**Selection Criteria:**

**Manager Corporate Services**

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| **AREA** | **SELECTION CRITERIA** |
| Technical Skills | 1. Relevant tertiary qualification and/or experience, knowledge and skills in business and human resource management. 2. Experience in operational budgeting and management. 3. Experience with MYOB and/or other financial accounting systems. |
| Business Systems | 1. 5 + years’ experience in implementing business systems for organisations in the areas of accounting, payroll, budget, IT, Human Resources, asset, fleet and procurement. 2. Contract management experience including procurement |
| People Skills | 1. Ability to work in team to achieve results. Has a service focus to their role. |
| Self-Management | 1. Well organised and able to self manage. Can be relied on to set deadlines and follow through on achieving those deadlines on time and to a high quality |

Applicants should also hold a current driver’s license and Australian Citizenship or Permanent Residency Status.