



## Position Description

---

**Position Title:** **Manager, Corporate Services**

**Position Aim** Delivery and management of high quality Corporate Services including Human Resources, IT, finance and budget and project management in line with CID's Strategic Plan and Ethical Framework.

**Reports to** Senior Manager Corporate Services

**Direct Reports** Customer Service and Events Officer  
Participation Officer

**Key Relationships** Internal – CEO, Senior Managers, Manager Finance, Managers, Members, Board and other staff.  
External – People with disability and families/carers and supporters, external contractors, auditors, bookkeeper, regulatory bodies

**Award Placement:** Level 7 - Social, Community, Home Care and Disability Services (SCHADS) Award.

**Position Status** Part time – 4 days per week

**Hours of Work** Flexible between office hours 8am – 6pm

**Position Location** Surry Hills, Sydney or negotiated, with flexibility to work from home

**Conditions of Employment** Salary packaging available.

Employer superannuation contribution is the current Superannuation Guarantee rate

Appointment is contingent on a satisfactory Police Record Check and Working with Children Check.

## **About Council for Intellectual Disability (CID)**

CID is a disability rights organisation led by people with intellectual disability. For more than 65 years CID has worked to ensure a community where all people with intellectual disability are valued.

---

### **Role Responsibilities**

- Develop and maintain systems to track compliance with legislative, regulatory and contract requirements.
- Lead, direct and develop Corporate Service staff to achieve high levels of performance, project and organisational outcomes.
- Manage projects to implement system improvements in areas including HR, finance and IT.
- Manage financial systems including bank accounts, payments, and invoices to ensure processes meet audit requirements. Provide back up to Manager Finance for payroll, budgeting, monthly accounts and audit.
- Support Senior Manager Corporate Services in the development of grant applications, reporting and development and review of policies and procedures.
- Manage HR systems and processes to ensure compliance with legislation and policies. Review and maintain contracts, increments and induction processes.
- Monitor IT performance and requirements and identify and implement required upgrades and maintenance in consultation with external consultants.
- Manage and develop CID's CRM database (Salesforce). Manage relationships with external consultants to implement system improvements.
- Manage bank account authorities, lease, insurances workers compensation and other corporate responsibilities.
- Undertake AGM and other Board processes including development, collation and distribution of AGM papers and provide information for CEO for Board and Governance meetings.
- Oversee facilities management for central and regional offices.
- Participate as a member of CID's Leadership team.
- Contribute to development of CID Strategic Plan and Operational Plan.

□

## Essential Selection Criteria – Skills & Experience

- Commitment to the human rights of people with disability and the principles of participation and inclusion.
- Demonstrated ability to successfully manage corporate service projects in the areas of HR, Finance CRM and IT including developing and managing project budgets and monitoring project progress.
- Demonstrated experience in leading and managing a teams to provide corporate/organisational support.
- High level interpersonal, written communication and negotiation skills and capacity to problem solve.
- Demonstrated ability to achieve results and manage competing demands in a corporate service environment.
- Demonstrated experience in productive working relationships with colleagues and stakeholders to achieve required outcomes.
- Understanding of and experience in financial management, HR and IT support.
- Commitment to CID's Ethical Framework

**First Nations people and people with disability or people with a lived experience of mental health issues are strongly encouraged to apply.**

<b>Signed by CID Representative</b>	<b>Signed by Employee</b>
Signature:	Signature:
Date:	Date: