

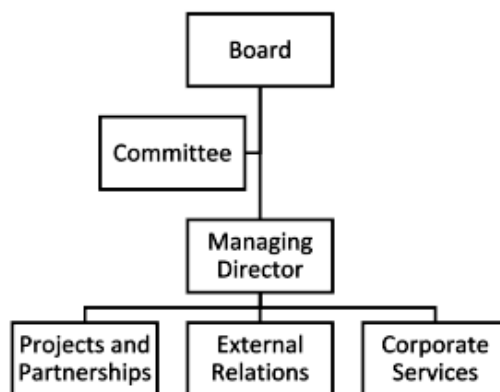
Position Description

Position	Head of Corporate Services
Employment Type	Full time (flexible working arrangements available) 3-year contract
Reports to	Managing Director
Salary	To be negotiated with the successful candidate commensurate with skills and experience
Created	October 2020

ABOUT THE GREAT BARRIER REEF FOUNDATION (GBRF)

The Great Barrier Reef is a unique icon and an irreplaceable ecosystem. It's the largest living thing on earth and home to thousands of species of marine life, including six of the world's seven species of marine turtle.

For over 20 years the Great Barrier Reef Foundation has been the lead charity for the Reef, driving the immediate change needed for the Reef to survive for future generations. Right now, we have over 60 Reef-saving projects with over 65 project delivery partners. We are the action station for the Reef, bringing together people and science to deliver the world's largest coral reefs program.



ABOUT THE ROLE

As one of three leaders within a small, intentionally lean and agile consultative Executive working with the CEO, you will be responsible for providing high level strategic and operational oversight of the activities and systems of the Great Barrier Reef Foundation.

To be successful in this role, you must have relevant tertiary qualifications in Business (Accounting) with a demonstrated track record of financial and operations management of a team at a professional level.

This position will

- lead five operational streams: finance, operations, risk and compliance, people and culture and legal and is responsible for driving a collaborative culture and delivering co-benefits across these concurrent programs and activities.
- assist in advancing the change agenda of the organisation
- play a key role in collaborating with all levels of management in implementing, monitoring and reviewing organisational strategy and effectiveness. This includes ensuring inter-departmental collaboration beyond individual portfolios, particularly in carrying out organisational improvement initiatives and risk management processes.

Strong knowledge of corporate governance principles including financial management, strategic planning, risk management, contract management, human resource management, technology management and continuous quality improvement are critical aspects of the role.

As the recipient of the largest environmental grant from the government and donations from individuals and partners across the globe, the Foundation is committed to the highest level of governance, integrity and transparency. The Head of Corporate Services plays a central role in ensuring the Foundation's behaviour as an Australian charity is respected and trusted.

The ability to be self-motivated, proactive and efficiently work effectively as a member of a passionate, dedicated and hardworking team will be of high importance, plus the willingness to step outside of the boundaries of your role when required.

The incumbent must have a demonstrated ability to provide professional leadership skills for a multi-disciplinary management team, and as part of a senior Executive team. Highly developed communication and interpersonal competence, including the capacity to negotiate, resolve conflict and positively influence and motivate others in an environment of reform and change is essential.

Be a high-performing not for profit professional who will provide leadership in the areas of financial management, organisational effectiveness and fostering high performing cultures to advance the vision and strategic priorities of the Foundation.

Experience in not-for-profit environments is an advantage.

KEY RESPONSIBILITY AREAS:

1. Strategy & Operational Planning/Delivery

- As a member of the Executive Team, participate fully in the collective responsibility of delivering on organisational objectives, including through the engagement and collaborative effort of employees at all levels in the organisation.
- Be a role model for effective and positive leadership which is inclusive, ethical, results driven and future oriented.
- Contribute to the development and achievement of the Strategic and Operational Plans and assume responsibility to performance indicators and targets relating to the Corporate Services unit.
- Undertake the development, implementation, monitoring and reporting of the Operations Plan to meet the strategic goals and interests of the Foundation.
- Bring thought leadership to the role to drive a continuous improvement philosophy and sustainable business environment for the Foundation.

2. Governance, Risk & Compliance, Quality Management [Policies/Procedures]

- Ensure the integrity and reporting of the GBRF's statutory, regulatory, management, taxation and funding obligations, and respond to recommendations made as a result of internal, external and ad hoc audit processes.
- With the support of the Finance team, monitor, control and report on accurate financial information, including the annual budget, revenue, expenditure and funding agreements, to meet the needs of external and internal stakeholders such as the Audit Risk and Compliance Committee, Investment Committee, the Board, auditors, managers, partners and funding bodies.
- Manage all governance arrangements and ensure all regulatory requirements are being met.
- Ensure cohesive governance and risk management policies and guidance are in place to clearly define responsibilities, processes, delegations and decision-making powers fully comply with organisational, business and regulatory requirements.
- Undertake and be responsible for the development and implementation of appropriate human resource management policies and practices including recruitment, training and development, performance management and remuneration for all staff.
- Provide guidance, advice and an understanding of the commitment to compliance of Occupational Health and Safety requirements.
- As carried out by the Finance team, oversee the development and implementation of finance, accounting, billing and auditing procedures

3. Operational Excellence: (Systems, Processes, Operational & Administration Duties)

- Provide advice, regular updates and reports to the Managing Director, Executive team, Board and Sub Committees (particularly ARCC and Investment).
- Participate in relevant Committees as directed by the Chair or Managing Director.
- Effectively manage change management processes, encouraging innovation, efficiencies and continuous improvement.
- Develop, implement and maintain a financial management framework and financial models for the GBRF which promotes effective budget management and fiscal responsibility.
- Develop plans that respond to the GBRF's future needs relating to systems, assets and capital works.
- Work in the Senior Executive Team to improve operational systems, processes and policies to support management reporting, information flow and overall management, business processes and organisational planning.

- Positively promote and actively role model the Foundation values and behaviors to support key services, projects and operations.
- Be flexible and prepared to assist others or take on new tasks and responsibilities as required.

4. Stakeholder Management/Engagement

- Provide strong written and oral interpersonal communication skills with the ability to build and maintain productive working relationships and negotiate with a range of internal and external stakeholders.
- Collaborate with other members of the Executive team to promote and achieve organisational cohesion, the development of a culture of continuous improvement, and the promotion and adherence of organisational values.
- Manage relationships, contracts, compliance and issues with the partners, donors and suppliers.

5. People & Performance Management

- Play a leadership role in creating and maintaining a positive organisational culture and an engaged Corporate Services team.
- Monitor the allocation and direct the priorities within the Corporate Services unit to ensure achievement of the deliverables and targets articulated in relevant plans.
- Lead the Corporate Services team and oversee its functions, resources and outputs including budgeting and financial management, human resource management, facilities, information technology (ICT), risk and compliance, contracts, procurement and office administration.
- Manage, mentor and support the learning and development of team members.
- Promote the vision, mission and values of the GBRF and ensure Corporate Services employees are aware of, adhere to and promote the vision, mission and values, and comply with policies and procedures.
- Manage deliverables, performance measures and development of direct reports through formal monthly performance check-ins and participation in annual performance appraisals.
- Participate whole-heartedly in formal monthly performance check-ins and annual performance appraisals, receive feedback with enthusiasm and commit to identified deliverables, goals and performance measures.
- Lead and cultivate workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues and reports.
- Promote a shared understanding of the Foundation's mission, purpose and strategic direction
- Contribute to a positive culture and model the Foundation's values.

SKILLS AND EXPERIENCE

1. Relevant tertiary qualifications.
2. Extensive experience in financial management with preferred (although not essential) attainment of Certified Practising Accountant or Chartered Accountant.
3. Strong knowledge of corporate governance principles including financial management, strategic planning, risk management, contract management, human resource management, technology management and continuous quality improvement
4. Demonstrated business acumen and ability to lead significant change
5. Solid leadership and emotional intelligence skills with demonstrated ability to engage others to understand and embrace organisational culture, directions, goals and client services ethos.
6. Demonstrated ability to develop and maintain effective relationships with key stakeholders, and highly developed negotiation and strategic relationship management skills.

7. Demonstrated ability to engage and inspire work groups, to help form agile and high performing teams.
8. Ability to identify opportunities for change and lead improvement initiatives.
9. Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to Executives and external parties.
10. An ability to manage a multitude of complex tasks and projects simultaneously.
11. Attention to detail.

VALUES and ATTITUDES

1. A demonstrated commitment to the GBRF values and a passion for the cause.
2. Understanding of and ability to represent the Foundation's brand and image.
3. A sense of purpose and mission that underpins the work being undertaken.
4. A can-do attitude and high level of self-motivation.
5. Team leader/player.
6. Innovative and collaborative.
7. Methodical and organised



Aboriginal and Torres Strait Islander people are encouraged to apply.