



**GENERAL MANAGER, CORPORATE  
SERVICES  
(LEADING EXECUTIVE ROLE – CORPORATE  
& STRATEGY)**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2010**



## Position Description

### General Manager, Corporate Services

#### Vision

*To beat cancer in South Australia.*

#### Statement of purpose

*Through advocacy, research, education and support, we will minimise the impact of all cancers for all South Australians.*

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Cancer Council South Australia (CCSA) is the State's leading independent, cancer-related non-government organisation, dedicated to reducing the impact of cancer for all South Australians. It achieves this by providing information and services for people affected by cancer and through working to prevent cancer. It also provides significant funds for research about cancer treatment and prevention in South Australia.

The organisation has four strategic objectives :-

- ♦ Research – building SA research capacity in SA;
- ♦ Cancer Prevention – improving well being and preventing cancer;
- ♦ Cancer Support – supporting people with cancer, their families and carer(s);
- ♦ Building Capacity - budget, organisation development, information technology, marketing, fundraising, communications, environment, and risk.

#### Position overview

The General Manager is a member of the Executive Team and works closely with the Chief Executive, other General Managers and the Board, and critical external stakeholders. The General Manager provides leadership in building capacity through delivering outstanding customer focused services to support the organisation in achieving its strategic objectives from a corporate services perspective.

The General Manager, Corporate Services leads and manages a multi-disciplinary team encompassing finance, information technology, organisational development, legal services, organisational risk, property and asset management (including the management of three (3) Lodges used for people travelling to Adelaide for cancer treatment), contract management, procurement and supply and warehousing. The General Manager also performs the duties of the Company Secretary.

The General Manager, in conjunction with the Chief Executive, provides executive services and manages the work of three (3) Board Committees namely, Investment, Audit and Risk and Nomination and Remuneration.

The General Manager attends the Board of Directors meetings and assists the Chief Executive in aspects of this work which relate to the Board committees he/she manages.



## Term Appointment

Three years.

## Reporting Relationships and Financial Overview

Position reports to: Chief Executive (CE)  
 Number of staff reporting to the position: 40.7 (25.7 FTE's + 15 casuals)  
 5 Direct reports

Staffing:	-	Number of staff reporting directly	5
	-	Number of staff reporting indirectly	40
Budget- Operating Expenditure			\$5.87m (inc Staffing)
	-	Staffing	\$2.54m
	-	Capital	\$0.7m
Revenue			\$4.39m
Net Assets			\$40.7m
Major Financial Delegations			\$0.1m

### Key accountabilities:

The General Manager, Corporate Services is responsible to the Chief Executive for the following :-

- Managing three board committees (as above);
- Accountable for the preparation of strategic and annual budgets and quarterly financial reporting to the Board;
- Overseeing the preparation of the annual accounts;
- Providing Company Secretary and Public Officer services;
- Monitoring performance of investment portfolio;
- Ensuring that the Lodges are managed to meet the strategic objectives of the organisation within budget;
- Undertaking commercial and business analytical work, feasibility studies as required;
- Ensuring human resource management reflects current best practice in line with the strategic directions;
- Ensuring that the organisation meets its legal and industrial obligations in relation to employment conditions, occupational health and safety and equal opportunity;
- Ensuring accounting, financial and payroll systems are operating effectively and internal control procedures are in place;
- Ensuring accounting practices comply with International Accounting Standards (IFRS) and guidelines;
- Ensuring that all assets are maintained to agreed standards through a planned approach;



- Overseeing legal requirements in relation to contracts, estate administration and other documents;
- Responsible for effective recycling and meeting waste and energy reduction targets through the Environmental Committee;
- Ensuring appropriate financial, tax and accounting advice is provided to CCSA;
- Providing benchmarking data which assists in measuring the performance of CCSA and identifying areas for improvement;
- Ensuring that the information technology capabilities represent best practice in relation to information delivery;
- Assisting the Chief Executive with the continuous updating of Strategic and Business Plans;
- Ensuring security system and processes are in place;
- Deputising for the Chief Executive as required.

### **Knowledge, Skills and Experience:**

#### **Qualifications**

- Bachelor of Commerce, Economics (or Accounting) (essential);
- Membership of the Institute of Chartered Accountants in Australia or CPA Australia (desirable);
- MBA or management qualifications (desirable);
- AICD Company Secretary's Course or equivalent (desirable).

#### **Knowledge, Skills and Experience in the following :-**

- Commercially astute with strong business analytical skills;
- Ability to think and plan strategically and operationalise strategy;
- Provide executive leadership to the Chief Executive and Executive Team in business and corporate services;
- Understanding of good governance practices, preferably through association with boards, councils or committees;
- Setting long term strategic and operating budgets and reporting against them;
- Experience in all facets of business finance including accounting practice, audit, with a good working knowledge of accounting guidelines, regulations, accounting standards and other mandatory professional and statutory reporting requirements;
- Strong working knowledge of benchmarks and how to apply in practice;
- Preparation of annual accounts for submission to the Australian Securities and Investments Commission;
- Integrity and commitment to ethical behaviour;
- Ability to drive change and commitment to continuous improvement;
- The ability to manage a professional multi-disciplinary team;
- Well developed interpersonal skills and verbal and written communication skills;
- Project management experience in projects of significant complexity;



- Knowledge of human resource management, industrial relations and organisation development principles;
- Practical experience and knowledge of information and communications technology;
- Knowledge of contract law, company secretarial practice, the Corporations Act, accounting standards and financial reporting;
- Knowledge of wills and bequests with emphasis on the legal requirements of them;
- Insurance covers available and the experience of reading and interpreting insurance contracts.



## HOW TO APPLY

Applications in Word format only should be forwarded to David Dunnicliff by e-mail to [12497@hender.com.au](mailto:12497@hender.com.au)

Telephone enquiries are welcome and may be directed to David on (08) 8100 8814 or Julie Fleet on (08) 8100 8806.

### **Please Note**

Your application will be automatically acknowledged by a return e-mail.