



Candidate Information Pack  
**Executive Leader,  
Corporate Services**

# Acknowledgement Of Country

CareSouth acknowledges the Traditional Owners of the lands on which we live and work. We acknowledge Elders past and present, and that this land was and always will be Aboriginal land.

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# Role Summary

**Organisation:**

CareSouth

**Job Title:**

Executive Leader, Corporate Services

**Reports to:**

Chief Executive Officer

**Job Type:**

Permanent full-time

**Direct Reports:**

- Manager IT & Cybersecurity
- Finance Manager
- Manager People & Culture
- Team Leader Assets
- Senior Payroll Officer

Total team members: 19

**Location:**

Regional NSW

**Expected Salary:**

An executive-level salary package is on offer for this critical leadership role.

[The full position description can be found here.](#)

# About CareSouth

With over 300 staff across NSW including Wollongong, Nowra, Goulburn, Wagga Wagga, Griffith and Deniliquin, CareSouth provides early intervention, child protection, youth support, permanency support and foster care, and NDIS services to young people, families and whole communities.

CareSouth is currently undergoing a period of organisational transformation and renewal under the leadership of the new CEO. This is an opportunity to join an organisation deeply committed to a “practice first, people first” philosophy, where corporate services exist to enable frontline teams to deliver better outcomes for vulnerable people and communities.

## CareSouth Vision

Embracing communities with kindness and humility to build a better future.

## Useful Links

- [Services](#)
- [Annual reports](#)
- [Reconciliation Action Plan](#)
- [Centres and Contact Information](#)
- [EveryDay Magazine](#)
- [CareSouth Board](#)





## About the Role

Reporting directly to the CEO and sitting on the executive leadership team, you will provide strategic and operational leadership across a broad corporate services portfolio. This is a highly visible and influential role leading organisational change, governance uplift, technology strategy and cultural transformation.

The role has been created to strengthen executive oversight, improve organisational capability and ensure corporate functions operate as trusted business partners supporting frontline service delivery. Key priorities in the role include developing a long-term technology roadmap, supporting the redesign of the risk management framework, strengthening governance and accountability, supporting funding diversification and embedding a collaborative, service-oriented culture across corporate services functions.

# Selection Criteria



You are a people-centred and pragmatic executive leader with strong commercial, governance and leadership capability. Ideally you bring an understanding of the delivery of family, youth, children's and out-of-home care services, or similar, and thrive in environments undergoing change and transformation, while balancing strategic thinking with hands-on leadership and building trusted relationships across teams and communities.

You also have experience in:

- Governance, risk, compliance, Board communication and reporting
- Financial management, fundraising and organisational sustainability
- Technology, systems, digital transformation, cyber security and contemporary business systems
- Stakeholder engagement and relationship-building with strategic partners and community

Experience within not-for-profit, human services, health, disability, government or similarly regulated sectors will be highly regarded.

# How to Apply

## Your Application:

- Please [read the complete position description](#) and [follow this link to apply online](#).
- As we have a rolling model of recruitment there is no closing date for this role, and we recommend you apply as soon as possible.
- With your application, please include your CV and a cover letter that addresses the skills required section of the advertisement.
- Receipt of your application will be acknowledged and you will receive updates as you move through the process, including if you have been selected for interview.

We value the experiences, contributions, excellence, motivation and drive of individuals over formal education and qualifications, so even if you don't think you quite meet all the skills listed, you could be who we're looking for and we'd love for you to send us a resume and cover letter telling us about yourself.



# Frequently Asked Questions

## What is the close date for applications?

As we have a rolling model of recruitment, we assess applications as they are submitted; this means that we do not recruit to closing dates and recommend you apply to the opportunity as soon as you can to ensure you don't miss out. [Please use this link to apply.](#)

## Is my background suitable for the role?

When considering your experience and suitability for a role, we encourage you to have a close look at the "Selection Criteria" page where we have included the key essential competencies of a successful candidate. We recommend you address the selection criteria when writing your 1-2 page cover letter, noting that we value the experiences, contributions, excellence, motivation and drive of individuals over formal education and qualifications, so even if you don't think you quite meet all the skills listed, you could be who we're looking for and we'd love for you to send us a resume and cover letter telling us about yourself.

## Can you tell me more about what the client is looking for?

The best way to self-assess your suitability for the role is to [read through the full position description](#), the "About the Role" and the "Selection Criteria" sections of this document.

## When is the start date?

Recruitment has commenced for this role, which means our client is ready to select the right person; this should happen within the coming weeks as we move through the process. Clients prefer that the successful candidate starts as soon as they have worked out their notice period, however the start date is usually able to be negotiated.

## Can you tell me more about the client?

To get to know the client a bit better, we encourage you to [visit the CareSouth website](#), [explore their LinkedIn page](#), look at their [ACNC profile](#) and other links provided on [page 4 of this candidate information pack](#).

## Can you consider someone part-time?

A full-time commitment is required due to the scale, complexity, and strategic demands of the role, and to provide leadership, ensure effective oversight of operations, and actively engage with key stakeholders.

## Location/can you consider a remote worker?

This role has a strong presence across the network and can be based from office locations in Wollongong, Nowra, Goulburn, Wagga Wagga, Griffith, and Deniliquin. Given the nature of this leadership role, physical presence is required to engage with staff and stakeholders, and the community meaningfully, and as such, this position is not suited to remote working arrangements.

## Salary guide

An executive-level salary package is on offer for this critical leadership role.

## What are the key objectives for the board/future direction of the organisation / key challenges in the role / is it a newly created role / why is the position available etc.

We will answer these sorts of questions as part of the discussions we have with candidates identified as being of interest; any research you may have done through the suggested channels above will also give you insight into strategic directions and intentions of the organisation.