**POSITION OUTCOME STATEMENT**

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| **POSITION TITLE:** | Senior Manager Corporate Services & Finance | **HOURS/WORK PATTERN:** | Full time (76 hours) |
| **WORK STREAM:** | Corporate & Governance | **CONTRACT STATUS:** | Contracted Fixed Term until 30th June 2024 |
| **ROLE DESCRIPTION:** | Program Manager | **LOCATION:** | Wheatbelt NRM, Northam. |
| **REPORTS TO:** | Chief Executive Officer | **Date of Last Review:** | 18 October 2022 |

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| **POSITION OVERVIEW**  *State the overall purpose of the role* | | | | | | | |
| The Manager of Corporate Services is a member of the Wheatbelt NRM Senior Management Team and plays a pivotal role in the organisational culture, human resources, internal systems, finance and governance functions of our organisation. | | | | | | | |
| **TECHNICAL/SPECIALIST SKILLS** | | | | | | | |
| Financial management, human resource management, procurement, organisational governance through developing and reviewing policies and procedures | | | | | | | |
| **STAFF RESPONSIBILITY**  *Number of staff reporting to the position* | | | | | | | |
| **Direct:**  Manager Finance | | | | **Indirect:**  Finance Support Officer | | | |
| **BUDGET AUTHORITY**  *Any budgetary responsibilities with amounts and level of authority* | | | | | | | |
| **Amount:**  Up to the approved program budget per the current operations plan. | | | | **Level of Authority:**  Authority to work with the approved program budget. | | | |
| **SUPERVISION REQUIRED**  *Please select the relevant section* | | | | | | | |
| **1. Close Supervision –** where the employee performs a variety of assigned tasks according to procedures/processes and work is checked regularly. | | |  | **3. General Supervision –** where the employee operates within procedures for performance of a variety of duties; or performs complex duties within established policy/procedural guidelines. | | |  |
| **2. Supervision -** where the employee performs a variety of routine tasks within established procedures/processes or by referral to a manager. | | |  | **4. Direction –** where the employee establishes the procedures for achieving goals and objectives in a broad area of work. Only the final results of work done would be typically reviewed. | | | **x** |
| **KEY RESULTS AREAS**  The following are the Key Result Areas for this position, carried out under the supervision of The Chief Executive Officer, in an accurate, timely and professional manner.  These Key Result Areas and their outcomes will form the basis of the annual performance and development reviews: | | | | | | | |
| **KEY RESULTS AREAS** | | **OUTCOMES** | | | | | |
| **Program facilitation and Implementation**  Leads, manages and coordinates the delivery of the annual operations plan | | * Manages the development of the annual Operations plan. * Demonstrated success in delivery of operations plan initiatives. * Outputs meet quality standards specified in Operations Plan. * Operations plan evaluations show high levels of satisfaction from sponsoring organisations, project partners and community participants. * Operations plan evaluations show high levels of satisfaction from sponsoring organisations, project partners and community participants. * Actions taken on issues and risks affecting achievement of targets. * Functions as a member of the senior management team reporting and advising on progress of the operations plan and issues affecting corporate services. * Supports the development and implementation of the 3 Year strategic plan. * Supports the development of implementation of the NRM Regional Strategy. | | | | | |
| **Business Planning and Development**  Supports existing and newBusiness development opportunities including funding opportunities and commercial arrangements | | * Coordinates the delivery of a range of business services and systems including Finance, IT, Human Resources, asset, fleet and procurement. * Manages contracts and Service Level Agreements for HR, Finance and other transactional business services including premises and vehicle leases. * Prepares and manages the budget, and reporting requirements in compliance with State and Commonwealth and Wheatbelt NRM Board requirements. * Provides a range of HR services including the coordination of training and the administration of Contracts of Employments and other personnel related matters. * Contributes to improvements in WNRM business systems. * Ensures compliance with WNRM business systems, governance, legislative and contractual obligations are met by staff. * Develops systems and processes to improve delivery of the program. * Pursues funding opportunities to support business operations. * Supports Program managers in reporting obligations, impact management and project evaluations. * Develops performance management processes. * Ensures effective work health safety, code of conduct, conflict resolution, internal communications and other staff policies are in place and followed. | | | | | |
| **Stakeholder Engagement**  Develops strategic relationships with key funders, suppliers and service providers | | * Partnerships with funding bodies are maintained to ensure Wheatbelt NRM and stakeholder expectations are met. * Partnerships with delivery organisations are maintained to ensure Wheatbelt NRM and stakeholder expectations are met. | | | | | |
| **Information and Knowledge Management**  Contributes to the effective collection and storage of program information | | * Information collected to demonstrate project achievements. * Data used to promote project and inform Operations plan and 3 year strategic plan. * Information and key metrics used to identify project progress and engagement success. * Information collected for reporting on the core service funding requirements under RLP. * Information collected to support board governance reporting. | | | | | |
| **Governance**  Develops and leads strategic initiatives contributing to the Wheatbelt NRM Strategic Plan  Ensures Wheatbelt NRM is efficient and effective in delivering program outcomes | | * Contributes to the development of Organisational Strategic Plan. * Under the direction from the CEO coordinates the development and delivery of the Region NRM plan. * Project logic, project management planning and Monitoring, Evaluation, Reporting and Improvement (MERI) frameworks are utilised in establishing and maintaining projects to deliver the Operations Plan. * Reviews and updates policies and procedures in line with best practice legislative and reporting compliance requirements. | | | | | |
| **Personal Integrity Advocacy Equity and Ethical behaviour**  Exemplify leadership in the workplace through demonstrating a team ethic and appropriate representation of the organisation | | * Applies the guidelines and principles of the Wheatbelt NRM Code of Ethics and Code of Conduct. * Shares knowledge and experience with other Wheatbelt NRM staff and others less experienced through coaching and development. * Demonstrates and manages a high level of ethical behaviour. | | | | | |
| **Other** | | * Other duties as directed. | | | | | |
| **SPECIAL CONDITIONS & OTHER DUTIES** | | | | | | | |
| Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.  Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace.  This Position Outcome Statement is indicative of the nature and level of responsibility associated with the position. It is not exhaustive and the employee may be required to undertake such other duties as may be required by the Chief Executive Officer to meet the needs of the Wheatbelt NRM. | | | | | | | |
| **ACKNOWLEDGEMENT** | | | | | | | |
| I acknowledge that I have read and understood the key result areas described in this Position Outcome Statement and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that, at times, I may be required to undertake other duties relevant to this position that are not listed in this statement. I have received a copy of this Position Outcome Statement. | | | | | | | |
| **Employee Name:** |  | | | | | | |
| **Signature:** |  | | | | **Date:** |  | |
| **Manager Name:** |  | | | | | | |
| **Signature:** |  | | | | **Date:** |  | |