

# CURTIN STUDENT GUILD

## General Manager - Corporate Services

### Curtin Student Guild

Join a values-driven organisation at the heart of student life at Curtin University. As General Manager - Corporate Services, you will provide strategic, organisation-wide leadership across human resources and industrial relations, finance, payroll, information technology, governance, risk and compliance. Reporting to the Managing Director, this senior executive role is central to ensuring the Guild operates lawfully, sustainably and in line with its strategic objectives.

The role is the Guild's principal authority for HR and industrial relations strategy, workforce capability, employee relations and employment-related risk, while also safeguarding strong corporate governance and financial stewardship.

### What you'll do

- Act as a senior advisor to the Managing Director on industrial relations strategy, workforce risk and employment compliance, including high-risk or sensitive matters.
- Provide executive leadership of the Guild's human resources and industrial relations framework, including workforce strategy, employee relations and Enterprise Agreement management.
- Lead and oversee enterprise-level consultation, negotiation and workforce change processes, including restructures and role changes.
- Lead corporate governance, compliance and risk management frameworks, supporting Council and Executive decision-making.
- Oversee finance, budgeting, forecasting and financial reporting to ensure long-term sustainability.
- Ensure accurate, compliant payroll operations and consistent interpretation of Awards and Enterprise Agreements.
- Lead IT, systems and digital improvement initiatives that enhance efficiency and organisational capability.
- Manage WHS, privacy, EEO and risk systems, embedding a proactive compliance culture.
- Build strong relationships with Curtin University, auditors, regulators and external stakeholders.
- Lead, mentor and develop a multidisciplinary corporate services team in line with the Guild's values.

### What you'll bring

We're seeking a senior executive with broad executive leadership experience, including oversight of people, governance and risk functions in regulated settings.

#### **Essential skills and experience:**

- Senior leadership experience across corporate services, including responsibility for people, governance, finance and risk-related functions.

- Proven experience overseeing corporate services portfolios (HR/IR, finance, payroll, IT, governance and risk).
- Strong understanding of employment law, industrial relations risk, and compliance obligations.
- Demonstrated experience managing complex workforce change, consultation and negotiation processes.
- Sound financial management experience, including budgeting and reporting.
- Demonstrated capability in governance, risk management and compliance frameworks.
- Proven leadership of multidisciplinary teams in a complex, regulated or member-based organisation.
- Excellent communication, negotiation and stakeholder engagement skills.

Desirable:

- Experience in a not-for-profit, student organisation, union, public authority or higher education environment.
- Experience supporting boards, councils or committees.
- Knowledge of WHS, EEO and psychosocial risk management.
- Experience leading digital or systems transformation initiatives.
- Postgraduate qualifications (e.g. MBA, CA/CPA, or relevant HR/IR qualifications).
- Knowledge of SSAF compliance and acquittals.
- Exposure to workforce planning, change management, or enterprise bargaining environments.
- Commitment to continuous improvement, equity, and sustainability

**Why you'll love it here**

- Executive role with real influence over people, culture and organisational sustainability.
- Opportunity to shape HR/IR strategy in a complex, values-driven environment.
- Collaborative, student-focused culture built on autonomy, accountability and equity.
- Professional development and leadership growth opportunities

For more information, contact Mr Vernon Thompson, Managing Director on 9266 3088 or via email [V.Thompson@guild.curtin.edu.au](mailto:V.Thompson@guild.curtin.edu.au).

Curtin Student Guild is an equal opportunity employer, and individuals of Aboriginal or Torres Strait Islander descent and living with disability are encouraged to apply.

To apply for this position, please forward your resume and a cover letter addressing the job requirements and telling us why you're the right fit to [hr@guild.curtin.edu.au](mailto:hr@guild.curtin.edu.au).

Note: Appointment is subject to required background and compliance checks, including a National Police Check and Working with Children Check.

If you have any questions or enquiries about the role, contact us through the above email address.

Applications close: **Tuesday 10 February 2026 at 4pm AWST** – Note, only shortlisted candidates will be contacted.