

GPHN107 - General Manager Corporate Services

Full time (1.0FTE), Ongoing (*subject to funding*)

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

General Manager Corporate Services

We currently have a full-time (1.0 FTE) career opportunity available as the General Manager Corporate Services. The General Manager Corporate Services is fundamental to fulfilling our vision of 'a measurably healthier Gippsland'. This position is an integral part of a collegiate and committed leadership team, providing sound, innovative, and operational guidance regarding the delivery of corporate services functions to support the success of the organisation. This role contributes to the planning, reporting and monitoring of organisational initiatives to ensure the long-term sustainability of the organisation.

The role leads a diverse team and directly reports to the COO. The position is an integral part of the leadership team and on occasion, the position fulfils Acting COO duties and responsibilities. The role has oversight of financial, people management, and quality systems which includes Information & Communications Technology (ICT). It supports the business to ensure excellence in compliance with governance standards; risk management, procurement, engagement, program development and the organisation's commissioning role.

The position ensures the corporate services team align with and support the operational goals of Gippsland PHN and contribute to a culture of quality and continuous improvement.

As a collaborative, supportive and transformational leader, the General Manager Corporate Services must have experience in, finance and accounting, procurement, and contract management. With strong problem solving, influencing, and relationship building skills; the General Manager Corporate Services will also have experience in large project management activities (implementing and leading), as well as having a solid background in risk, commercial acumen, and oversight of projects.

The General Manager Corporate Services is responsible for leading a multi-disciplinary team that comprises of:

- Human Resources, people and culture, organisational development, risk, occupational health and safety;
- Finance, accounts payable, purchase orders, payroll;
- Procurement, program development and engagement as part of Gippsland PHNs Commissioning key function;
- Quality, accreditation, and certification;
- Infrastructure, facilities, assets, information communications technology (ICT), systems, and cybersecurity; and
- Reception and administration.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Work with Executive to ensure processes are in place to effectively achieve, monitor, review and report on the delivery of relevant programs and services; including budget delivery and performance;
- Consistently deliver value based leadership to the corporate services teams;
- Lead and manage organisational facilities, ICT, HR, risk, OHS, finance, administration, auditing, and tender and procurement processes;
- Accountability and oversight of the financial performance outcomes of the organisation ensuring plans are met and managers coached effectively to understand and achieve performance targets;
- Have oversight of the development and sustainable management of the operating budget and financial reporting;
- Ensure organisational risks are appropriately managed and recorded in line with organisational policies and procedures;
- Lead and manage all organisational financial obligations as directed by the COO;
- Provide advice on all Gippsland PHNs contractual obligations and provide centralised, logistic support for the management of corporate services and other contracts and associated risk;
- Ensure the delivery of contracts, programs, projects and initiatives and ensure sound principles and approaches are applied to all activities;
- Manage and/or participate in specific projects, working groups and committees as identified;
- Contribute to the design, refinement and implementation of business systems and processes;
- Maintain and contribute to the development of organisational documentation including frameworks, policies, procedures, and supporting documents to ensure that expenditure is effectively monitored and contribute to the completion of reports, data and analysis;
- Lead and manage organisational audit processes and provide advice on required recommendations from internal and external auditors;
- Support Executive in preparation of providing timely, accurate, and transparent quality written Board reports for Board meetings and audit risk and finance committee meetings to ensure diligence, prudence and judiciousness in the management of corporate matters;
- Maintain a key focus on legal and contract compliance;
- Provide leadership for information collation, reporting and analysis in relation to Gippsland PHNs resources and assets;
- Ensure the efficient management of human resources, the development of the workforce and a positive people culture;
- Contribute to the development of new and expanding business and program opportunities, providing relevant advice on risk and financial implications;
- Support the Company Secretary to ensure compliance with legal and financial reporting obligations, as well as internal and external financial audit and tax requirements, and record keeping;
- Ensure the information security, health and safety, and the quality policies and objectives are established and are compatible with the strategic direction of the organisation;
- Integrate information security, health and safety, and quality management system requirements into organisational processes;
- Ensure that the resources needed for information security, health and safety, and quality management system are available, and they achieve their intended outcomes;
- Emphasise and communicate the significance of effective information security, health and safety, and quality management systems, as well as the necessity of adhering to their framework requirements;
- Direct and support individuals in contributing to the effectiveness of information security, health and safety, and quality management systems;
- Promote continual improvement;

- Assist other relevant management roles in showcasing their leadership as it pertains to their responsibilities in information security, health and safety, and quality management systems; and
- Provide considered advice to the COO and CEO, ensuring strategic and operational risks, challenges, opportunities and key issues are identified.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

To submit your application which must include a covering letter, resume, and your addressed key selection criteria, [please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

To view the Key Selection Criteria, please click on the [position description here.](#) (page 5)

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Sunday 22nd February 2026

All enquiries and applications will be handled professionally and with the strictest of confidence.

