

10 April 2019

Dear Applicant

Application Kit – General Manager

Thank you for your interest in applying for the General Manager position at Corporate Nature. This is a full time fixed term role that primarily focuses on service delivery to its member organisations to provide best practice and effective services in the areas of Board operations, financial management, office administration, human resource management, incoming and outgoing contract and project management, ITC support and corporate reporting. This role is not geographically specific and can be fulfilled from any Corporate Nature Office location in Cairns, Atherton, Innisfail and Mareeba.

To be considered for this position applications must be submitted online at www.corporatenature.org.au/employment/. The online application process includes the submission of the following:

1. Online application form
2. Cover letter
3. Resume (maximum 3 pages)
4. A separate document addressing the selection criteria (maximum three pages). The selection criteria is listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

The closing date for applications is **Monday 6 May 2019** and your application must be submitted by 9:00 AM (AEST). Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours, please contact Kelly O’Kane on 0428 278 265.

For further information on this position, please direct enquiries also to kelly.okane@corporatenature.org.au. All applications will be treated with the utmost confidentiality.



Emma Jackson
Director
NQ NRM Alliance



General Manager Position Description and Capability Statement

BACKGROUND

North Queensland Natural Resource Management Alliance (NQ NRM Alliance) is the product of a two year collaborative process between three natural resource management (NRM) organisations in North Queensland; Cape York NRM, Northern Gulf Resource Management Group and Terrain NRM.

It is a not for profit joint entity created to provide centralised corporate services and provide other support to improve efficiencies and reduce costs for the regional NRM bodies. While the initial focus has been on corporate 'backroom' services, the development period led to a broader level of co-operation and collaboration at every level and in every area of NRM. NQ NRM Alliance has established a range of mechanisms for other shared staffing arrangements which ensures an efficient utilisation of skills and experience and enables skills transfer.

Corporate Nature is the trading arm of the NQ NRM Alliance and is not limited to providing services to the three NRM organisations. It has been set up to enable expansion of services to other clients also, with a focus on not for profit organisations.

CORPORATE NATURE STRUCTURE

The primary purpose of Corporate Nature is to provide Terrain, Cape York and Northern Gulf NRM member groups best practice corporate, governance and financial services. This includes provision of staff, systems, administrative support for projects and the NRMs, assistance in application for grants or funding from Australia, Queensland and local government or alternatively, within the sector. The organisation was established to drive innovation and efficiencies in corporate services delivery for the regional NRM bodies.

The secondary purpose of Corporate Nature is to work with the NQ NRM Alliance leadership group to seek opportunities for private and public sector funding that will achieve sustainable NRM outcomes for Northern Australia.

The structure of Corporate Nature includes:

- A board of directors (delegates) with a representative from each of the three NRM member groups who provide strategic direction.
- Project support and/or corporate liaison staff who act as the conduit between Corporate Nature and the NRM members and who provide a variety of administrative support specific to the needs of the NRM regional body.
- Specialist officers - specialist staff who oversee Corporate Nature operations.
- Specialist finance, HRM, WHS and ITC officers who provide guidance, support and advice and deal with complex specific tasks within their area of expertise.
- Administration staff who provide administrative support for the NRMs and Corporate Nature.

Corporate Nature has multiple office locations in Cairns, Atherton, Innisfail and Mareeba and work primarily in the Cape York, Savannah and Wet Tropics bioregions of Queensland.

Position	General Manager
Broad Description	Oversee the delivery of effective and efficient corporate services associated with information services, organisational development, legal compliance, contracting, financial management, human resources and governance. Through direction of the Board of the NQ NRM Alliance, the General Manager determines the strategies and priorities for the Corporate Nature team and provides support and advice to the Board in relation to business and project support functions.
How the role works	This a full time role. This position works closely with the Board and member organisations and is responsible for the management of the Corporate Nature team.
Key relationships	Collaboration with the leadership of the NRM bodies and report to the NQ NRM Alliance Board of Directors. Build and maintain high level relationships with staff, key suppliers, external customers and stakeholders, legal advisors, Australian and Queensland government agencies (particularly those with environmental related portfolio responsibilities), NRM members and auditors.
Expected outcomes	The position is expected to lead the delivery of best practice, collaborative cost effective administration, finance and accounting, information and communication technology, human resources and governance systems as well as developing and implementing corporate policy and planning.

POSITION DESCRIPTION

Position:	General Manager
Reports to	NQ NRM Alliance Board of Directors
Supervises	Corporate Nature leadership team, including the Corporate Nature Assistant General Manager, Corporate Support Team Leader, Administration Coordinator, Reef Credits Executive Coordinator and Regional Landcare Program Coordinator.
Location	Negotiable. This role is not geographically specific and can be fulfilled from any office location.
Employment terms	Fixed term full time until 30 June 2021.
Salary Range	Competitive salary and remuneration package, based on skills and experience.

Position Purpose

The General Manager is responsible for working with the Board, member organisations and staff to develop, implement and review the Corporate Work Program. The General Manager is responsible for the overall administrative, financial and human resource management of the organisation.

The General Manager has a focus on service delivery to its member organisations to provide best practice and effective services in the areas of Board operations, financial management, office administration, human resource management, incoming and outgoing contract and project management, ITC support and corporate reporting. The General Manager is also responsible for seeking alternative funding sources.

Capabilities

The General Manager requires the leadership capabilities outlined below to be appointed.

Vision

1. Understands how team's work aligns to organisational objectives
2. Manages ambiguity
3. Implements change
4. Understands customers perspectives and works across boundaries
5. Drives continuous improvement

Results

6. Manages team performance
7. Manages internal and external relationships
8. Builds team capability
9. Inspires individual and team commitment in the pursuit of results

Accountability

10. Models professional and ethical behaviour
11. Displays rigour in advice
12. Applies business management skills
13. Commits to personal development

Key Accountabilities

Management accountability

- In conjunction with the Board, this position is responsible for the development, management, delivery, monitoring and review of Corporate Nature's Strategic Plan, operational plan and other approved strategies and policies.

Under the guidance and direction of the Board:

- Provision of high level, contemporary, timely and strategic professional advice to the Board, Team, staff and stakeholders on the systems, policies, programs, implementation strategies and projects to achieve Corporate Nature and members' goals and objectives.
- Lead and foster a strong team based on innovative, adaptive and accountable organisational culture to ensure outstanding, effective, creative, credible management of Corporate Nature's business and delivery.
- Oversee the development, management, monitoring and review of Corporate Nature planning and delivery processes.
- Identify and analyse problems, develop and implement systems to maintain an efficient Corporate Nature team.
- Provide leadership to ensure that the mission, ethical values and core guiding principles of Corporate Nature are implemented.

- Lead the Corporate Nature team and ensure strong relationships with the board, members and clients that will contribute to the successful coordination and delivery of Corporate Nature outcomes.
- Lead Corporate Nature management, evaluation and reporting.
- Provide leadership and direction for the professional development of direct report employees within the team.
- Identify, assess and resolve strategic issues facing the organisation and investment/funding opportunities for business operations.
- Ensure appropriate management organisational infrastructure for delivery of Corporate Nature functions and deliverables
- Ensure high levels of performance.

Technical Responsibilities

- Provide leadership and direction of financial functions including budgeting and forecasting, compliance with accounting standards and legislation, compliance with financial delegations and procurement policies, support for Finance, Audit and Risk Subcommittees, accounts payable and receivable, cash and funds management, taxation and statistical returns, payroll, and regular analysis and reporting of results.
- Provide leadership and direction of human resources functions, including meeting Workplace Health and Safety obligations, reviewing and improving Human Resource policies and procedures and development, workforce planning and forecasting, implementation and management of the Employment Enterprise Agreements and any other relevant staff entitlements.
- Deliver reporting functions to the Corporate Nature and members' Boards and provide advice on matters relating to corporate governance.
- Lead, review and ensure high quality financial, administrative, contract overview and human resources reports for the NQ NRM Alliance Board, members' Boards, members, funding providers and partners as required.
- Provide leadership in relation to legal matters, information technology and system development.
- Identify and develop opportunities for increased shared services arrangements.

Partnerships and communication

- Provide leadership and direction that ensures effective and collaborative approaches to the development and delivery of Corporate Nature Services.
- Build and maintain relationships and collaborations with key stakeholder and key individuals to achieve effective shared services arrangements. These relationships include but are not limited to, NRM CEOs members, government, community groups, sector groups and other regional bodies.
- Negotiating at a high level in relevant forums and working groups.
- Participate as required in multidisciplinary working group arrangements.

Problem solving

- Leadership on high level professional advice and guidance to stakeholders on the systems, policies, implementation strategies and projects to achieve Corporate Nature goals and objectives.
- Contribute to, utilise and improve knowledge and information systems including monitoring, evaluation, reporting and other communication processes.
- Participate in performance review processes.

- Perform all duties in accordance with Policies and Procedures and code of conduct.
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.
- Seeking additional funding sources for the NQ NRM Alliance via the guidance and approval of the board.

Selection Criteria

Management accountability
<ul style="list-style-type: none"> ▪ Demonstrated ability to develop strategic direction and leading policy development and implementation. ▪ Facilitating change skills. ▪ Highly developed organisational management and performance management. ▪ Extensive and proven ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve services. ▪ Extensive and proven ability and commitment to providing strong leadership in driving and supporting a collaborative and results focused approach to delivery.
Technical responsibilities
<ul style="list-style-type: none"> ▪ High level written communication. ▪ Extensive understanding of contemporary Corporate Service management issues. ▪ Extensive knowledge and experience in the field of Corporate Services. ▪ High level financial analysis.
Partnership and communication
<ul style="list-style-type: none"> ▪ Highly developed and proven interpersonal skills to negotiate, influence, persuade and/or motivate others to achieve objectives. ▪ Demonstrated high level experience and skills in developing and maintaining effective networks and relationships with key stakeholders. ▪ Superior communication skills, with the ability to interact effectively with a range of people, and present ideas/tasks clearly and accurately.
Problem solving
<ul style="list-style-type: none"> ▪ Proven ability at making high level determinative decisions under delegated authority. ▪ Extensive experience in resolving problems which require a high level of analytic reasoning and integration of wide-ranging and complex information. ▪ Demonstrated extensive ability to work at a high level of independence in determining direction and approach to issues.
Workplace Health and Safety
<ul style="list-style-type: none"> ▪ Extensive knowledge of relevant workplace health and safety considerations and demonstrated awareness of requirements for employment equity, ethical conduct and the Anti-Discrimination Act.
Desirable
<ul style="list-style-type: none"> ▪ Relevant degree or equivalent.

- Knowledge of Reckon, Office 365 and SharePoint would be highly desirable.
- Ability to work out of ordinary hours.
- Flexibility with interstate travel on short notice.

Prerequisites

- High degree of financial management experience.
- Microsoft Office skills.
- Extensive knowledge and experience in the planning, delivery, monitoring and evaluation of corporate services functions for not for profit organisations particularly in remote and rural locations.
- Extensive and demonstrated management skills and experience, including the ability to develop and work within budgets, meet deadlines, motivate staff; and maximise results from limited resources.
- 'C' class drivers' licence.



Emma Jackson

11/04/19

Board Member Signature

Name

Date