

JOB DESCRIPTION FORM

Section 1 - Office Identification

		Effective Date of Document: 20 June 2023
Organisation: CPSU/CSA	Classification: Level 7	Office Number: 00007
Division: Secretariat	Title: Coordinator, Corporate Services	
	Salaries Agreement/Award: CPSU/CSA Staff Agreement 2022	

Section 2 - Reporting Relationships

Title: Branch Secretary Classification: Class 2	Other Offices reporting directly to this Office: Title and Classification: Branch Assistant Secretary L9 Coordinator, Membership Services L7 Coordinator, Organising L7 Coordinator, Community and Engagement Team L7 Executive Officer L4
▲ Responsible to this office	

Officer under the direct responsibility of this role		
	Classification:	Title:
Computer Systems Officer	L3	1
Office Receptionist	L2	1
Strategic Human Resources Officer	L6	1
Building Administrator	L4	1
Cleaner	-	0.24
Senior Records Officer	L3	1
Finance and Payroll Officer	L3	1
Accounts Officer	L2	1
Accounts Officer Membership	L2	1

Section 3 - Key Responsibilities

Reporting to the Branch/General Secretary and serving as an integral member of the senior management team, this position is responsible for the development of the CPSU/CSA's (Union) financial management human resources, information technology, assets and facilities strategies and contributes to the development of the organization's strategic goals. In addition to the strategic components, this position is responsible for the development and implementation of policies and procedures for the management and administration of finance, human resources, information technology, assets and facilities.

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Section 4 - Context and Scope

The Community and Public Sector Union SPSF Group (WA Branch)/Civil Service Association of WA (Inc) (CPSU/CSA is the State Public Sector Union of WA).

Purpose

The CPSU/CSA is a Union of members working to deliver public services in WA.

The purpose of our Union is to develop the capacity and confidence of members to collectively build and maintain power in their workplaces.

We exercise this power to win improved industrial and workplace rights, fairness and dignity.

Strong Union workplaces deliver better public services for WA.

Ambition

To be a growing, active, member-led union that builds power to win.

Theory of Union

If we organise and mobilise members to build action at scale, and align worker and community interests, we will pressure the government to improved public sector jobs and service delivery.

Values

Equity: we acknowledge imbalances of power within our society and seek for all people to be able to access the opportunities and support they need to reach their full potential and lead their lives with dignity.

Justice: we pursue fair and just treatment for people in and beyond the workplace.

Respect: we celebrate diversity, genuinely listen to each individual voice, and treat all people with respect and dignity.

Solidarity: we support and stand with others in their struggle for justice.

Integrity: we act with transparency and accountability and always in the interests of members.

STATEMENT OF DUTIES

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Section 5 - Statement of Duties

Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions.

- Management; be a proactive contributor within the senior management team, work closely with the Branch/General Secretary, coordinators and managers to build a business plan that underpins the Union's Strategic Plan and business imperatives, support, develop, motivate and mentor staff with the aim of building a culture of team work, learning and excellence, with the assistance of organisational tools including the performance development system, strategic plan and directions and internal Union guides and policies.
- Financial Management; develop, implement and manage the financial operations of the organisation, including forecasting, cash flow projections, financial controls, monitoring of performance against strategic plan, annual budget, investment management, annual independent audit and the preparation of statutory financial reports; assess the cost effectiveness of, negotiate and implement appropriate contracts for existing and new goods and services, including but not limited to motor vehicles, insurance and building and property services.
- Operating policies and procedures; draft or supervise the drafting and manage the implementation, communication and updating of corporate policies and procedures that promote the effective utilisation of resources and support the organisation's strategic direction.
- Information and Communication Technology (ICT); develop, implement, manage, ICT systems and networks, promoting the integration of such systems and networks across the organisation and ensuring compliance with legislation, copy right regulations and internal Union policies.
- Building and property services; negotiate and manage leases / subleases; principal liaison point for tenants; develop, implement and manage a regime of scheduled acquisition, maintenance and improvements to building, equipment, fixtures, fittings and other forms of property; source and review capital and minor work submissions; asset recording, oversight of fit-outs; develop, implement and manage appropriate workplace health and safety and security measures, including evacuation procedures and plans.

- Human Resources; with assistance from the Strategic Human Resources Officer (SHRO), develop, implement and manage HR strategies relating to: organisational design, change, performance management, workforce and strategic planning and other HR activities inclusive of effective negotiation and consultation with staff.
- With the assistance from the SHRO, provide high level, timely and professional advice to senior managers and staff, in interpreting and implementing human resource policy including: change management; succession, industrial relations, retention, performance management, workplace health, and organisation development and change.
- Develop, implement manage, and ensure the integrity of HR, payroll, records, accounts, front desk reception, member administration, ICT, building and property service functions; act or supervise the nominee acting as management representative for relevant internal meetings, committees and any associated consultation and / or negotiations.
- Provide effective and creative leadership and direction of Corporate Services demonstrating best practice service delivery standards; and a focus on identifying, recommending and implementing initiatives aimed at continuous improvement of organisational productivity, consult and engage with staff on organisational improvements and exemplify and educate staff about Union, strategic plan, and policies, manage and monitor compliance and appropriate behaviors

SELECTION CRITERIA

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Section 6 - Selection Criteria**ESSENTIAL**

Key Selection Criteria:

1. Understanding and commitment to the objectives and values of the Union and a capacity to represent its views as required.
2. Demonstrated highly developed skills and experience in coordinating and managing corporate services within a membership based organisation or similar.
3. Demonstrated substantial knowledge and experience in financial management, including budget preparation and management, financial reporting and a comprehensive understanding of regulatory frameworks, legislation and governance requirements.
4. Demonstrated highly developed human resource management skills, including the ability to develop and apply human resource management practices and systems in leading and managing staff.
5. Demonstrated substantial experience in the development, implementation and monitoring of strategic business and operational plans.
6. Tertiary Qualifications or equivalent professional qualification or relevant experience in Business Management, Human Resources, Financial Management or Project Management or other related discipline.
7. Demonstrated highly developed written, verbal and interpersonal skills, including the ability to consult, collaborate and negotiate effectively with a range of individuals at different levels.
8. Demonstrated research, conceptual and risk management skills, including the ability to provide innovative solutions to strategic and complex problems.

DESIRABLE

1. Demonstrated experience in project management.

SECTION 7 - CERTIFICATION**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH SECRETARY	DATE:
OFFICE OCCUPANT	DATE:

