



CORPORATE SERVICES MANAGER

JOB & PERSON SPECIFICATION

JANUARY 2019

POSITION DESCRIPTION



POSITION DETAILS	
Position Title:	Manager, Corporate Services
Position Number:	00021915
Classification:	HEO10
Faculty/Division:	SATAC
School/Branch:	Corporate Services
Reports to (position title):	Chief Executive Officer, SATAC
Delegations:	Financial and Human Resource delegations as applicable
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability Work outside of standard hours as required, particularly during peak admissions periods normally between December and January annually. It is expected that SATAC staff work during peak admissions periods and leave during these periods is subject to CEO approval. Regional and interstate travel as required
Significant Working Relationships:	<ul style="list-style-type: none"> SATAC CEO, Senior Management team and Board All SATAC teams including Applications & Assessment, Applicant Services, and Business Systems & Technology Services Senior University and TAFE SA admissions staff Australian Conference of Tertiary Admissions Centre (ACTAC) staff Senior SACE Board of South Australia staff External service providers including finance, audit, insurance, legal and the University of Adelaide HR & Payroll

POSITION SUMMARY
<p>The South Australian Tertiary Admissions Centre limited (SATAC) provides reliable, efficient and innovative tertiary admissions services to its member institutions and on a fee for service basis to other tertiary education institutions in South Australia and the Northern Territory.</p> <p>SATAC manages centralised application and admissions processes on behalf of its members and participating fee for service institutions, as well as administering admissions aptitude tests, providing publication and research services, and acting as a one-stop shop for queries regarding application processes and outcomes.</p> <p>Corporate Services comprises a team of staff dedicated to the support of the Chief Executive Officer and the administration of SATAC. The Corporate Services team has a diverse set of responsibilities including strategic planning and performance, financial and human resource management, governance, legislative compliance, risk management, contract management, strategic marketing and communications, and facilities management.</p> <p>Reporting to the Chief Executive Officer and working closely with the Senior Management team and Board, the Manager, Corporate Services is responsible for the delivery of high quality, efficient and contemporary corporate services.</p> <p>Under broad direction and operating with a high overall degree of autonomy the Manager, Corporate Services will lead, manage, develop and motivate a small team within Corporate Services and take hands on responsibility for a diverse range of corporate functions including:</p> <ul style="list-style-type: none"> sound financial control and strategic financial planning; legal, risk, contract management, governance, compliance and insurance;

- business planning and performance;
- human resources and Work, Health and Safety management;
- strategic marketing and communications; and
- facilities management.

KEY RESPONSIBILITIES	
Management & Leadership	<ul style="list-style-type: none"> • Contribute effectively as a key member of the Senior Management Team promoting mutual respect and a commitment to working as a team • Provide positive, clear and inspirational leadership to the Corporate Services team • Establish the necessary team culture, capabilities and structure to support the achievement of SATAC's strategic priorities • Actively develop and maintain strong relationships with key stakeholders to ensure capabilities and needs are understood and challenges or conflicts are effectively managed • Work collaboratively with other teams within SATAC to ensure responsive and effective corporate services are implemented, reviewed and continuously improved • Represent the organisation externally as required and deputise for the CEO as necessary
Financial Management	<ul style="list-style-type: none"> • Contribute to the long term financial sustainability of SATAC's operations by developing strategic financial plans and KPIs and monitoring performance against these • In liaison with the CEO and Senior Management team, lead the development of SATAC's annual budget, including determination of member contributions and service pricing • Prepare monthly finance reports with variance analysis and projections for presentation to the CEO, Board, and Finance, Risk & Audit Committee • Oversee the preparation and audit of SATAC's annual financial statements in accordance with accounting standards • Advise the CEO, Senior Management team and Board on financial management matters • Ensure the soundness of SATAC's accounting and asset management systems, policies and procedures
Risk Management & Compliance	<ul style="list-style-type: none"> • Ensure the ongoing effectiveness and refinement of SATAC's risk management framework, including risk register, policies, procedures and reporting • Ensure the ongoing effectiveness and refinement of SATAC's legislative compliance framework • Ensure the ongoing effectiveness and refinement of SATAC's policy framework • Lead the negotiation and establishment of various commercial agreements and contracts and ensure these are effectively monitored and managed • Lead the appointment of SATAC's insurance broker and

	<p>annual review and placement of SATAC's insurance program</p> <ul style="list-style-type: none"> • Provide regular risk reports to the Finance, Risk & Audit Committee
Business Planning & Performance	<ul style="list-style-type: none"> • Provide advice and support to the CEO in the development of the strategic plan and annual operational plans • Contribute to the development of SATAC's strategic priorities and performance measures, and lead the development and implementation of those within the Corporate Services remit • Regularly monitor and report performance against SATAC's strategic plan, operational plan and KPIs
Human Resources & Work, Health & Safety	<ul style="list-style-type: none"> • Lead all aspects of HR and WHS management across SATAC noting the unique relationship that exists between SATAC and the University of Adelaide and the provision of HR and Payroll services by the University • Ensure appropriate HR management processes are in place to support the recruitment, development and wellbeing of staff in line with longer term HR plans • Ensure the ongoing effectiveness and refinement of SATAC's WHS compliance framework • Chair the SATAC WHS Committee
Marketing & Communications	<ul style="list-style-type: none"> • Provide guidance and oversee the planning and delivery of SATAC's print and online publications, and ongoing development and maintenance of SATAC's public website • Oversee the development and integration of SATAC's visual identity • Provide guidance and oversee the planning and delivery of SATAC's marketing and stakeholder and community engagement activities • Provide guidance and oversee the planning and delivery of internal and external corporate communications, including social media and public relations
Facilities Management	<ul style="list-style-type: none"> • Identify and plan for the long-term accommodation requirements of SATAC and ensure appropriate space and financial plans are developed and implemented to meet these needs • Provide guidance and oversee the planning and delivery of facilities management activities
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- Ensure a safe work environment and compliance with the University of Adelaide HS&W policies and legislation.
- Effectively lead the Corporate Services team in all aspects of people management including providing guidance, support and development.
- Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable.
- Positively engage direct reports in the Planning, Development and Review process, and identify opportunities for staff to promote continuous improvement through professional development and project opportunities.
- Provide induction to new staff members.
- Provide leadership and guidance in ensuring a service culture and applicant centric approach is applied within professional services.
- Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management.
- Monitor, prioritise and coordinate workflow of direct reports.
- Ensure appropriate knowledge sharing practices and succession plans are in place.

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

SELECTION CRITERIA

Knowledge and Experience:

1. Significant and demonstrated experience in the provision of a diverse range of relevant corporate services with a small team.
2. Significant and demonstrated experience leading and managing a team within a dynamic and complex organisation.
3. Demonstrated experience working as an effective leader and member of the executive/senior management team.
4. Demonstrated ability to apply commercial acumen and innovative strategic thinking to achieve positive business outcomes.
5. Excellent verbal, written and communication skills with the ability to analyse and simply present complex information.
6. Excellent interpersonal skills with the ability to engage and influence diverse stakeholders to effectively manage competing demands.
7. Demonstrated experience identifying and implementing business improvement opportunities.

Desirable:

8. Experience working in a high volume, IT rich transactional service business.

Qualification/s:

- Relevant tertiary or postgraduate qualifications, or progress towards, and extensive relevant experience.
- Current Chartered Accountant/Certified Practising Accountant status highly desirable.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential telephone discussion, please call Christian Gaszner on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.