# Director of Corporate Services

Timboon & District Healthcare Service

Timboon and District Healthcare Service (TDHS) is a multipurpose service providing a range of health services to the Timboon and surrounding areas. Increasing community health and general wellbeing is TDHS’s primary focus and the organization is now seeking an experienced and senior professional to fulfil the role of Director of Corporate Services. The successful candidate will join a dedicated management team committed to the quality of its clinical service delivery and the professional development of its employees.

Reporting to the Chief Executive Officer, the Director of Corporate Services will provide the leadership, management and vision for TDHS non-clinical services. This will include responsibility for the organisation’s financial management and operational controls as well as the day-to-day management of key operational areas including: administration; hotel services; Information Technology; environmental services and facilities management. You will also be the key liaison point between TDHS and some of its key infrastructure partners for the delivery of effective payroll, communications and IT services.

To meet the requirements of the role you will preferably hold relevant tertiary qualifications in Business and be eligible for professional membership to a relevant accounting/finance body. You will have demonstrated experience in the management of a team at a professional level. Sound knowledge of corporate governance principles including financial management, strategic planning, risk management, contract management, and the management of critical business continuity systems are also critical aspects of the role.

For more information about this exciting opportunity please visit our website at:

[**www.hrsa.com.au**](http://www.hrsa.com.au)

or contact Jo Lowday on: 0400 158 155. To make an application you will be required to submit: a Cover Letter incorporating a response to the Key Selection Criteria, your full CV and a completed HRS Application Form available on the HRS web site. Applications can be made online or sent by email to:

[hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

**Applications close: 11 December 2019**

