
	<b>POSITION DESCRIPTION</b>	PD247	Director Corporate Services	
		Version	4.0	

<b>POSITION TITLE:</b>	Director – Corporate Services
<b>INDUSTRIAL AGREEMENT OR AWARD/ CLASSIFICATION</b>	Executive Contract
<b>REPORTS TO:</b>	Chief Executive Officer
<b>DATE REVIEWED:</b>	February 2019

### POSITION OBJECTIVE:

The Director - Corporate Services provides operational and strategic leadership of finance, accounting and procurement; facilities and asset management; people, culture and workforce development; office administration and other corporate support functions; risk management; quality and accreditation.

The Director - Corporate Services is the Chief Financial Officer for Healthy North Coast Ltd trading as North Coast Primary Health Network (NCPHN). The financial reporting function of the Healthy North Coast (HNC) Ltd and NCPHN is a key aspect of this position.



The position ensures that these corporate services align with and drive the strategic goals of HNC and NCPHN and contribute to a culture of quality and continuous improvement. The corporate services area provides an enabling function across NCPHN.

As a member of the Executive Team the Director - Corporate Services actively shapes the current and future direction of the PHN, encouraging innovation while supporting the organisation with appropriate levels of resources (physical and financial), and with financial , accounting and people management, and quality systems to support the business and to ensure compliance with governance standards. The Director Corporate Services contributes to planning, reporting and monitoring of organisational initiatives to ensure the long-term sustainability of the organisation.

### KEY RESPONSIBILITIES:

- As a member of the Executive Team, contribute to the strategic direction, policy development and management of NCPHN to ensure the success and sustainability of the organisation
- In close interaction with CEO, deliver budgets for Board approval, and reporting processes that work towards the ongoing financial viability of the business
- In close collaboration with the CEO ensure the efficient management of human resources, the development of the workforce and a positive people culture
- Contribute to the Board's audit and risk, finance and performance committees to ensure diligence, prudence and judiciousness in the management of corporate matters
- Provide frameworks for information collation, reporting and analysis in relation to NCPHN's resources and assets
- Advise on all NCPHN contractual obligations and provide centralised, logistic support for the management of all contracts and associated risks
- Provide leadership for the organisational risk management system
- Drive systems improvement in our corporate services functions
- Contribute to the development of new and expanding business and program opportunities, providing relevant advice on risk and financial implications
- Manage corporate governance activities and ensure compliance with legal and financial reporting obligations, as well as internal and external financial audit and tax requirements

Author:	Chief Executive	Approved:	Chief Executive	Page 1 of 3
Date:	January 2019	Date:	January 2019	V4.0

	<b>POSITION DESCRIPTION</b>	<b>PD247</b>	<b>Director Corporate Services</b>	
		<b>Version</b>	<b>4.0</b>	

- Ensure the alignment of all Corporate Services strategies and actions with NCPHN priorities and performance framework
- Articulate the PHN vision, priorities and mission and win the support of stakeholders and collaborators in achieving these

**Please note that significant intra-region travel and work outside standard office hours may be a requirement of this role**

#### VALUES:

##### Compassion and Care

##### Fairness and Integrity

##### Learning and Innovation

##### Openness and Transparency

##### Enthusiasm and Optimism

- Demonstrates a focus on the well-being of the consumer
- Nurtures the personal and professional development of staff
- Holds self and others accountable for making principled decisions; addresses unethical behaviours head-on
- Takes responsibilities seriously and consistently meets or exceeds the funding body's expectations for quality, service, timeliness, budget management and professionalism
- Proactively identifies and addresses the learning needs of staff and self
- Seeks opportunities to identify program improvements and new ways of doing things
- Provides honest, open and timely feedback to staff regarding their performance
- Identifies all key internal and external stakeholders and maintains appropriate levels of communication with each
- Models a positive approach to embracing opportunities and challenges
- Creates a team atmosphere of confidence and positivity

#### SELECTION CRITERIA – CAPABILITY FRAMEWORK



##### 1. Personal Attributes

- **Displays resilience and courage** – raises critical issues and makes tough decisions; displays resilience and maintains composure in challenging situations
- **Acts with integrity** – drives a culture of professionalism and ethical behaviour



##### 2. Results



- **Delivers results** – fosters an environment of achievement, uses professional expertise to drive business objectives
- **Plans and prioritises** – ensures effective governance frameworks to enable quality strategic, corporate and operational planning; identifies trends and aligns activities and goals to meet these
- **Demonstrates accountability** – directs the development of effective systems to ensure accountability; ensures organisational resources are managed efficiently and with probity; ensures regulatory frameworks are applied consistently



##### 3. People Management

- **Inspires direction and purpose** – champions the organisational vision and strategy; communications expectations integral to organisational goals
- **Optimises business outcomes** – ensures corporate architecture is aligned to organisational goals; engages in strategic workforce planning to ensure achievement of business priorities

Author:	Chief Executive	Approved:	Chief Executive	Page 2 of 3
Date:	January 2019	Date:	January 2019	V4.0

	<b>POSITION DESCRIPTION</b>	PD247	Director Corporate Services	
		Version	4.0	



- 4. Relationships**
- **Communicates effectively** – articulates complex concepts and puts forward compelling, influential arguments
  - **Commits to client service** – effectively engages with stakeholders on strategic issues and provides expert and authoritative advice
  - **Influences and negotiates** – identifies contentious issues, directs resolution, generates solutions



- 5. Business Enablers**
- Expertise in executive level corporate services roles

### SELECTION CRITERIA - OTHER

- 6. Qualifications**
- Possession of a relevant tertiary qualification and be qualified accountant CPA/CA qualification
- 7. Standard**
- Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, and continuous improvement principles
- 8. Desirable**
- Experience with human resource and quality management systems
  - Experience with or knowledge of Not for Profit entities, primary health care and the current health reform agenda in Australia

### APPOINTMENT SUBJECT TO:

1. Completion of 100 point identification check
2. Criminal record clearance
3. Current Class C Driver's Licence
4. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position

### PERFORMANCE INDICATORS:

To be established with the CEO within the 3 month probationary period.

### ACKNOWLEDGEMENT:

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.*

*As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.*

Name:	
Signature:	
Date:	

Author:	Chief Executive	Approved:	Chief Executive	Page 3 of 3
Date:	January 2019	Date:	January 2019	V4.0