

# Director Corporate Services

## Position Description

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<b>Position title: Director Corporate Services</b>	
<b>Effective date:</b> August 2019	<b>Location:</b> Canberra
<b>Reports to:</b> Chief Executive Officer	<b>Employment type:</b> Full-time 3-year fixed term contract
<b>Salary range:</b> \$150,000 - \$160,000 per annum plus 9.5% superannuation	
<b>About ANMAC</b>	<p>The Australian Nursing and Midwifery Accreditation Council (ANMAC) help protect the health and safety of the community by promoting high quality standards for nursing and midwifery accreditation.</p> <p>ANMAC also assess the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC owns a subsidiary titled Health Education Services Australia (HESA) which provides consulting services to the health education sector.</p>
<b>Role Overview:</b>	The Director Corporate Services is responsible for the management of ANMAC operations. The role is a key position within the executive team and manages the shared corporate functions of the organisation which includes finance, human resources, information management and skilled migration services. This position reports directly to the CEO.
<b>Supervisory responsibilities</b>	<ul style="list-style-type: none"> <li>• Finance &amp; Reporting Manager</li> <li>• Human Resources Manager</li> <li>• Manager, Skilled Migration Services</li> <li>• Information Technology and Communication (ICT) &amp; Support Officer</li> </ul>
<b>Equal Opportunity Employer</b>	ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

## Essential requirements

- Track record of general management and leadership

## Desirable requirements

- Tertiary qualifications in accounting or business
- Post-graduate qualifications in business

## Selection Criteria

1. Demonstrated understanding of the requirements of running the operations of an organisation.
2. Demonstrated understanding of Governance and legislative requirements in working in an organisation that is governed by a Board and has a regulatory requirement.
3. Demonstrated high level of oral and written communication skills with an ability to provide quality documentation.
4. Demonstrated ability to manage complex projects and activities to time and within budget.
5. Proven ability to lead, develop and support a working environment that encourages teamwork, trust and cooperation resulting in maximum performance and growth.
6. Proven ability to communicate and liaise effectively with a wide range of internal and external stakeholders, including an ability to negotiate in a range of settings.

## Key Responsibilities

1. Work collaboratively with the CEO to manage the operation of the business with a focus on innovation and results.
2. Support the CEO in the preparation of high-level documents for Board and Board Committee meetings.
3. Demonstrated leadership ability and proven understanding of business functions such as finance, human resources and information technology in the not for profit sector.
4. Support the CEO and Director of Accreditation Services in strategic projects and partnerships particularly in the health field and support ad-hoc strategic projects in relation to health professional issues for ANMAC and any other entities associated with the organisation.
5. Support the CEO and the Director of Accreditation Services in the corporate planning and budgeting processes and ensure that key initiatives, and projects are on track and on budget.
6. Enhance the safety, quality and performance outcomes of the organisation and lead by example to ensure that there is a culture of teamwork and cooperation between members of the team and the boarder organisation.
7. Work with the Senior Management Team regarding development, mentoring, motivation, action plans and training.
8. Manage contract and procurement processes for the organisation together with ongoing management of business contracts.
9. Actively participate in and contribute to the principles and practices of ANMAC Work Health and Safety and workplace diversity.

