



Position description: Manager Corporate Services

Position details

Employment classification	Part time
Probationary period	6 months
Location	Sydney CBD, NSW
Reports to	Chief Operating Officer

Key behaviours and values

Supply Nation's values guide the way we work without members and suppliers, within our communities and with each other. Through integrity, accountability, collaboration, excellence and empowerment, we create a culture where ideas flourish and a difference is made. We work together to transform the Indigenous business sector.

Integrity

We care deeply about what we do and how we do it. We stand up for what we believe in.

Accountability

We take responsibility for our own actions. We honour our commitments.

Collaboration

We work together as a unified team to produce the best results for our customers.

Excellence

We are committed to consistent professionalism as a positive, flexible and responsive, innovative and efficient team.

Empowerment

We create and promote a culture where all may thrive.

Position summary

Supply Nation is the Australian leader in Supplier Diversity. As a member of the Leadership team, and reporting directly to the Chief Operating Officer, the Corporate Services Manager plays an integral role by ensuring the Supply Nation office infrastructure meets the demands of a growing organisation. The Corporate Services Manager provides high level strategic operational oversight to the work of policy compliance and operational administration, and supports the Human Resources and Finance functions.

The Corporate Services Manager will develop, establish and maintain the internal office systems, policies and processes to meet organisational objectives and business obligations in a rapidly evolving organisation.

The functions of Corporate Services will continue to evolve with the needs of the organisation.

Key responsibilities

The key responsibilities of the role are:

- Managing the administrative HR function ranging from supporting all stages of the recruitment process, job ads, reference checks, preparing employment contracts, preparing resources and access for new starters, coordinating induction and documentation relating to staff movements
- Providing administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as facility management and information and related services
- Developing and managing Supply Nation’s administrative, physical and staff resources
- Developing and implementing policy, administrative, financial and operational procedural statements and guidelines for use by staff in the organisation
- Analysing complex resource management issues and initiatives that affect the organisation, and preparing associated policies, reports, correspondence, and submissions
- Providing information for the preparation of board papers and external submissions where required – i.e., policy documentation.
- Working with external vendors and managing supply contracts including, but not limited to, office equipment agreements, telephones, leases, insurances, stationery, and office supplies.
- Ensuring effective and appropriate HR systems, policies and procedures are developed, implemented and reviewed including EEO, recruitment, induction, commencement, cessation, learning and development and performance
- Ensure appropriate ICT systems and services are in place for the Supply Nation team
- Support the COO and key leadership team members including drafting and preparation of correspondence
- Ensure WHS and EEO compliance
- Other duties as required

Workplace health and safety

- Ensure Supply Nation’s compliance with all safety laws nationally including insurances and workplace safety procedures
- Maintain a clean and safe work environment while complying with all safety policies and procedures
- Escalate all workplace accidents and hazards to the CEO, and implement immediate action for identified hazards if able to do so
- Participate in workplace consultative meetings and recommend improvements to relevant workplace health and safety practices within the workplace
- Provide reporting to the CEO for board reports on WH&S compliance and incidents as required

Key selection criteria

The Manager of Corporate Services must demonstrate ability to think strategically and contribute to strategic decisions, along with a proven ability to collect, combine and analyse information under challenging conditions. High level communication and interpersonal skills with individuals at all levels, and a strong focus on continuous improvement and development are essential traits for success in the role. Effective project management skills with the ability to re-prioritise under pressure will also be important.

Specialist Knowledge and Attributes:

- Superior leadership skills demonstrated in a similar role
- Demonstrated strong administrative and operations background (HR and finance background also highly regarded but not essential)
- Ability to prioritise and multi-task
- Strong interest in business processes and development of systems
- Strong customer focus with superior communication skills
- Project management experience
- Resilience – the ability to adapt to a fast paced and rapidly changing work environment
- Demonstrated ability to work both in a team environment and independently
- High level of tact, people skills and the ability to maintain confidentiality
- Demonstrated knowledge and understanding of Indigenous societies, cultures and issues affecting Indigenous Australians in business

Skills, Knowledge and Experience

- Experience in working with senior executives and boards
- A clear understanding of the importance of the highest standards of professionalism and customer service
- A 'can-do' attitude
- Ability to anticipate the needs of others to create efficiencies in the workplace
- Knowledge of supplier diversity in the Australian context will be highly valued
- Project management experience highly valued
- Advanced computer and word processing skills.