

POSITION DESCRIPTION

Position Title:	CORPORATE AND COMPLIANCE MANAGER	Version:	1.0		
Position Reports to:	Chief Executive Officer				
Program:	Corporate				
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)				
Role Level:	Manager	Direct Reports:	4	Classification Level:	7
Date Reviewed:	11/2024	Reviewed by:	CEO	Date next review:	11/2026

ORGANISATIONAL ENVIRONMENT

Encircle Community Services Ltd (Encircle) is a community-owned and operated organisation offering a range of support services and activities directly to families and individuals across the Moreton Bay region and the greater North Brisbane area.

Operating since 1987 we are committed to developing programs and services that support the wellbeing of community members, to encourage and enable community participation, and respond to identified community issues and needs. Encircle operates across Moreton Bay and surrounds from seven sites including Redcliffe, Kallangur, Lawnton, Strathpine, Caboolture, Kedron and Zillmere. We have approximately 80 staff and 130 volunteers who support our programs and activities and provide a wide variety of integrated options for people in our region.

Our Vision

Our communities will thrive and be resilient by being engaged, connected and supported.

Our Mission

To be a responsive, adaptive and sustainable organization to meet the changing needs of our communities.

PURPOSE OF ROLE

The Manager Corporate and Compliance is a member of the Executive Leadership Team and is responsible for ensuring the organisation is fit for purpose through developing policies and procedures for, and overseeing and coordinating the following corporate functions:

- Strategic & Business Planning
- Finance
- HR
- Payroll
- IT
- Assets & Maintenance
- Quality & Compliance
- Risk & Safety



MAIN DUTIES AND RESPONSIBILITIES

The role will:

- Provide leadership and direction to the Corporate Services team, ensuring they effectively fulfill their roles and responsibilities.
- Contribute to Board reports offering insightful analysis and recommendations.
- Ensure Encircle undertakes and implements strategic and operational planning, financial planning, workforce planning, capital investment planning and oversee capital expenditure projects.
- Oversee risk management processes and implement effective mitigation strategies.
- Analysing complex resource management issues and initiatives.
- Lead audits under Human Services Quality Framework.
- Oversee maintenance and operations of all physical buildings and infrastructure.
- Report to funding agencies on KPIs and other contractual requirements.
- Manage vendor relationships and property leasing.

Delegated Authorities

- As per Encircle Delegations Schedule

KEY POSITION OUTCOMES

Encircles activities are undertaken in accordance with legislative requirements, applicable standards and practice, and organisational policies and procedures that supports the ongoing sustainability of the organisation.

KEY SELECTION CRITERIA

Education, skills, knowledge, and experience

KSC1	Bachelor's degree in business management, finance, HR, or related discipline
KSC2	Proven experience as a Corporate Services Manager or similar managerial role
KSC3	Proven ability to work with public sector funding bodies and provide feedback and input to program design
KSC4	Demonstrated ability to work with Microsoft Office applications (Office 365) products
KSC5	NFP/Charity sector experience is desirable

Personal attributes

- Strong leadership and interpersonal skills, with the ability to inspire and motivate teams
- Excellent communication and negotiation abilities, fostering positive stakeholder relationships
- High level of integrity and ethical conduct, demonstrating reliability and trustworthiness
- Proactive and solution-oriented mindset, with strong problem-solving capabilities
- Commitment to fostering an inclusive and diverse workplace, promoting equity and respect for all.

Other

- Police Check
- Drivers License

Key Documents:

- Encircle Policies and Procedures
- Encircle Delegations Schedule

Employee Name: _____

Employee Signature: _____

Dated: _____

