

POSITION DESCRIPTION

Position title	Corporate Services Manager
Reports to	Manager
Supervises	Operational staff (2)
Location	CANEGROWERS Innisfail Office, Level 1, 88 Rankin Street, Innisfail
Employment terms	Part-time 20 to 30 hours per week
Salary range	To be negotiated

Organisational Goals

CANEGROWERS Innisfail is a not-for-profit Company with the sole purpose of promoting the interests of sugarcane growers from Garradunga to El Arish. In addition to the state company, Queensland Cane Growers Organisation (QGCO), CANEGROWERS Innisfail is one of 13 district offices and represents 70% of the growers supplying almost 80% of the cane crushed in the region.

Position Purpose

The purpose of the Corporate Services Manager role is to oversee and optimise the business operations of CANEGROWERS Innisfail, ensuring the organisation operates efficiently, sustainably, and in alignment with its strategic objectives. This role is integral to supporting the company's restructure by developing and implementing systems, processes, and governance frameworks that enhance organisational performance and member satisfaction.

The Corporate Services Manager will manage day-to-day office operations, and assist with staff leadership, financial oversight, project delivery, and the management of company assets, including commercial tenancies. By fostering a collaborative and compliant work environment, the role ensures that CANEGROWERS Innisfail continues to deliver high-quality services and advocacy to its members, while driving continuous improvement in operational efficiency and effectiveness.

The role reports directly to the Manager and will be required to supervise two administration staff.

Organisational Expectations and values

All staff employed by CANEGROWERS Innisfail are responsible for understanding their obligations and responsibilities as set out in the Organisation's Employee HR & Safety Induction Manual and are expected to:

- demonstrate commitment to the Organisation's vision to ensure a secure and profitable future for growers and the values that underpin the way we work including accountability, credibility, integrity and professionalism.
- contribute to the efficient and effective functioning of the team to ensure a sustainable, high level of service is provided to our grower members. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities.
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity.
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with all relevant workplace policies.

Key position responsibilities

The Corporate Services Manager will support the Manager, working together to manage workflow across the organisation and implement systems to deliver an efficient and modern workplace.

Operational Management

- Support the delivery of programs, services, and operations to grower members, ensuring high-quality outcomes within budget.
- Manage the day-to-day core operations of the organisation, to ensure the smooth running of the office including office equipment, office interruptions, document control, and procurement of consumables.
- Lead the implementation and improvement of office systems, processes, and procedures to enhance operational efficiency.
- Maintain effective relationships with multiple stakeholders, including growers, industry partners, and external organisations.
- Effectively manage human resources to achieve the company's goals. This may include assisting the Manager with supervision, recruitment, procedures for performance reviews. This position will be the key contact for AiGroup which provide industrial relations support to the company.,
- Assist the Manager in the design and implementation of workflow strategies across the organisation.

Financial Management

- Prepare, implement, and monitor the organisation's annual budget in consultation with the Manager.
- Provide accurate and comprehensive financial reports and if required, report to the Board to support strategic financial planning and decision-making.
- Provide support to the Manager to identify and pursue opportunities for funding, partnerships, and revenue streams to strengthen the organisation's financial sustainability.

Corporate Governance and Board Support

- Ensure compliance with relevant legislation, standards, and statutory obligations
- Assist in the development, implementation, and review of organisational policies and procedures in collaboration with the Manager.
- Ensure contractual and regulatory obligations are met and documented appropriately.
- Preparation of meeting notices, minutes and correspondence for a range of associated meetings. This includes compilation of agendas, collation of information and preparation for internal meetings (Board or otherwise).

Project Management

- When required, support the planning and execution of projects to align with strategic priorities.
- Provide administrative and logistical support to ensure projects are delivered on time and within budget.
- When required, assist with preparing project documentation and reporting to internal and external stakeholders.

Skills, Experience and Competencies:

Essential

- Basic understanding of corporate governance principles and compliance requirements.
- Experience in managing day-to-day office operations or administrative functions.
- Familiarity with budgeting and financial processes, including reporting and monitoring expenses.
- Ability to build and maintain positive relationships with stakeholders.
- Proficient verbal and written communication skills for internal and external correspondence.
- Competence in using Microsoft Office Suite (Word, Excel, Outlook) and general office systems.
- Strong organisational skills with the ability to prioritise tasks and meet deadlines.
- Ability to work collaboratively within a team and contribute to a positive work environment.

Desirable

- Experience in supervising staff or coordinating small teams.
- Knowledge of or experience in the agricultural sector or a member-based organisation.
- Familiarity with financial management software such as MYOB or similar tools.
- Exposure to project coordination or support, including monitoring timelines and deliverables.
- Understanding of asset management or experience with commercial tenancy agreements.
- Experience supporting or participating in grant or funding applications.
- Qualifications in business administration, management, or a related field.

Additional Factors

- "C" class drivers' licence is required
- The position may be required to work flexible hours that may include outside ordinary working hours on the odd occasion.