

Job Description : General Manager Corporate Services

POSITION TITLE:	General Manager Corporate Services
POSITION NUMBER:	DI003
CLASSIFICATION LEVEL:	SES 1
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Chief Executive Officer
LAST REVIEWED:	February 2023

KEY FUNCTIONS

The General Manager reports to and operates under the direction of the Chief Executive Officer (CEO), and will be required to operate with a considerable degree of autonomy in executing their duties.

The General Manager is a strategic leader responsible for the efficient and effective oversight and management of all assigned Business Units while adopting a whole of organisation focus. You will build organisational capability, and cultivate professional, cooperative multi-disciplinary teams focused on the achievement of the CLC's goals and fulfilment of its statutory functions. As a senior leader you will drive strong organisational performance, and ensure compliance with relevant statutory requirements, internal policies and procedures, and uphold the CLC's *Values* and *Ways of Working*.

The General Manager works constructively as a member of the Executive Management Team (EMT) to ensure effective day-to-day operations of the CLC and collectively drive positive outcomes with and for Aboriginal people across the CLC region.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Strategic leadership

Champions the CLC's representative role, statutory functions and goals, and unifies and inspires Business Units with strategic direction. Responsible for driving agreed change agendas and continuous improvement; informed by the views of the Council, constituent and affected teams, proactively securing stakeholder commitment to objectives and implementation.

2. Management of assigned Business Unit managers

Oversee the performance of assigned unit managers and consultants in accordance with the CLC's organisational objectives. Including responsibility for:

- Manager recruitment and performance management
- Nurturing talent, Learning and development, and succession planning
- Work health and safety

3. Achieves results and monitors performance

Oversee the performance of assigned Business Units and ensure compliance with statutory requirements, internal policies and procedures, including: review operational plans and budget submissions to ensure viable and aligned with statutory functions and the Corporate Plan; ensure that services are communicated; champion and ensure timely contributions to reporting, budgeting, performance reporting, briefs, and risk management activities.

Assigned Business Units presently include, and are subject to change from time to time:

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- Finance
- Human Resources
- Computer Services
- Technical Services
- Information Services
- Aboriginal Associations Management Centre (AAMC)

Ensure that assigned Business Units communicate their service arrangements, including indicative internal service levels and strategic prioritisation.

Oversee the development, implementation and maintenance of policies and procedures for effective and efficient administrative processes across the organisation.

4. Organisation representation and stakeholder engagement

- Represent the CLC effectively at the local, regional and national levels.
- Build and sustain key relationships with senior representatives of government and other Aboriginal organisations, establishing cross-organisational initiatives to support Aboriginal-led initiatives and/or solutions
- Attend Council meetings and as required present on strategic initiatives or matters affecting multiple business units; foster constructive communication with the Council, and contribute to building the Council's knowledge of the CLC operations.

5. Designation as Chief Financial Officer, and collaboration with the Financial Controller

Through the Financial Controller, manager of the Finance Unit, maintain oversight of:

- the CLC's finances ensuring the proper maintenance of necessary accounts, security of financial assets, and proper administration of financial delegations and bank accounts.
- the preparation of budget estimates, review budget estimates and staff establishment requirements, manage expenditures and commitments against approved estimates and projected cash flows.

In collaboration with the Financial Controller:

- Review and authorise Grant funding submissions with respect to compliance with organisational policies and procedures.

6. Take all reasonable steps to employ and promote Aboriginal people through effective recruitment, selection procedures, training and development, and identifying development opportunities across the organisation. This includes assisting in the development of appropriate skills, experience and expertise of CLC's Aboriginal staff.
7. Undertake organisational duties and responsibilities for providing safe work environment including fulfilling the requirements of an 'officer' under the Work Health and Safety Act 2011.
8. Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification level of the position.

MONITORING AND COMPLIANCE REQUIREMENTS

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| • Aboriginal Land Rights (NT) Act, 1976 | • Native Title Act, 1993 |
| • Northern Territory Aboriginal Sacred Sites Act | • CLC Corporate Plan |
| | • CLC Enterprise Agreement and Code of |

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| <p>Conduct</p> <ul style="list-style-type: none">• CLC Risk Management Plan• Industrial Relations Legislation• Public Governance, Performance and Accountability Act 2013 (PGPA Act) and PGPA Rules• Work Health & Safety Act (Cth) 2011• Workers Compensation Legislation• Annual Budgets as approved by the | <p>Minister for Indigenous Affairs</p> <ul style="list-style-type: none">• Grant funding guidelines• Fringe Benefits Assessment Act (Cth)• Goods and Services Tax (Cth)• Australian Accounting Standards• Anti-Discrimination and Privacy Legislation and• CLC Policies and Procedures |
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WORKING RELATIONSHIPS

- Reports to and receives direction from the Chief Executive Officer.
- Cultivate executive and managerial leadership: Maintain and proactively promote a collaborative relationship with the CEO, Management team, Council and Executive Committee members, to facilitate the effective management of the organisation to achieve the results and direction determined by the CEO, Council and/or Executive Committee.
- Work collaboratively with all staff in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the organisation's overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Relevant qualifications and membership of the CPA Australia or the ICAA.
2. Sound knowledge of the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and related Rules, and knowledge of the Australian Public Service sector.
3. Engage in critical thinking to support teams to solve problems and identify critical risks and common issues, identify the implications and apply effective judgement to address them.
4. Exemplary communication and interpersonal skills including ability to prepare and present clear and concise reports, submissions, briefings and general correspondence. Advanced skills in negotiation, consultation, conflict resolution and liaison with senior staff, clients, community organisations, industry groups, government departments and agencies; particularly in a culturally appropriate way with Aboriginal people.
5. Demonstrated ability to achieve organisational and operational objectives through leading and developing individuals and teams, and creating a positive working environment. Accordingly, to set priorities, undertake new tasks quickly, to be flexible and accommodate change and respond effectively to challenges with a high level of personal responsibility.
6. Demonstrated management of the strategic financial direction of a substantial organisation.
7. Extensive experience in the general management of functions of Finance, Human Resources, Information Technology, Asset Management and other Corporate Services.
8. Extensive experience working with financial systems and overseeing policy development.
9. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
10. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.



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11. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment.

DESIRABLE

1. Financial management experience in a human services environment.
2. Operationalised knowledge of the PGPA Act 2013 and its rules relevant to the position including corporate planning, performance, annual reports and risk management.
3. Knowledge and understanding of the overall context in which the Central Land Council operates including relevant legislation.
4. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues. Experience with Aboriginal people in Central Australia will be highly regarded.

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APPROVAL DATE: February 2023