

## **SDN Children's Services - Position Description**

<b>Position Title:</b>	Director of Corporate Services/Company Secretary
<b>Section/Centre/Program:</b>	Head Office, Broadway
<b>Reports to:</b>	Chief Executive Officer
<b>Date:</b>	March 2010
<b>Tenure:</b>	3 year contract

### **Primary Objective**

- To ensure organisational compliance with legal, audit and financial accountabilities and responsibilities.
- To ensure high quality, effective and efficient operational processes and practices are in place and maintain a strong culture of internal customer service.
- To contribute to the growth of the organisation

### **Key accountabilities**

- Ensure high quality corporate service support from the 12 staff within the teams of finance, IT, Payroll and Property.
- Oversee the production of monthly financial reports for 50 budget holders, the Finance Committee and SDN Board.
- Coordinate the preparation and monitoring of annual organisational budget.
- Preparation for external audits.
- Oversee building maintenance, capital expenditure, repair schedule and related systems.
- Oversee IT systems and development to ensure they meet current and projected organisational needs.
- Manage SDN's insurance and leasing arrangements.
- Analyse contracts and lead negotiations with government and other funders.
- Plan and monitor an organisational risk management program.
- Contribute to strategic direction and planning for the organisation including business modelling.
- Lead and coordinate tendering for new business as nominated.
- Act as company secretary and ensure SDN meets its statutory and legal obligations under the relevant legislation with special reference to its operational activities, including subsidiary operations and collaborative agreements with other organisations.
- Review, summarise and advise management on corporate documentation prior to sealing

## **Work within a legal and ethical framework**

- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and working cooperatively with others.
- Comply with SDN's policies and procedures
- Maintain and ensure confidentiality where appropriate

## **Participate in the work environment**

- Establish and maintain positive working relationships with colleagues which are fair, professional, supportive and respectful
- Reflect and seek to develop own work performance

## **Challenges**

- Not-for-profit nature of the organisation has its challenges and rewards. The organisation operates on a tight budget.
- Guidance of many of the managers in the organisation whose skills are not in the financial area.
- The ability to work with a diverse range of managers to ensure that SDN adheres to financial and legislative requirements in a consistent manner.
- Large range of funding sources and government contracts to be managed.
- Nature of change and growth in the organisation; we are looking for someone to contribute to the implementation of new processes and opportunities.

## **Decision Making**

- Provide guidance in decision making on all legal, audit and financial accountabilities at all levels.
- Make recommendations on decisions which require significant expenditure with CEO and Board input.

## **Key Communications/Interactions**

### **Internally**

- Honorary Treasurer
- Chief Executive Officer
- Senior Management Team
- Corporate Services staff: 12 staff across 4 portfolio areas
- Centre Directors and Program Managers
- Board Members



<b>HUMAN RESOURCES</b>	<b>Position Description – Director of Corporate Services /Company Secretary</b>
------------------------	---

**Externally**

- Auditors
- Landlords
- Insurers
- Bankers
- Funding bodies and Government agencies
- Suppliers

**Occupational Health and Safety**

- Comply with SDN requirements in relation to OHS&IM activities and responsibilities
- Identify and report OHS problems, where evident, in processes or systems
- Report accident/incident information promptly to Supervisor and HR staff
- Identify and control risks within span of control
- Train staff and disseminate information with regard to current, new or reviewed OHS&IM practices, procedures and policies

**Selection Criteria**

**Knowledge Skills and Experience**

- CPA or Business/Management degree or significant commercial experience
- Experience as Director Corporate Services, Chief Operating Officer or similar
- Experience as Company Secretary
- Able to balance strategic decision making with hands on management
- Demonstrated experience in tendering for new business and in negotiating and managing contracts
- Demonstrated capacity in the oversight of building projects
- Excellent stakeholder management skills
- Exposure to the not-for-profit sector (desirable, not essential)

**Personal Qualities**

- Initiative
- Results orientation
- Personal values consistent with those of the organisation

Name:

---

Signed:

Date:

---