Integrity (“OPI”) any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

Person Specification

Desired/Essential qualifications

An Associated Diploma in financial, administrative and business management or experience commensurate with the position.

Competencies and experience

- Knowledge and/or awareness of the particular needs of women and children affected by domestic and/or family violence;
- Demonstrated empathy and the ability to build relationships with a diverse range of marginalised and highly vulnerable people including ATSI and CALD;
- Demonstrate experience in a senior financial role with a non-for-profit organisation is desirable;
- Highly developed skills in the management of financial and accounting functions;
- Proven ability to develop, implement and manage business systems for finance, information technology, human resource management and risk management;
- Ability to develop organisational policies;
- Demonstrated ability to administer legislative, statutory and contractual obligations;
- Lead and work with a team environment;
- Demonstrated ability to plan and manage workload;
- Written and verbal communication skills and interpersonal skills including the ability to liaise, negotiate, advocate and resolve conflicts;
- Organisational skills including working to deadlines;
- Outside office hours work may be required.
- Ability to work within a team environment and contribute to the attainment of team goals and organisational objectives;



- Pursue professional development goals;
 - High level skills in the use of IT systems and applications.
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SPECIAL CONDITIONS

- Current full Driver's License and willing to drive;
 - The incumbent is required to satisfactorily complete a Department Human Services Child Related Screening and SAPOL National Police Check.
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HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Lucy Dinnison-Mitchell on (08) 8100 8830.

Please Note

Your application will be automatically acknowledged by a return email.
