



GUNDITJ MIRRORING

Traditional Owners
Aboriginal Corporation
RNTBC

POSITION DESCRIPTION

CORPORATE SERVICES MANAGER

POSITION DETAILS

Position Title:	Corporate Services Manager
Hours:	Full-time, 38 hours per week / Part-time
Salary:	\$125,000 per annum plus Superannuation. Salary Packaging is available
Employment Type:	Permanent, subject to performance and funding availability
Location:	4/48 Edgar Street, Heywood and other GMTOAC properties as required.
Reports to:	Chief Executive Officer

ABOUT GMTOAC

The Gunditj Mirring Traditional Owners Aboriginal Corporation RNTBC was established by the Gunditjmara in 2005 asserting our Sovereignty to continue our connection to care and protect Gunditjmara Country and to progress our rights and interests in our cultural identity, social justice, native title, cultural heritage, and land justice for our Gunditjmara Country.

Through GMTOAC, Gunditjmara ensure that our cultural obligations and responsibilities which arise from Gunditjmara Country and under Gunditjmara lore/law, custom and beliefs are upheld and recognised for the protection and benefit of our traditional lands and waters and for our respect to our Gunditjmara ancestors and for our Elders.

The UNESCO World Heritage listing of the Budj Bim Cultural Landscape in July 2019 has consolidated opportunities at GMTOAC. Alongside GMTOAC's successful and innovative programs and projects, the Budj Bim World Heritage listing elevates an already unique work experience on Gunditjmara Country to global recognition and responsibilities. The Budj Bim Cultural Landscape is a unique place with universal heritage values that demonstrate how Gunditjmara worked with the natural resources and environment of the Victorian Southwest region to establish a permanent place of human society over the past 30,000 years and beyond. With the increased exposure of this World Heritage site, it has allowed GMTOAC to greatly expand over the past two years with future growth, opportunities, and expansion to rapidly increase within the next few years.

POSITION SUMMARY

The Corporate Services Manager provides strategic leadership, operational oversight and direct management across GMTOAC's corporate services functions, including Finance, Payroll and Assets, Human Resources and Recruitment, Risk and Compliance, Administration and Operations, Information Technology, and Facilities and Maintenance.

The role has management responsibility for the staff, systems, resources and work programs operating within these areas, ensuring effective supervision, coordination, accountability and service

delivery. Reporting directly to the Chief Executive Officer, the position is responsible for the effective and efficient delivery of corporate services that support the organisation's strategic priorities, operational objectives and long-term sustainability. The role is accountable for workforce planning, financial management, contract administration, governance, risk and compliance, workplace health and safety, asset management, information systems and operational support services.

The Corporate Services Manager drives continuous improvement across corporate functions, ensuring effective systems, strong internal controls, legislative compliance and organisational efficiency. Through collaborative leadership and a commitment to organisational excellence, the Corporate Services Manager supports GMTOAC's success by ensuring it has the workforce capability, systems, resources, and infrastructure required to achieve its objectives and deliver positive outcomes.

KEY RESPONSIBILITIES

Leadership & Corporate Services Management

- Lead and manage GMTOAC's Corporate Services functions, including Finance, Payroll & Assets, Human Resources & Recruitment, Risk & Compliance, Administration & Operations, Information Technology, Facilities & Maintenance and associated staff and contractors.
- Provide strategic advice and operational support to the CEO and Leadership Team.
- Oversee workforce planning, resource allocation, performance management and service delivery across all corporate services functions.
- Foster a positive, culturally safe, accountable and high-performing workplace culture.
- Lead organisational improvement, change management and workforce capability initiatives.

Risk, Compliance, Policy & Workplace Health & Safety

- Lead organisational risk management, compliance, workplace health and safety and quality improvement activities.
- Oversee the development, implementation and review of organisational policies, procedures and frameworks.
- Ensure compliance with legislative, regulatory, funding, industrial, governance and workplace health and safety obligations.
- Coordinate audits, investigations, accreditation processes, workplace inspections and corrective actions.
- Monitor organisational risks, hazards and incidents, and implement effective mitigation and risk control strategies.
- Oversee workers' compensation, injury management, return-to-work and workplace wellbeing initiatives.
- Ensure emergency management, incident reporting and workplace safety systems are maintained and effective.

People, Culture & Capability

- Oversee recruitment, onboarding, retention, succession planning and employee relations.
- Lead organisational learning, training and professional development programs.
- Support managers to build workforce capability and performance.
- Ensure mandatory training, compliance and professional development requirements are maintained.

- Promote employee wellbeing and workforce engagement.

Financial, Operational and Asset Management

- Provide strategic oversight of budgeting, financial reporting, procurement, contracts and resource allocation.
- Oversee administrative and operational support services.
- Manage facilities, fleet, property and organisational assets.
- Coordinate maintenance, infrastructure and capital works projects.
- Ensure organisational systems, assets and resources are secure, compliant and fit for purpose.

Information Technology & Business Systems

- Oversee organisational technology, telecommunications and business systems.
- Ensure systems are reliable, secure and aligned with operational needs.
- Manage IT providers, technology projects and digital improvement initiatives.

Stakeholder & Strategic Engagement

- Build and maintain positive relationships with Traditional Owners, community members, government agencies, funding bodies and key stakeholders.
- Represent GMTOAC in meetings, partnerships and forums.
- Contribute to strategic planning, innovation, organisational growth and continuous improvement.
- Promote GMTOAC's vision, values and strategic objectives.

KEY SELECTION CRITERIA

Qualifications & Experience

- Relevant tertiary qualification in Business Administration, Human Resources, Finance, Risk Management, Public Administration, Management or a related discipline, or equivalent demonstrated experience.
- Minimum five years' management experience in corporate services, finance, human resources, risk management, compliance or organisational operations.

Skills, Knowledge & Attributes

Demonstrated leadership and management experience with a proven ability to effectively lead and manage across the following areas:

- Leading and managing multidisciplinary teams:
 - Corporate Services, business, operational or similar environment.
 - Supervising staff and managing organisational resources across multiple business functions.
- Workforce Management, Organisational Development, Compliance and Risk Management.
- Strong leadership, communication and stakeholder engagement skills.
- Sound knowledge of Employment Legislation, Industrial Relations, Workplace Health and Safety, governance and organisational compliance requirements.
- Knowledge in Finance, Procurement and Contract Management are highly desirable.
- Ability to lead and overseeing administrative, business support and operational service functions within a complex organisation, ensuring efficient organisational operations and high-quality service delivery.

- Ability to drive continuous improvement in systems, processes and best practices outcomes.
- Excellent organisational, planning and problem-solving skills, with the ability to manage multiple priorities and achieve organisational objectives.
- Strong analytical, decision-making and strategic thinking skills.
- High levels of professionalism, integrity and confidentiality.
- Commitment to continuous improvement and service excellence.
- Advanced computer literacy, including Microsoft Office and business management systems.

Conditions of Employment

- Must hold a current Victorian Drivers Licence.
- Ability to obtain a satisfactory National Police and Working with Children Check.

Eligibility

- Appointments are subject to satisfactory completion of relevant screening checks.
- The filling of this position is intended to constitute a special measure under section 8(1) of the *Racial Discrimination Act 1975* (Cth), and section 12 of the *Equal Opportunity Act 2010* (Vic) and s8(4) of the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

GMTOAC is an equal opportunity employer. If you believe you may be unable to achieve a satisfactory screening result, GMTOAC can review the circumstances and exercise discretion. This allows us to employ staff only if we consider the outcome of this record will not have any negative impact to GMTOAC operations or reputation, or the role the staff member is completing.

Applicants must submit a CV and a cover letter (maximum 2 pages) detailing their suitability for the role, specifically addressing the Key Selection Criteria or main responsibilities of the position.

This position will close on Sunday, 1 November 2026.

Acknowledgement

I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

SIGNED

Employee name

Employee signature

Date

Chief Executive Officer signature

Date