

POSITION DESCRIPTION

Position Title:	Corporate Services Manager
Reports To:	Chief Operating Officer
Location:	Illaroo, NSW
Terms:	Full-time
Remuneration:	\$125,970 pa incl 10.5% superannuation
Roles Reporting to this one:	NIL

Bundanon is a unique arts and education organisation in regional Australia, with a strong national and international profile.

It is situated on 1,000 hectares of bush and parkland overlooking the Shoalhaven River in Illaroo, near Nowra. It was created in 1993 by a generous gift to the Australian Nation by Arthur Boyd and his family, of land and several buildings with contents, including a significant art collection.

Since then, Bundanon's Collection has grown in size and value (currently \$46.5M), including by acquisition of works by artists in residence. Bundanon has Australia's largest artist in residence program, as well as a large and long-established program for learning and school education.

Bundanon presents a diverse program of exhibitions and public programs in all artforms bringing together visitors/audiences, artists, and scientists from a diversity of fields.

Bundanon is in a period of ongoing transformation, this January celebrating the first anniversary of opening our award-winning new Art Museum and Bridge for Creative Learning (a café, education and accommodation complex), all to support a wide range of cultural audiences, as well as educational and commercial visitors.

OVERALL RESPONSIBILITIES

1. Corporate Governance
2. Corporate and Strategic Planning and reporting
3. Record-keeping and archives

KEY CHALLENGES

- Meet the reporting requirements of key stakeholders, in particular the Australian Government.
- Prioritise the demands of the position and manage competing tasks at a time of change.

DUTIES

1. **Corporate Governance**
 - Monitor Bundanon Trust's compliance with the PGPA Act and all other legal frameworks.
 - Co-ordinate preparation of business papers and meeting minutes for the Board meetings advise Company Secretary all relevant legal and compliance matters.
 - Co-ordinate preparation of business papers and meeting minutes for the Audit and Risk Committee meetings.
2. **Corporate and Strategic Planning**

- With the Board, CEO and other senior managers participate in corporate and strategic planning to enable Bundanon to meet its objectives.
- Oversee the preparation and timely delivery of all internal and external reports including the Corporate and Strategic Plans
- Develop and maintain whole of organisation policies liaising with HR Manager in relation to HR and employment policies. Maintain a policy register.
- Monitor and report on alignment with key performance indicators across the organisation.

3. Reporting

- Prepare key documents, correspondence and submissions for all levels of government.
- Co-ordinate the capture of statistics and develop required performance reports for all levels of government, particularly the Australian Government.
- Respond to requests for information and observe requests for compliance from all external stakeholders.
- Monitor and manage the timely reporting for the acquittal of grants and other contributions from external stakeholders.
- Co-ordinate risk reporting to the Board and OFTA
- Oversee the preparation and timely delivery of the Audit and Annual Report.

4. Record-keeping and archives

- Administer appropriate systems for the maintenance of the Trust's digital and hard-copy records and archiving systems.
- Recommend staff training to ensure systems are managed on a day to day basis and monitor compliance.
- Ensure the Trust complies with statutory record-keeping requirements according to its legal and corporate status.

5. Other Duties

- Represent the organisation in negotiations and in public forums.
- Participate in the wider management team at Bundanon
- Undertake other duties as required.

SELECTION CRITERIA

Essential

- Tertiary qualifications in arts administration and management or equivalent relevant job related experience.
- Minimum 5 years' experience in a comparable role
- An understanding of the reporting and compliance requirements of government and public companies.
- Experience in strategic and business planning
- Thorough understanding of the operating environment of a not for profit or government arts organisation.
- Up to date working knowledge of Sharepoint as a records management system and other O365 applications
- Highly developed problem-solving, analysis, research, reporting and evaluation skills.
- Excellent negotiation, inter-personal and communication skills.
- High level written and verbal communication skills.
- Demonstrated experience working within a multi-disciplinary team.



You will have or be required to obtain:

Current Working with Children Check.
National Police Check.
A current NSW Class C driver's license.
Current full COVID-19 vaccination

Bundanon is committed to ensuring that our working environment is free from discrimination and harassment.

To Apply

It is a requirement that you provide a statement responding to each of the selection criteria above, and a CV/resume including the names of three referees (referees will only be contacted after clearance with the applicant) to:

Jenny Bisset

jenny.bisset@bundanon.com.au

by **5pm, Monday 30 January**

Enquiries should be directed to:

Mark Johnson, Chief Operating Officer

mark@bundanon.com.au

(02) 4422 2100