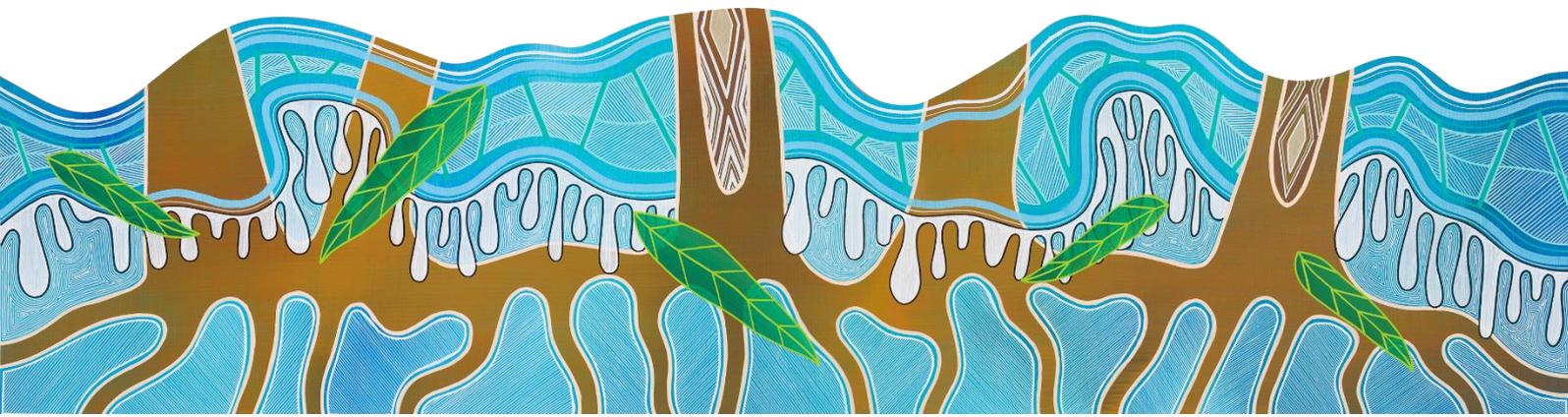




Manager – Business Services

POSITION DESCRIPTION

Position Title	Manager – Business Services
Reports To	Andy Gargett, Chief Executive Officer
Direct Reports	Book-keeper Business Services Officer x2
Overview	<ul style="list-style-type: none"> • The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits. • The Assembly works with the State to establish the architecture for Treaties that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone. • Provide strategic planning, operational support, and research, and advice to the CEO on administrative systems, policies and procedures for staff management, financial planning, and facilities management. This role is responsible for finance, people management, property management, asset management, risk management, IT systems, fleet management and other forms of corporate and Assembly Member support.
Duties	<ol style="list-style-type: none"> 1. Provide strategic planning, operational support, and research, and advice to the CEO on administrative systems, policies and procedures for staff management, financial planning, and facilities management. 2. Manage the team responsible for delivering finance, people management, property management, asset management, risk management, IT systems, fleet management and other forms of corporate and Assembly Member support. 3. Analyse complex resource management issues and initiatives that affect the organisation, and prepare associated reports, correspondence and submissions. 4. Provide information and support for the preparation of financial reports and budgets. 5. Develop and deliver financial and administration systems to drive the effective and efficient delivery of Assembly projects; ensure compliance with the Assembly's legal and financial requirements; and support compliance with funding agreements.



Duties (cont.)	<ol style="list-style-type: none"> 6. Develop and provide oversight of the Assembly budget, providing the CEO with accurate and timely reports and identifying emerging issues and risks. 7. Establish premises from where the Assembly will operate; this includes the search, negotiation of contracts, fit-out and ongoing running of the tenancy. 8. Lead the hiring and management of staff including developing position descriptions, systems for performance management, and other supports to develop the capacity of the Assembly staff. Ensure adherence to National Employment Standards and HR policies and procedures. 9. Ensure OHS standards are established and upheld from both a facilities and people perspective. 10. Coordinate annual audits and work with the CEO to support the Board Audit and Risk Committee.
Skills and experience required	<ul style="list-style-type: none"> • Proven leadership in a business focussed role including the ability to deal with the complexity of an organisation that is relatively young and is expanding. • Proven ability to establish, monitor, review and continuously improve business management systems and procedures. • Knowledge of legal and financial requirements relevant to a corporation and a track record of delivering systems that are compliant, have integrity and are robust. • Knowledge of First Nations people in Victoria, their communities and organisations. • Experience in stakeholder and community engagement, as well as exceptional relationship management skills. • Able to lead a small team to achieve results, including developing staff and fostering partnerships. • Exceptional financial and numeracy skills, and oral and written communication skills • Passionate about being part of reform to benefit First Nations people in Victoria. • Ability to identify emerging operational issues and problems that may adversely impact strategic objectives and priorities. • Degree qualified or equivalent experience.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Demonstrated capacity to succeed in the Aboriginal community controlled sector. Willing and able to support the leadership of an Aboriginal controlled organisation that is representative of First Nations communities. Able to navigate complex relationships, comply with relevant legislation, and act in accordance with the Assembly values. 2. Demonstrated capacity for success in a growing organisation Willing and able to take responsibility for the strategic planning, operational support and research, and advice to the CEO on administrative systems, policies and procedures for staff management, financial planning, and facilities management. Able to promote resilience and perseverance across the Assembly and maintain focus on the primary goal of achieving Treaties. 3. Demonstrated capacity for achieving results through others Willing and able to collect and share ideas and information, collaborate with others within the Assembly including the Board, members, and staff who play a critical role in achieving Treaties. Able to engender commitment and help others to develop. 4. Demonstrated capacity to manage and develop self. Willing and able to manage own development, gain new knowledge and skills, and act with flexibility and perseverance in the face of adversity without sacrificing their own well-being or that of others in the organisation. 5. Demonstrated capacity to achieve the highest standards of integrity Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.
Technical Skills	<ul style="list-style-type: none"> • MS Office proficiency