

Position Description

Position Title	Director Corporate Services
Location	Brisbane or Sydney, Preferred
Reports To	CEO
Conditions of Service	Full-Time, Fixed Term (12-month), Non-Award Employment Contract, with possibility of extension. 38 hours/week. January 2026 start.

Position summary

Murawin is experiencing a period of growth & transformation & is seeking the expertise of a Director Corporate Services (DCS). The DCS is a key leadership role within Murawin, responsible for overseeing the consultancy's operational functions & ensuring the seamless execution of strategic & day-to-day activities. This position requires a highly organised, proactive, & adaptable leader with strong financial acumen, business management expertise, & a commitment to fostering a culturally safe & high-performing workplace. The role encompasses financial management, marketing, IT, HR, recruitment, policy implementation, & operational leadership. Working closely with the CEO & wider leadership team, the DCS ensures Murawin remains a sustainable, industry-leading consultancy, committed to delivering high-quality outcomes for clients & embedding First Nations cultural values across all aspects of the business. This is a full-time position offering opportunities to create impact and lead within a dynamic, values-driven consultancy.

Key responsibilities

This is a diverse, hands-on role that requires professionalism, interpersonal skills, energy, & attention to detail. The tasks may include, but are not limited to:

Executive Leadership & Strategic Support

- Provide high-level strategic, operational, and cultural leadership across Murawin.
- Collaborate with the CEO to oversee day-to-day operations, ensuring alignment with Murawin's mission, values, and strategic objectives.
- Play a lead role in the implementation of Murawin's strategic plan, translating goals into actionable initiatives and measurable outcomes.

Financial & Operational Management

- Oversee Murawin's financial management, including budgeting, forecasting, payroll, expenditure, invoicing, and cash flow.
- Ensure robust financial systems, reporting, and compliance with funding and regulatory requirements.
- Lead the management of Murawin's insurance policies and risk mitigation strategies to ensure legal and operational compliance.

Corporate Services & Team Leadership

- Directly manage the Corporate Services Team—including Delivery, Finance and Administration, Marketing and Bids, and People and Capacity Management—ensuring high performance, professional growth, and a culturally safe, collaborative work environment.
- Lead recruitment, onboarding, professional development, contract management, and offboarding processes.
- Foster a culture of accountability, innovation, and continuous improvement across all teams.

Marketing, Communications & Brand

- Develop and implement integrated marketing and communications strategies, including brand management, public relations, digital media, design, events, and merchandising.
- Ensure consistent and values-aligned messaging across all internal and external platforms.

Technology & Infrastructure

- Oversee the management and optimisation of IT systems, digital infrastructure, and equipment to support operational efficiency and innovation.

Governance, Compliance & Risk

- Support the CEO in ensuring strong governance practices, including compliance with legal, regulatory, and contractual obligations.
- Contribute to executive reporting, risk management, and organisational accountability frameworks.

People, Culture & Capability

- Champion Murawin's core values and ensure they are embedded in policies, practices, and team culture.
- Lead the development and implementation of organisational policies, procedures, training programs, and culturally responsive approaches.
- Promote a safe, inclusive, and trauma-informed workplace, aligned with Work Health and Safety standards.

Stakeholder Engagement & Representation

- Build and maintain strong relationships with clients, suppliers, service providers, industry partners, and community stakeholders.
- Represent Murawin at key events, forums, and engagements, acting as a trusted ambassador.

Client Service & Quality Assurance

- Lead the collection and analysis of client feedback to inform service improvements and innovation.
- Support high-quality service delivery across all workstreams, aligned with client expectations and community impact.

Project & Cross-Functional Collaboration

- Contribute to project delivery as required, including facilitating workshops, conducting interviews, or supporting research, engagement, and evaluation activities.
- Collaborate closely with all teams across Murawin to ensure integrated service delivery and knowledge sharing.

Organisational Transformation & Change Leadership

- Play a lead role in Murawin's restructure, including the formation of new teams and the development of internal systems, software, and processes to support long-term success.
- Drive and support change management initiatives, ensuring staff engagement and smooth transitions.

Innovation & Impact

- Identify opportunities for innovation in service delivery, internal systems, and client engagement.
- Oversee the use of data and insights to inform decision-making, performance monitoring, and impact measurement.

Note: This position description is intended to describe the general nature & level of work being performed by the incumbent. It is not an exhaustive list of all responsibilities, duties, & skills required. Murawin reserves the right to modify this position description at any time according to business needs.

Required skills & experience

- A bachelor's degree or higher in business, management, or a related discipline, complemented by extensive professional experience.
- A minimum of 10 years' experience in a relevant field, including demonstrated capability in social research, program evaluation, or direct engagement with Aboriginal and Torres Strait Islander communities.
- Proven experience in a senior leadership or executive role, with a strong track record of strategic, financial and operational management.
- Prior experience in a consultancy or agency environment is required.
- Deep understanding of Aboriginal and Torres Strait Islander cultures, communities, and the systemic challenges they face.
- Demonstrated cultural awareness and sensitivity, with experience working respectfully and effectively across Indigenous contexts.
- Commitment to cultural safety, trauma-informed practice, and wellbeing support.
- Exceptional leadership skills with the ability to inspire, motivate, and hold teams accountable.
- Strong verbal and written communication skills, including the ability to communicate complex ideas clearly.
- Skilled in conflict resolution, decision-making, and delegation within dynamic and high-pressure



environments.

- Demonstrated ability to build and maintain strong, respectful relationships with a wide range of stakeholders.
- Strong financial acumen, including the ability to develop, manage, and report on budgets and financial systems.
- Sound knowledge of human resources practices and organisational policies.
- High-level organisational skills with the ability to manage competing priorities, meet deadlines, and maintain attention to detail.
- Experience managing confidential information with integrity and discretion.
- Advanced proficiency in Microsoft Office Suite, particularly SharePoint and Teams.
- Familiarity with contemporary marketing, communication, and design strategies and platforms.
- Ability to work collaboratively within a geographically dispersed team and across multiple concurrent projects.
- Willingness and capacity to travel as required.
- Current Working with Children Check (or willingness to obtain).

Personal qualities

The ideal candidate will be self-motivated, articulate, professional, well presented & a team player who takes great pride in what they do. Additionally, they will have:

- A friendly, sensitive, & supportive personality, with an ability to work with a diverse team of personalities.
- A proactive, collaborative approach to work, with a willingness to give generously for the benefit of individuals & the broader work of Murawin.
- A commitment to social change for Aboriginal & Torres Strait Islander peoples.
- A willingness to work across a broad variety of tasks.
- An ability to adapt to changing tasks & workplace circumstances.
- Interest in bringing passion, creativity & innovation to your work.
- The drive to get things done, take ownership of the role, and communicate respectfully.
- Demonstrates the ability and willingness to engage in difficult conversations with respect and is eager to confront challenges, directly and constructively.
- Understand Sorry Business & have an ability to work within such environments.
- You are required to uphold Murawin's standards for confidentiality, privacy, & ethical conduct. You are also responsible for complying with all workplace health & safety policies, fostering a safe & healthy environment for yourself, the team, & the company.

Key Performance Indicators

- Complete at least 90% of strategic actions by end of 2026, with quarterly updates to the CEO.
- Keep budgetary spend within 5% of the approved budget and submit all financial reports on time each quarter.
- By mid-2026, 90% of team members should meet their Performance Development Review goals, with staff satisfaction at 80% or higher in quarterly surveys.
- Complete all planned campaigns on time and ensure they reflect Murawin's brand and values.
- Maintain 99% uptime for Murawin's core systems and roll out one new tool or system upgrade each financial year.
- Submit all governance and risk reports by deadline, with no major compliance issues during the year.
- Achieve 90% stakeholder satisfaction in twice-yearly surveys and follow up on issues within 10 business days.

Why choose Murawin?

Join a team committed to reconciliation and making meaningful contributions to Closing the Gap. As one of the nation's leading Indigenous owned & led consultancies, you'll have access to extensive career development opportunities & employee benefits. Whether you're looking to take your career to the next

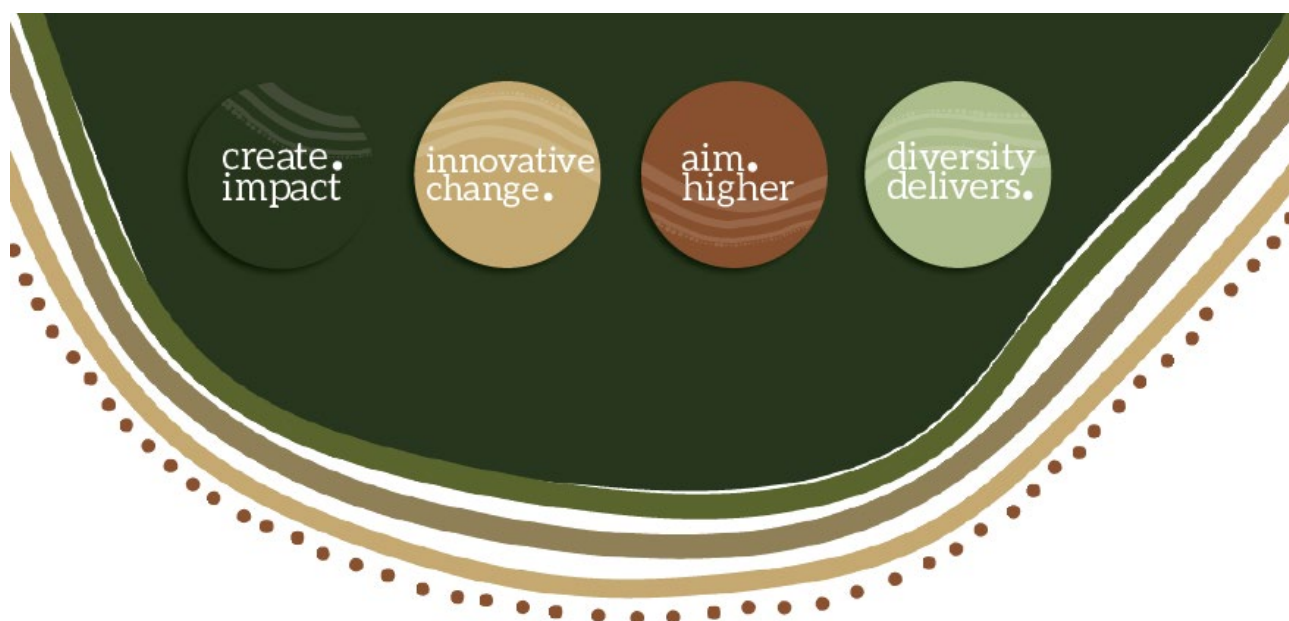
level, find work that brings you more joy & fulfilment, or looking to achieve more balance in your schedule, we offer diverse opportunities for talented professionals seeking to join our team.

You'll have access to:

- Opportunities for training, mentorship, & career development specific to your role.
- Competitive remuneration package.
- Work life balance through flexible working arrangements, with a predominant Work From Home model.
- Access to offices in attractive CBD locations across Sydney, Brisbane and Armidale.
- Access to a supportive, diverse, & inclusive team spread across Australia.
- Enjoy dedicated programs to support your wellbeing, such as free access to the Warlandi Counselling Service.
- Utilise company funded paid parental leave options, that accommodate:
 - Both childbirth & adoption.
 - Mothers, fathers, primary & secondary caregivers.
 - Singleton births/adoptions & multiples, i.e. twins, triplets or higher births/adoptions.
- Work within an accredited Breastfeeding Friendly Workplace.
- Work within a consultancy that is progressing towards becoming Rainbow Tick Accredited.
- Access to Menstrual & Menopause leave options.
- Receive a mobile phone allowance.
- Access to Cultural Leave.
- Work within a leading Supply Nation Certified Supplier, NSWICC Assured business, amongst an array of other highly exclusive accreditations & affiliations.
- Be a part of a growing company that has real impact on our society & contributes to Closing the Gap.
- Murawin is Supply Nation Certified & strongly supports applications from First Nations candidates & other diverse backgrounds.

Murawin's values

Murawin aims to embed its values across its workplace culture. They guide the actions of our people & serve as Murawin's cultural cornerstones. All Murawin team members are requested to strive to implement Murawin's values in all work endeavours.







Acknowledgement

This job description serves to illustrate the scope & responsibilities of the post & is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management & as necessitated by the development of this role & business evolution.

I certify that I have read, understood & accept the duties, responsibilities & obligations of my position.

SIGNED BY YOU (EMPLOYEE)

FULL NAME:

DATE:

SIGNED BY MANAGEMENT (MANAGER)

FULL NAME:

DATE: