

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	PN 7373
POSITION TITLE	Corporate Services Manager
CLASSIFICATION	LE5
SECTION	Corporate
REPORTS TO (TITLE)	Senior Administration Officer

About the Department of Foreign Affairs and Trade

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests. The Australian High Commission in Tonga advances these objectives at a national and regional level from Nuku'alofa.

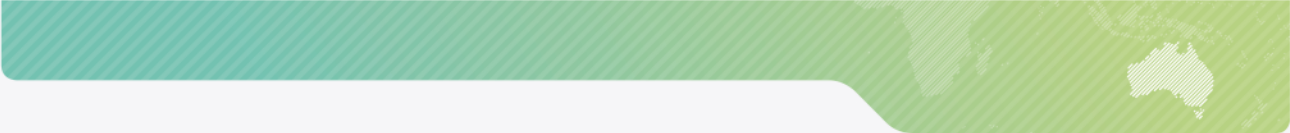
About the position

The Corporate Services Manager is a key role leading a small team to deliver high quality, efficient and contemporary corporate enabling services within the Australian High Commission. The position has day-to-day responsibility for a range of administrative, financial and operational matters including Human Resources; Budget, Finance and Travel; Assets and Records Management; and Performance and Program Management. A key focus of the role is the coordination and interaction with internal and external stakeholders to ensure the effective delivery of the High Commission's corporate services.

All staff are expected to assist with crisis response, senior visits and major events.

Key responsibilities of the position include but are not limited to:

- In consultation with the Senior Administration Officer,
 - manage the High Commission's financial operations and assets including budget, forecasting, procurement, payments, monitoring expenditure and identifying savings
 - prepare financial reports and bids ensuring that risks are mitigated and that Post is compliant with legislative and policy requirements.
 - manage LES and HOMDOM staff records, including reconciliation of leave records with attendance registers, contracts, condition of service and entitlement eg leave, overtime, higher duties etc.
 - facilitate international and domestic travel movements, policies and procedures including travel register, processing allowances and liaison with travel suppliers.
 - oversee and support implementation of programs, visits and projects such as Post's learning and development program, provide logistics support for international visits and major events.
- Provide strategic and practical advice to post management on matters relating to HR, finance, travel and WHS, including the development of relevant work plans, policies and procedures, identifying opportunities for improvements and providing leadership on corporate governance issues.

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- Lead and manage the corporate team, ensuring that they have the required skills and knowledge to provide the full suite of services and ensure complete and accurate records are maintained.
 - Support Post and Australian-based staff through the provision of protocol, visa and local advice.

Qualifications / Experience / Capabilities

- Relevant qualifications or experience in finance and administration, business or management.
 - Experience in financial and/or corporate management, preferably within government, large corporate department, or diplomatic mission.
 - Demonstrated experience managing small, high productivity teams in a complex operating environment.
 - Strong ICT skills and proficiency in Microsoft Office, with knowledge of SAP or other similar financial management systems.
 - Ability to prioritise and manage multiple tasks to meet deadlines.
 - Ability to work under minimal supervision, either as part of a team or individually.
 - Strong planning, organisational, analytical and decision-making skills.
 - Effective communication skills including the ability to prepare reports, proposals, policies and procedures.
 - Ability to manage confidential information.
 - Excellent customer service and interpersonal skills.
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