

## POSITION DESCRIPTION

Position title: Corporate Director  
Reporting to: Chief Executive Officer, IPAA ACT  
Direct reports: Corporate Team (4-6 staff)

The Corporate Director is a pivotal leader in the IPAA ACT team. They are responsible for ensuring the organisation is positioned to deliver value for members and support the CEO to maintain the organisation's strong reputation, trusted relationships, and unique position in the public sector ecosystem.

The Corporate Director is a member of the Leadership Team and has considerable delegation and accountability. The role has a high level of autonomy under broad direction, and exercises judgement, discretion, and an appreciation and understanding of the public sector operating environment.

The Corporate Director operates in a flexible way, role modelling agility and responsiveness, and problem solving with colleagues and stakeholders in a fast-moving and dynamic environment.

### Statement of Responsibilities

The Corporate Director is responsible for the governance, corporate and operational functions of IPAA ACT. The Corporate Director provides:

- Support to the Chief Executive Officer in the day-to-day management of the company.
- Leadership of the Corporate team as well as leadership support to IPAA team as a whole.
- Management of the company's financial performance including budgeting, reporting, forecasting, asset management, the delivery of financial reporting to the Corporate Governance Committee and Board and liaison with the company's bookkeeper, accountant and auditors.
- Management of the governance functions within the company: advising the IPAA ACT Board, Council and sub-Committees; as well as risk management, audit, compliance and policies.
- Management of the company's operations and corporate functions including office management, business accounts, ICT requirements, insurance policies, contracts, memberships and leases.
- Management of the company's corporate sponsor relationships incorporating support and engagement, sponsorship benefits and revenue and invoicing.
- Management and oversight of the company's corporate and individual membership functions including membership onboarding, revenue, invoicing, annual renewals and reporting.
- Management and oversight of the company's communications and engagement activities including email and website management, marketing and awareness campaigns and the IPAA ACT brand.
- Management and oversight of the company's Award program including design and development, as well as the delivery of the nomination, assessment and finalist processes.
- Support to the Program team in the preparation and delivery of events and capability programs.
- Support for strategic planning, resource allocation and business improvement activities.
- Support to the CEO and National Director in the provision of IPAA National secretariat services as per the company's MOU.