



Corporate Support Manager

RESPONSIBLE TO: Kaiela Institute Director
LOCATION: Shepparton, Victoria
POSITION TYPE: Full-time
CONTRACT TERM: Fixed Term 12 months
REMUNERATION: Competitive package offered
SUPPERANNUATION: 10% Superannuation
CONTACT OFFICER: Maxine Bartlett on (03) 58 291 808
APPLICATION TO: Tui Crumpen, Kaiela Institute Director

Organisational context

The **Kaiela Institute** supports collaboration between Aboriginal and non-Aboriginal leaders to envision, design and implement an inclusive future for all people in the Goulburn Murray region.

It has been established to provide a place and a process to encourage and support our leaders and institutions to collaborate and take a more strategic approach to building the future of our community; to move from the necessities of crises intervention to the potential of a real design of future.

Kaiela Institute is the lead organisation in the Goulburn-Murray region for the Community Revitalisation and Strengthening Pathways to Economic Participation initiatives (Victorian Government), and Empowered Communities initiative (Australian Government).

This includes supporting partnerships to deliver initiatives in the identified priority areas of health, education, employment and social inclusion.

Position outline

The Corporate Support Manager is responsible for providing strategic and operational corporate coordination and support to the organisation and its leadership to support the delivery of business outcomes. This includes the management and provision of high-level expertise and advice on reporting, data collection, human resource, property, IT, and day-to-day administrative functions.

In performing a leadership role, the position works with the Kaiela Institute Director to identify and drive innovation and has an active role in coordinating, contributing to and implementing the organisation's strategic direction in regional empowerment.

Key duties include:

- Provide strategic and operational human resource expertise and support to the organisation and senior leaders, including on policy and procedures relating to

regional empowerment, organisational planning, job design, recruitment, payroll and leave matters, performance management, and employee case management.

- Support the organisation in the development of high-quality reporting and management activities. Including, develop and maintain administrative systems to ensure best practice record keeping, including the filing and/or destruction of records.
- Lead, manage, and mentor a small team, including performance management activities.
- Manage the organisation's communications, including promotional and webpage content updates.
- Collaborate on and coordinate KI events such as the Dungala Kaiela Oration with key partners.

Selection criteria

Essential

- Relevant tertiary qualifications or professional experience, for example HR, Finance, or Property Management.
- Manage, mentor and guide staff, including performance management activities.
- Experience in managing the provision of HR and corporate support services to organisations and senior leaders.
- Experience in liaising with and working collaboratively with internal and external stakeholders.

Important

- Issues facing First Nations people in the Goulburn-Murray region.
- Legislation, policies, and guidelines relevant to the work area, including HR, financial administration and asset management.
- Organisation's people policies and procedures, including leave and workplace health and safety guidelines.

Conditions of employment

Full and current driver's license valid for driving in Victoria.

Successful candidates will be required to undertake pre-employment checks including proof of identity, qualifications, driver's license, and a criminal records check.

The position is also subject to the satisfactory completion of a three-month probationary period.

Must possess a current Working with Children Check

Some out of business hours work may be required, or out of business hours work may be required.

Overnight stays and interstate travel may be required, or interstate travel may be required.

To apply

Please submit your CV and a two-page statement of claims against the selection criteria providing relevant examples against key duties of the role to email: administration@kaielainstitute.org.au.

Application Closing Date: 5pm Friday, 18th February 2022

Template created and endorsed: 28/01/2022

