

Claire Geary—Manager, Corporate Services



Claire Geary, Manager, Corporate Services and GML Director, has worked in both public and private sector operations and management. She has been part of the GML management team for more than a decade, providing administrative, operational and strategic planning support, research and advice to the CEO and the GML Board. Claire manages GML's corporate functions including operations, HR, IT, risk and compliance, quality and governance. She is also closely involved in GML project management and contracting. Claire has an MBA and a Graduate Diploma in Corporate Governance. Prior to joining GML Claire held senior roles in local government and the not-for-profit sector. She has far-reaching volunteer experience, including on not-for-profit boards, Council management committees, youth leadership and sports coaching.



Qualifications

Graduate, Australian Institute of Company Directors
Graduate Diploma (Applied Corporate Governance), Governance Institute of Australia
Master of Business Administration, University of Technology, Sydney
Bachelor of Arts (Honours), University of Technology, Sydney
Business Management Certificate, Australian Institute of Management

Key Skills

Operations

Management oversight of day-to-day administration, IT, premises and equipment.

Human Resources

HR policy, procedures and manuals.
Industrial relations and agreements.
Performance management.

Corporate Governance

Corporations law.
Corporate accountability.
Risk and compliance.

Marketing

Competitive analysis.
Marketing strategy.
Marketing plans.
Sponsorship.
Client relations.

Finance and Accounting

Budget preparation and monitoring.
Financial statement and report review.

Project Management

Project proposals, tender schedules and panel submissions.
Project contract review and negotiation.
Subcontractor administration.

Strategy

Business planning and implementation.
Strategic HR planning and development.
Competitive marketing strategy.
Managing change.
Corporate projects.

Risk Management

Insurances.
QMS.
WHS.
Statutory compliance.
Contract review and negotiation.
Legal actions.
Disaster recovery.

Industry Involvement

Employment

Manager, Corporate Services, GML Heritage, 2008–Present.
Operations Manager, GML Heritage, 2001–2008.
Executive Officer, Hornsby Shire Council, 1997–2001.
Community Development Officer, Hornsby Shire Council, 1995–1997 (including Acting Manager, Community Services).
Lecturer and Research Academic, School of Leisure, Sport and Tourism, University of Technology, Sydney, 1994–1997.

Directorships

Director (Executive), GML Heritage Pty Ltd, 2016–Present.
Director (Executive), GML Heritage Holdings Pty Ltd, 2015–Present.

Director (Non-Executive), Scouts NSW, 2015–Present.

Director (Non-Executive), All Colour Supplies Pty Ltd, 2008–Present.

Professional Affiliations/Memberships

Australian Institute of Management—Member.
Governance Institute of Australia—Associate.
Australian Institute of Company Directors—Graduate.

Awards

MBA Scholarship, Chief Executive Women Australia, 2004.
Younger Member Development Award, Local Government Managers Australia, 2000.
Paul Harris Fellow, Rotary International, 2000.

Short Courses

Apply First Aid (HLTAID003).
Contracts for Consultants, Consult Australia.
Work, Health and Safety Act and Regulations, Workcover NSW.
Strategic Risk Management, Australian Institute of Management.
Advanced Project Management, Australian Institute of Management.
General Induction for Construction Work in NSW, Workcover NSW.