

# Wimmera CMA

## POSITION DESCRIPTION

### Corporate Support Officer



#### Position Details

Position Title: Corporate Support Officer  
Salary range: \$70,457 pro rata plus super  
FTE: .6 (negotiable)  
Work Unit: Corporate  
Position Reports to: Business Manager  
Date Prepared/Author: 18<sup>th</sup> March 2026

Approved by:



Date

18<sup>th</sup> March 2026

Luke Austin

*Acting Chief Executive (Wimmera CMA)*

#### Position Purpose & Objectives

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

#### Position Context

The Wimmera CMA is a small organisation with a staff of 23 and a board of 7 who meet 6 times per year; 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 small team; including administration finance and governance

This role also has the ability to be tailored to the individual skills and career objectives, and would be suitable to be worked during school hours.

#### Position Reports to:

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

#### Key Position Accountabilities

##### Corporate Administration

- 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. Some finance support
- 'Opportunity to develop, implement and maintain appropriate systems to ensure the effective and efficient management of administrative processes.

## 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 Support – in conjunction with Finance Officer

- Provide customer support
- Process accounts receivable data in the Authorities finance system;
- Undertake special projects where identified.
- 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 ability to manage a broad range of administrative functions; with the ability to manage your time and priorities.
3. 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)
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 Thursday 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

Interested applicants are encouraged to contact Nicole Netherway, Business Manager on 0427 440244 to gain a better understanding of the position and its requirements.

### Submitting an Application

- Email letter of introduction and resume to [jobs@wcma.vic.gov.au](mailto:jobs@wcma.vic.gov.au). Expressions of interest close **10.00 am Monday 13<sup>th</sup> April, 2026**