

Corporate Services Manager

Key Position Information	
Job Title	Corporate Services Manager (CSM)
Business Unit	Corporate
Location	Sydney, NSW
Reports to	Chief Executive Officer
Status	Fixed Term, Full Time (38 hours / week)
Salary	SCHADS Level 6, Pay point 1 \$110,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial Delegation	Category TBC (total budget to be determined)
Direct Reports	Operations Coordinator

About BlaQ

BlaQ Aboriginal Corporation (BlaQ) is a not-for-profit incorporated Aboriginal controlled organisation. BlaQ is the NSW Aboriginal LGBTIQ+ peak organisation, working to advocate for, support and empower Aboriginal questioning community. BlaQ provides community connection through events and gatherings. We are a community organisation, made up of community members, and are informed by our membership base and community to ensure that Aboriginal viewpoints are included in government policy and reform directions.

Our Vision

We aspire to a society that acknowledges, understands, and values our queer black community, that nurtures, supports, affirms, and celebrates our community and is safe, inclusive, and welcoming. As a NSW Peak Aboriginal Organisation, BlaQ aim to be a voice for Community, to build a platform from where our members can be heard and to advocate Cultural value and self-worth as a people both in Aboriginal Community and as a Queer collective. Queer black people deserve to feel important, valued, and respected; to connect to each other. For queer black people to feel culturally connected and attached to community; to be able to breathe and feel safe in every space they enter, every service they access and feel included in their cultural knowledge and traditions. We want Australia's First Nations LGBTQ, brotherboys and sistergirls to have the resources, opportunities, experiences, and connections to live self-determining lives and live prosperous lives which embrace the lives of their loved ones and communities.

BlaQ Values

- **BELONGING** – To land, To place, To community
LGBTQ+SB people have held a significant place in our communities from time immemorial and continue our right to belong and be included in cultural knowledge, legacy, and traditions.
- **CULTURE** – It's our birthright
To celebrate and educate others about our rich history and culture. Ensure the values of our ancestors are respected and our practices continue for our future generations.
- **ACCEPTANCE** – For self, For Kin
Affirming one's authentic self through the connection of kinships and community. Acknowledging the lived experiences of LGBTQ+SB individuals.
- **RECOGNITION** – Celebrating our place in history and the future
Our culture is one of celebration and ceremony. Acknowledgement of our ancestors and the barriers they overcame and preparing future generations to prepare for the battles yet to come. We celebrate these victories, the resilience and strength our people embody.

Role Purpose

The Corporate Services Manager position is responsible for corporate activities, human resources, finance, legal and governance compliance, to ensure that company goals and objectives are accomplished, and the operations of the organisation perform efficiently. This function will provide support to the CEO and will maintain and refine internal processes, coordinate internal and external resources to expedite workflow. The role will consult with internal and external stakeholders on various projects and tasks, and plan and orchestrate work to ensure the CEO and operational priorities are met and best practices are upheld.

Position Requirements

- A minimum 5 years' experience in a business operations, human resources, or corporate services management role.
- Relevant qualifications in business administration, human resources and finance would be desirable.

Function**Accountabilities****Operational**

- Oversee the office facilities, systems, and service arrangements, including procurement and contract management functions.
- Develop policies and procedures to ensure compliance with legislative requirements and standards, including training and implementation in consultation with the CEO and relevant stakeholders.
- Consult with IT team to manage internal business technology and digital functions.
- Assist CEO with setting and managing budgets, including the preparation of acquittal reports.
- Consult with Finance team to manage payments, reimbursements, payroll, and accounts to maintain financial compliance with all stakeholders, funders, government departments and regulatory bodies.
- Lead and manage all human resources operational and strategic functions to provide relevant and responsive frameworks, procedures, and employee outcomes, such as talent acquisition, onboarding, reward and remuneration, employee relations, corporate policies, payroll, workforce planning, performance management, salary sacrificing and succession planning.
- Provide sound and expert advice to CEO on operational, Governance, people matters, risks, issues, and trends.
- Identify, advise, and ensure that all staff training and professional development programs are in accordance with BlaQ's strategic and operational plans.
- Lead Work Health and Safety (WHS) and Injury Management services including reviewing and recommending improvements to WHS and risk management strategies to facilitate compliance with organisational objectives, relevant legislation, regulations/codes of practice and standards, and facilitate the management of WHS and well-being issues, injury prevention, injury management and well-being programs across the business.
- Monitor and evaluate grant reporting and tender activities, including compilation and submission to funding agencies to underpin BlaQ's sustainability and growth.
- Manage and implement projects as required in consultation with the CEO.
- Undertake research and analysis, to support informed and effective decision-making, including preparation of project documentation, written reports, submissions, and professional presentation papers to facilitate communications.
- Manage professional and personal scheduling for CEO, as well as management of content and flow of information to operational and program staff.
- Provide secretariat and related governance support to CEO, and the Board as required.
- Support with the management of internal and external stakeholder relations and partnerships.
- Undertake other duties within the scope of this role, as directed.

Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve BlaQ’s project objectives. ▪ Consistently acts in accordance with BlaQ’s values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with BlaQ Policies and Procedures. ▪ Participate in organisational and professional development activities as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Managers. ▪ All staff to ensure robust input into activities. ▪ Government, Corporate and Community service organisations. ▪ NGO agencies to leverage support and negotiate opportunities or differences. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities to source input and create awareness of program objectives.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Excellent administration, organisation, and time management skills, with a demonstrated ability to plan and manage work priorities and complete concurrent tasks and projects to a high standard within strict deadlines.
- Highly competent in preparing and presenting papers at Board and committee levels, with the capacity to respond to multiple stakeholder requirements while maintaining confidentiality and due process.
- Ability to work autonomously with limited direction, technically competent, highly organised with an outcomes focused approach.
- Proven ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement concerning highly sensitive and/or volatile issues.
- Proficiency in Microsoft Office, XERO, and other office productivity tools, with aptitude to learn new software and systems.
- Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
- Ability to communicate effectively with LGBTIQ+SB community and a knowledge and understanding of their identities
- Demonstrated commitment and willingness to do what it takes to get the job done, adaptability and enjoys a challenge.

The following are desirable:

- Knowledge and understanding of culture and LGBTIQ+SB intersectionality.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- A valid C-class driver’s licence is desirable.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of BlaQ will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged

To obtain a position description please visit our website: <https://www.blaq.org.au>

For Further information: please contact Shane Sturgiss shane@blaq.org.au 0405222620

To apply: Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Note: if applicants do not address the selection criteria the application will not be considered.

Email applications to: admin@blaq.org.au

Applications Close: Friday 26 May 2023

