

SACS Consulting

Competency Based Recruitment

Assignment Specification

Chief Corporate Officer

for

Onemda

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Organisation background



Founded in 1969 by Thelma Dowell OAM and a small group of committed parents and community members, Onemda has developed into one of Melbourne's most respected disability support organisations. Originally established to create meaningful opportunities for people with intellectual disability at a time when support services were limited, the organisation has grown significantly over more than five decades while remaining firmly grounded in its founding values of inclusion, dignity and community participation.

Today, Onemda provides a broad range of services and programs that support adults with intellectual disability to build independence, develop life and employment skills, and participate more fully in their communities. The organisation is recognised for its person-centred approach, innovative learning and therapy programs and its unwavering commitment to empowering individuals to achieve their personal goals and live fulfilling lives. Through continuous evolution and a deep connection to the communities it serves, Onemda has built a strong reputation for delivering high-quality, values-driven support that creates lasting social impact.

Position specification

Position

CHIEF CORPORATE OFFICER

Reporting relationships

Reports to: Chief Executive Officer (CEO)

Direct reports:

- ◆ Head of Technology (1.0)
- ◆ Head of Transformation (1.0)
- ◆ Finance Manager (0.8)
- ◆ People and Culture Manager (1.0)
- ◆ Facilities and Maintenance Manager (1.0)

Contract term, location

- ◆ Full time, ongoing
- ◆ Head office, Doncaster East VIC 3109, with travel across Onemda campuses as required

Objectives

The Chief Corporate Officer (CCO) is a key member of the Executive Leadership Team, responsible for financial stewardship, commercial strategy, governance and long-term sustainability. The role will provide strategic leadership across finance, digital, risk, procurement, people and culture and asset management, ensuring resources are aligned to strategy and that the organisation remains financially strong, transparent and future-ready.

The CCO will play a critical partnership role in the restructure and transformation agenda – supporting organisational and digital transformation, workforce capability and asset consolidation while maintaining disciplined investment, robust risk oversight and strong governance.

Key responsibilities

Financial strategy and stewardship

- ◆ Lead the development of a financial strategy that strengthens long-term sustainability
- ◆ Provide accurate reporting, forecasting and analysis to support decision-making
- ◆ Guide the CEO and Board through scenario planning and strategic investment decisions
- ◆ Ensure strong financial governance, controls and audit readiness
- ◆ Align financial planning to organisational restructure and strategic priorities.

Organisational transformation

- ◆ Oversee organisational transformation ensuring priorities are translated into structured, well governed and effectively executed programs or work
- ◆ Support the sequencing of initiatives to protect stability and workforce capacity
- ◆ Lead structured organisation-wide change initiatives
- ◆ Build organisational capability in change execution and delivery readiness.

Commercial acumen and business enablement

- ◆ Support growth initiatives through financial modelling and pricing design
- ◆ Evaluate partnership and investment proposals for risk, return and mission alignment
- ◆ Balance sustainability with social impact and participant outcomes
- ◆ Strengthen revenue assurance, cost control and margin visibility
- ◆ Drive deeper business insights through greater organisational data maturity.

Technology and digital oversight

- ◆ Provide financial oversight of major digital and technology investments
- ◆ Assess business cases for AI, automation and digital system upgrades
- ◆ Ensure cyber and data risk exposures are captured in the enterprise risk framework
- ◆ Oversee asset lifecycle planning and financial controls for technology assets.

Workforce, culture and development

- ◆ Lead the implementation of the workforce capability framework to ensure the organisation has the skills, roles and structures to deliver high-quality, compliant and financially sustainable services
- ◆ Oversee the design and continuous improvement of staff development programs, linking investment in capability to productivity, retention and organisational outcomes
- ◆ Champion initiatives that position the organisation as an employer of choice, including culture, engagement, remuneration strategy and workforce value proposition.

Governance, compliance and risk

- ◆ Ensure compliance with statutory, regulatory and funding obligations including NDIS, ACNC and ATO
- ◆ Work closely with the Audit and Risk Committee on financial governance oversight
- ◆ Maintain enterprise financial risk frameworks
- ◆ Promote accountability, transparency and ethical practice across the organisation.

Procurement, property and asset management

- ◆ Oversee procurement to ensure value, sustainability and probity
- ◆ Manage leases, property planning and capital development from a financial lens
- ◆ Optimise asset utilisation and lifecycle investment.

Mergers, acquisitions and strategic partnerships

- ◆ Lead financial due diligence and integration planning
- ◆ Assess strategic opportunities through financial, risk and sustainability lenses
- ◆ Provide clear advice to the Board on financial implications.

Culture

- ◆ Consistently live and demonstrate the Onemda Values
- ◆ Ensure Onemda's service provision is in accordance with the principles of social justice and with respect for the dignity and human rights of all persons
- ◆ Safeguard the positive culture of Onemda and identify and address any risks to the good reputation, caring culture and ethical standing of the organisation
- ◆ Adhere to the principles of The Victorian Charter of Human Rights 2006.

Workplace health and safety

- ◆ Work in a safe manner and adhere to safety instructions as outlined in Onemda's policies and procedures
- ◆ Participate in regular safety checks, including fire drills, and contribute to the evaluation and review of such procedures.
- ◆ Remain competent, physically able and informed in safe manual handling procedures.
- ◆ Use Onemda spaces, vehicles, equipment and materials in a responsible and careful manner. An employee must not intentionally or recklessly interfere with, or abuse anything provided at the workplace.

Real world outcomes

RWO	Measurement
<p>Corporate services leadership</p>	<p>The CCO has successfully led a broad corporate services portfolio, including finance, people and culture, facilities, maintenance, risk and administration, ensuring integrated and effective support services across the organisation.</p> <p>The CCO has demonstrated enterprise-wide leadership beyond technical financial management, contributing to organisational culture, operational excellence and long-term sustainability. Measurement is the satisfaction of the CEO and the measurable effectiveness of corporate service delivery.</p>
<p>Accurate, adequate and timely financial reporting</p>	<p>The CCO has ensured the delivery of accurate, timely and insightful financial reporting to the Board and ELT, including monthly profit and loss statements, cash flow forecasting, campus profitability reporting and agreed organisational KPIs.</p> <p>Financial information has supported effective decision-making, strategic planning and financial sustainability across the organisation. Measurement is the satisfaction of the CEO and Board Treasurer, adherence to reporting deadlines and audit outcomes.</p>
<p>Process improvement and technology modernisation</p>	<p>The CCO has, in partnership with the Head of Technology and Transformation, has strengthened operational efficiency through the review and improvement of financial and corporate services processes, reducing manual handling, improving accuracy and embedding contemporary systems and technologies across the organisation.</p> <p>This includes successfully bedding down the recent MYOB implementation and driving a culture of continuous improvement. Measurement is the satisfaction of the CEO, successful implementation of agreed system improvements and measurable efficiencies achieved.</p>
<p>People leadership and team development</p>	<p>The CCO has fostered a collaborative and high-performing team culture and has ensured the right people, structures and support are in place to meet operational and strategic priorities.</p> <p>Measurement is levels of staff engagement and retention, capability uplift and the satisfaction of the CEO.</p>

RWO	Measurement
<p>Strategic business support</p>	<p>The CCO has contributed as a trusted member of the ELT to the organisation’s strategic direction and long-term sustainability, providing commercial, financial and operational advice to support strategic projects, business development opportunities, growth initiatives and organisational transformation.</p> <p>This includes supporting mergers and acquisitions activity, digital transformation and scalable operational planning. Measurement is the satisfaction of the CEO and Board.</p>
<p>Board relationship and governance</p>	<p>The CCO has maintained strong and effective relationships with the Board, Board Treasurer and relevant sub-committees, providing clear financial reporting, governance oversight and strategic financial advice to support informed decision-making.</p> <p>Governance, compliance and financial management frameworks have been strengthened to support organisational accountability and sustainability. Measurement is the satisfaction of the CEO and Board with the quality and timeliness of Board reporting and audit outcomes.</p>

Core competencies

Skills

1. Exceptional commercial and business acumen – sound judgement with the ability to assess opportunities, support growth initiatives, evaluate risk and contribute to strategic business projects and partnerships
2. Contemporary financial reporting skills including the capacity to deliver financial information in digestible, easy to understand formats
3. Demonstrated strategic financial management and leadership skills
4. Analytical thinking and problem solving skills – the ability to interpret complex information, identify issues, develop practical solutions and support sound organisational decision-making
5. Excellent written and verbal communication skills – the ability to relate to both internal and external stakeholders, staff, leadership and Board members
6. Proven people leadership skills – the ability to recruitment, coach, train and develop staff and the capacity to engage with employees to ensure high levels of engagement, morale and commitment
7. Corporate governance and compliance skills – a demonstrated understanding of governance frameworks, financials controls, risk management, regulatory compliance and Board reporting requirements

Knowledge / experience

1. Demonstrated experience leading a Finance and/or Corporate Services team with accountability for all aspects of financial management and reporting
2. Senior / Executive leadership experience
3. Experience in implementing technology upgrades – not as an IT technician but as a skilled accounting and finance technology user
4. Experience within Not-for-profit highly desirable

Qualifications / requirements

1. Relevant tertiary qualification/s with appropriate CA or CPA membership

Values / attitudes

1. Values driven and ethical – a commitment to human rights and zero tolerance of abuse and neglect
2. Service-oriented – a commitment to supporting the broader organisation and contributing positively to culture and organisational impact

3. Resilient – the ability to remain calm under pressure and navigate complexity with confidence
4. Collaborative – builds trusted relationships across all levels of the organisation, values diverse perspectives and works collaboratively to achieve shared outcomes
5. People-centred leadership style – values people, wellbeing and development while still holding high standards of accountability and performance
6. Adaptable and agile – able to operate across a broad portfolio of responsibilities and able to respond effectively to changing organisational needs and priorities
7. Innovative / continuous improvement mindset – seeks opportunities to improve systems, processes and ways of working with an openness to innovation and modernisation.

Application process

Our typical application process is detailed below. Please don't be alarmed if this process alters slightly as from time to time there are unforeseen delays and some of our clients request alterations to the below process.

Your application to SACS will initially involve you applying online and submitting your current resume SACS for our review in relation to a particular position.

SACS will review resumes, and candidates whose resume appears to match our client's brief will be emailed a series of behavioural questions (5-8). These candidates will then be requested to email a response of 1-2 paragraphs per question back to SACS. This forms a more formal application to the role and in most cases these answers will be presented to our client in a formal candidate report.

Upon review of responses, you may then be progressed to an online video interview via MS Teams with 1-2 SACS Consultants. In general your Consultant will be back to you within 10 working days of the interview to advise you if you will be progressing to the panel interview process with our client.

Our client then meets you usually in a panel format (this may be in person or via online video conference), one of your SACS Consultants may also be on the interview panel. You will be given a timeframe at the panel interview and we will ensure you are advised of the outcome of your application within the agreed timeframe.

If you are taken forward to panel interviews you will be requested to complete psychological testing which we will ask you to complete online, through the SACS Psychometric Assessment Portal. If you are successful in making it to the final stage of the process, we will request that you provide us with a minimum of two work related referees.

If you need assistance or adjustments to participate in the application or interview process, or have any questions about your application or the opportunity, please contact Jade Polkinghorne on 1300 130 965 or jadep@sacsconsult.com.au.

To apply for this exciting position with Onemda, please visit <https://bit.ly/SACSJobs> to submit your application.