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| **Garnduwa Amboorny Wirnan**  **Aboriginal Corporation**  ABN: 17 282 018 325  **Head Office:** 2/23 Coghlan Street, Broome WA 6725  **Postal Address:** PO Box 1321, Broome WA 6725  **Tel:** (08) 9195 5751 Fax: (08) 9192 2436  W: [www.garnduwa.com.au](http://www.garnduwa.com.au/) |  |

**Corporate Services/Operations MANAGER**

* Lead and promote a strong internal service culture, ensuring a service delivery approach that is responsive to the operational and strategic needs of the organisation.
* Recruit, induct and manage administration and management employees (excluding the CEO)
* Maximise the organisation’s ability to achieve its strategic goals with a focus on enabling a professional, achievement-focused organisation.
* Prepare, develop and vary all Employee contracts and job descriptions
* Oversee the management of staff levels, salaries and hours in-line with organisational budget and contractual (funding) requirements
* Ensure staff have continued access to professional development
* Confirm all employees and contractors are engaged and managed in-line with NES, Modern Award and FairWork standards
* Oversee the creation and implementation of succession plans
* Review and respond to risk through ongoing maintenance of the Risk Management register
* Review, develop and implement organisational Policies and Procedures that ensure best practice
* Develop suitable resources that support efficient administration and HR procedures
* Provide advice or serve as primary point of contact when there are issues related to client complaints, serious accidents or mishaps
* Maintain and apply a strong understanding of employment and workplace and sector legislation
* Ensure compliance with WWVP federal and state legislation
* Ensure that innovative, cost effective, best practices that are sustainable are applied to all process and actions
* Ensure compliance with all funding guidelines and agreements
* Assistance to the CEO in the preparation of organisational reports as required.
* Prepare succinct and timely performance reports to Garnduwa Directors and funding partners
* Prepare, review and negotiate all contracts and agreements to which Garnduwa is a party
* Assist in the negotiation and preparation of MOU’s, Partnership and Grant agreements.
* Maintain organisational compliance with the CATSI Act 2006 (ORIC)
* Ensure appropriate Insurance schedules are maintained
* Review, refresh and implement initiatives of the Business Plan
* Ensure compliance with the organisations Integrated Business Planning Cycle
* ACNC and ATO
* Develop and Manage organisational budget: Forecast requirements; prepare and manage the annual budget; schedule expenditures; analyse variances; initiating corrective actions in consultation with the CEO and Program Managers
* Work with Accountant and Auditor to ensure budget and accounting standards are upheld.
* Ensure continued maintenance of organisations DGR and PBI status.
* Oversee the management of the Asset Register
* Review and approve all operational invoices
* Review and Approve payroll submissions
* Initiate and/or approve the submission of all grants and tenders.

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