



Position Details

Corporate Services Manager

		
Mackay	Full-time \$110,000-\$125,000 p.a.	Corporate Shared Services

Position Overview

Bring your strategic mindset and strong leadership skills to a pivotal role at Reef Catchments. As the leader of our Corporate Shared Services Team, you'll help drive the strategic direction and operational excellence of the Reef Catchments Group.

This dynamic role is responsible for overseeing corporate functions including coordination of service support and reporting for two Boards, delivering on the strategic direction of Reef Catchments, finance, governance and compliance, risk management, workplace health and safety, and human resources.

As we continue to experience transformational growth, your leadership will be instrumental in building organisational capability and delivering on key initiatives that shape the future of our region's natural resources.

You will develop and deliver governance and business management in line with the strategy and suite of operations for Reef Catchments and Catchment Solutions.

The Reef Catchments Group includes Reef Catchments, a not-for-profit organisation limited by guarantee, and our wholly owned subsidiary, Catchment Solutions Pty Ltd. The Corporate Shared Services team spans finance, human resources, and business administration.

This is a rare opportunity to influence financial strategy, through financial data compilation and analysis, interpretation of results, and compilation of information for reporting, including internal and external reporting. This opportunity also requires you to ensure regulatory compliance, and streamline operations in an organisation committed to sustainability and community impact.

ABOUT US

Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

Our team are skilled and outcome-focused people who are all dedicated and motivated to facilitate positive change in the Mackay Whitsunday Isaac region. We do this through listening, respecting and connecting with landholders, industry, first nations people and the community. Our local connections and insights are enhanced by an ongoing commitment to embracing new technologies and adapting to evolving standards.



Position relationships – Who you will be working with

You'll lead the Corporate Shared Services team and work closely with project teams across Reef Catchments. As a member of the Senior Leadership Team, you'll collaborate with the CEO, and Program Directors, and maintain regular engagement with our Board Directors and Catchment Solutions General Manager.

About You

We're looking for a collaborative, forward-thinking leader with a proven track record managing multi-disciplinary teams—ideally within a not-for-profit or natural resource management context.

You're someone who builds trust, shows initiative and delivers outcomes while driving innovation and positive cultural change. Your financial acumen is matched by your strategic thinking, and you have hands-on experience preparing and overseeing budgets, managing contracts, supporting governance processes, and contributing to board-level discussions on risk and compliance.

Your professional qualifications are complemented by strong communication skills, and a genuine commitment to people and purpose.

About Reef Catchments – Who we are

Our work and our people make a difference

Reef Catchments is the not-for-profit, non-government natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

[Read more on our Vision and Values here](#)

We build a strong culture- Our people are our strength

Our team is comprised of skilled and outcome-focused people who are all dedicated to looking after the environment in the Mackay Whitsunday Isaac region. We value diversity, recognising its importance in creating our vision for resilient ecosystems and an engaged community. Our success hinges on building a team drawn from diverse backgrounds and life experiences and a commitment to deliver community and regionally relevant environmental outcomes. We are intentional and contemplative in shaping our team's culture, understanding that the perspectives and skills of our team members are vital. We embrace the notion that inclusion is a collective responsibility, central to our purpose.

You'll thrive

This role provides a rewarding professional career path and considerable work/life balance benefits. We offer a flexible and positive work environment, with an opportunity to enhance and build your skills and experience.

[Read more on why you'll love working with us](#)



Benefits of working with us

1. Flexible working arrangements for work-life balance
2. Professional development opportunities, with \$2,000 personal professional development budget per year
3. Career progression and succession planning
4. 5 weeks annual leave
5. Salary packaging
6. Team building activities
7. Wellbeing incentives

To learn more about the benefits of working for Reef Catchments, please visit the website:
<https://reefcatchments.com.au/careers/>

Selection Criteria

- Qualifications in a relevant discipline (e.g., Business Management, HR, Finance or Accounting).
- Be an accomplished leader of multi-functional teams (minimum 5 years experience) including workforce planning and staff performance management.
- Demonstrated experience in innovative change management or systems improvement.
- Sound understanding of corporate services best practice (*NFP and NRM desirable but not essential*).
- Demonstrated skills in the development and implementation of financial budgets, reports and contractor management and analysing results that drive decision making.
- Demonstrated project management skills, including working within budgets and time frames, and producing high quality written reports and confident communication.
- Exceptional communication skills, including the ability to communicate with and influence a diverse client base, including industry groups, government and Board Directors.
- Current driver's licence.

How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'About You' and 'Selection Criteria' section.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required for the position based on your cover letter response, resume and other selection processes, which may include an interview.

Referees will be contacted upon successful interview.

Further information can be obtained by contacting Human Resources:
Phone: (07) 4968 4200 or email: careers@reefcatchments.com

Please forward your application to careers@reefcatchments.com by close of business Monday 16 June 2025.

We are looking to fill this role as soon as possible and will be reviewing and interviewing applications as they arrive. So don't delay, apply today!