

POSITION DESCRIPTION

Corporate Support



Position Details

Position Title:	Corporate Support
Salary range:	\$70,457 pro rata plus super (neg)
FTE	.6 to full time
Work Unit:	Executive
Position Reports To:	Chief Executive
Date Prepared/Author:	17 October 2025

Approved by:



Date 17 October 2025

David Brennan

Chief Executive (Wimmera CMA)

Position Purpose & Objectives

The primary purpose of this role is to provide executive support to the board and general administration support across the organisation

Position Context

The Wimmera CMA is a small organisation with a staff of 23 creating many opportunities to support a variety of areas across the organisation

This role will work across all areas of the corporate area as a valued member of a team of four; including administration finance and governance

This role also has the ability to be tailored to the individual skills and career objectives.

Position Reports to:

The position will report to the Business Manager and works closely with the Chief Executive and CFO.

Key Position Accountabilities

Board

- Provide a range of effective administrative support to the Board and assistance with the coordination and preparation of agenda, correspondence, and other documents as required. Ability to maintain confidentiality of all documentation and situations is essential.
- Provide support to the Chief Executive Officer in preparation and coordination for all matters relating to Board meetings, associated tours and events.
- Arrange and attend meetings, including coordinating papers, organising venues, catering, agendas, accommodation, taking minutes and follow-up actions.

Corporate Services

- Opportunity to develop, implement and maintain appropriate systems to ensure the effective and efficient management of administrative processes.
- Ability to work independently to undertake a full range of administrative functions across the organisation as part of a cross functional approach.

This will include:

- i. Customer service
- ii. Document management
- iii. Finance support

These may include;

- iv. ITC Support
- v. Media and Communications

Corporate / Finance Support – in conjunction with Finance Officer

- Provide customer support
- Process and reconcile accounts receivable data in the Authorities finance system;
- Undertake special projects where identified.
- Provide finance support across the organisation
- Assist with Landholder contract administration
- Provide support for travel bookings
- Maintain and order stationery and office supplies as required

Other duties as directed.

Provide support to the Corporate Services Team with day to day operations as required.

Health & Wellbeing

Employees have a responsibility to take reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. All employees have a responsibility to:

- Report any incident or hazards at work to their manager, supervisor or Health and Safety Representative HSR.
- Carry out their roles and responsibilities as detailed in the relevant health, safety and wellbeing policies and procedures.
- Comply with any reasonable instruction aimed at protecting their health, safety and wellbeing while at work.
- Use equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health, safety and wellbeing.

For staff who accept nominations as a health and safety representative (HSR) on the Health & Wellbeing Committee, additional responsibilities in addition to those listed above are also allocated and communicated when accepting the role.

Key Selection Criteria

Essential

1. Excellent communication skills, together with well-developed written and verbal skills and an ability to liaise with community members, board and staff.
2. Demonstrated experience and understanding of meeting procedures, including the preparation of agendas and the taking of minutes. (this could include participation in meetings to understand the process)
3. Demonstrated ability to manage a broad range of administrative functions; with the ability to manage your time and priorities.
4. Proven experience and advanced skills in the use of Microsoft Office Suite (Word, Excel, Outlook) and use of electronic filing systems
5. Capacity to work independently with minimal direction and work collaboratively in a team environment.

Desirable

- Experience in the use of Electronic Data Management System - Microsoft SharePoint would be an advantage
- An understanding of the governance obligations and management of a Board
- Understanding of and commitment to the principles of EEO, OH&S, cultural diversity, and ethical practice.

Other Relevant Information

- The position will be located in the CMA Offices in Darlot Street Horsham, Victoria.
- The position may involve minimal work outside normal office hours.
- Hours of work can be negotiated with the successful applicant, with attendance at board meetings required (currently Wednesday mornings bi-monthly)
- Employment terms and conditions will be in accordance with the organisation's current Enterprise Agreement (Wimmera CMA Enterprise Agreement 2024-28).
- Annual Workplan reviews will be undertaken as at 30 September each year.
- Wimmera CMA is a public-sector authority.
- A health declaration is required to be signed prior to acceptance of the role.
- An employment working with children check is a condition of employment (with evidence of lodgement provided upon acceptance of the role; and successful receipt during the probationary period.)

Further Information

For further information regarding this position or the Wimmera CMA please contact:

Business Manager
Wimmera CMA
Telephone: 03 5382 1544

Submitting an Application

- Email letter of introduction and resume to jobs@wcma.vic.gov.au.
- Expressions of interest close 10.00 am Wednesday 5th November, unless filled earlier.