



MHACA

CORPORATE SERVICES MANAGER

POSITION:	Corporate Services Manager
HOURS:	Full-time - 38 hours per week
CLASSIFICATION:	Level 8.1 MHACA EBA (neg) – generous salary packaging applies
LOCATION:	Alice Springs
REPORTS TO:	Chief Executive Officer
ENQUIRIES:	Helen Lambert - (08) 8950 4600

ABOUT MHACA

MHACA is a specialist psychosocial recovery and mental health promotion organisation with a strong presence and reputation in the community. We strive to make a difference in the lives of people with a mental illness by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and well-being.

Our psychosocial support services and educational programs aim to enhance the mental health and wellbeing of people living in Central Australia through a range of programs and activities including:

- NDIS funded support coordination, capacity building, living skills and social and recreational activities
- Individual support to people experiencing mental illness
- Tenancy support to people who are homeless or at risk of homelessness
- A day program offering group activities and peer support
- Mental health promotion to reduce stigma and raise community awareness
- Suicide prevention activities
- Training in mental health first aid, suicide intervention and awareness skills, workplace health and related areas
- Advocacy for improved services at local, state, and national levels.

Position summary:

We are looking for a detail oriented and highly proactive Corporate Services Manager who will be responsible for supporting the effective functioning of the organisation through the design, oversight and delivery of key organisational systems and strategies including:

- Business and financial systems
- Information and Communication Technology (ICT) strategy
- Human Resource (HR) Systems
- Risk management and Work Health and Safety (WHS)

This role will contribute to the identification of profitable business opportunities and assisting in the development of sustainable growth strategies.



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Key responsibilities:

Role Specific

- Business Plan development and monitoring
- Day to day management of the administration services team
- Ensuring accountability and transparency in all financial and administrative activities
- Creating an operational environment that responds rapidly to the changing environment within which mental health services are provided
- Oversight of funding and program acquittals
- Contributing to marketing and communications
- Continuous quality improvement and accreditation processes
- Assisting in the preparation of funding applications, tenders and business cases
- Ensuring smooth and responsive administrative functions in support of all service delivery activities and reporting needs.

General

- Attend meetings and advocate on behalf of MHACA as required by the Chief Executive Officer.
- Actively participate in the organisation's quality, safety and risk management systems
- Take reasonable care for own safety and that of other people in the workplace.
- Any other duties which may reasonably be expected in relation to the role.

Selection Criteria:

Essential

- A tertiary qualification in business administration, management, finance, or a related area.
- Demonstrated experience in finance systems and asset management.
- Demonstrated experience of project management with proven high level administrative and organisational skills.
- Excellent analytical, problem solving and decision-making skills.
- High level of written and oral communication skills.
- Excellent leadership and management skills.
- Interpersonal skills and the ability to relate well with people from a broad range of backgrounds.
- Strong business acumen.

Desirable

- Experience in Marketing or PR at an organisational level
- Demonstrated experience in governance and policy development
- Good understanding of NDIS and opportunities that this presents to MHACA
- Current NT driver licence.



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What's in it for you:

- A competitive Salary that is above award
- Salary Packaging, allowing a material component of your package to be tax free
- 6 weeks' annual leave and leave loading
- Superannuation
- Annual Wellbeing Allowance of \$400
- 11 days of personal leave
- Access to an Employment Assistance Program with Relationships Australia
- Monthly supervision
- A comprehensive training and development program
- Flexible work hours

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to provide a current police and NDIS Worker Screening Check prior to the commencement of employment.

The successful applicant may also be required to have a COVID-19 Vaccination.

For further information please contact Helen Lambert on (08) 8950 4600.

Or visit the MHACA website on www.mhaca.org.au

Applications must address the Selection Criteria and include a resume and contact details of three current referees. Please forward to:

**Mental Health Association of Central Australia
PO Box 2326, ALICE SPRINGS, NT 0871
Email to helen.lambert@mhaca.org.au**

Application close on 15th October 2021 at 4pm.