

Position Description

Director Strategy & Organisational Performance

Directorate	Strategy & Performance
Location	Hilltops Region
Reports to:	General Manager
Direct Reports:	5 Employees
Position Number:	
Conditions of Employment	Standard Contract of Employment Senior Staff (other than General Managers) of Local Councils in New South Wales Performance Based Employment Contract 5 years Full time
Date position description approved	July 2019

Council overview

Hilltops Council was established on May 12, 2016 and includes the former council areas of Boorowa, Harden and Young in New South Wales. It is a well-situated region, centrally located in NSW, just two hours from the national capital in Canberra and four hours from the metropolitan area of Sydney. It has a diverse economy with a strong rural base which offers a relaxed, country lifestyle with all the benefits of a major regional centre.

Council values



Primary purpose of the position

This position is a critical member of Councils Executive Management Team.

This role is responsible for the effective leadership and management of Councils Corporate, Financial and Business System environments ensuring the consistent delivery of strategic initiatives to drive quality outcomes which maximise operational effectiveness, transparency and returns.

Key accountabilities

Within the area of responsibility, this role executive role is required to:

- Provide leadership and assurance of the Corporate Financial Services and Management Account functions to ensure robust and timely data is provided to Senior Management and Council to improve strategic and operational decision making around performance, risk, and transparency as well as long term sustainability.
- Lead the innovative planning and achievement-oriented delivery of the outcomes set in the Community Strategic plan Delivery Program and Annual Operation plan
- Provide leadership and management of Corporate Policy, Assurance and Risk Governance.
- Provide strategic advice to the organisation in relation to the use of information systems, their applications and infrastructure to optimise information accessibility, management and performance.
- Provide leadership and management of Councils business systems and ICT team including the development and implementation of an IT Strategy that is coordinated to ensure well-functioning business units and organisation-wide digital literacy.
- Provide leadership and management of Councils Corporate Strategy and Integrated Planning Framework including community engagement and S355 Committees.
- Work collaborative as an active and dynamic member of the Senior Management Team focused on enhancing organisational optimisation.
- Partner with organisational leaders to develop and execute long term plans to support operational plans that provide return on investment.
- Build capability and capacity in our people systems and resources.
- Ensure a strategic ethical framework supports the business of council.
- Input into Corporate and Business strategy in relation to information and corporate resources linked to business planning to provide improvement to organisational functions for increased productivity.
- Advice on technological competitiveness, business intelligence and determining value add from IT investment.
- Drive business intelligence and good environmental scanning through the use of information to enhance service delivery and informed decision making.

Essential requirements

1. CPA or CA Qualified
2. Tertiary qualifications in a related discipline or significant experience in a similar role
3. Proven Leadership skills in a senior role, with a background in developing, leading and motivating multidisciplinary teams to provide 'customer centric' solutions and services.
4. Proven ability to anticipate changing environments and to develop strategies to position the Council to make constructive decisions with a specific focus on business improvement initiatives.
5. Demonstrated experience in managing and leading organisational financial and corporate performance.
6. Strong emotional intelligence and proven ability to work collaboratively and foster effective strategic relations with people at all levels both internally and externally
7. Excellent interpersonal skills, both oral and written, with the ability to make complex presentations and write non-standard correspondence, reports and submissions that require original content.
8. Demonstrated ability to build, at a senior level, strong client and stakeholder relationships.
9. Excellent organisational skills and demonstrated ability to work under pressure and meet deadlines in a high demand work environment.
10. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
11. Current NSW drivers' licence or ability to obtain.

Desirable requirements

1. Previous experience in local government or other government agency.
2. Multi-Disciplinary tertiary qualifications across Management, ICT and Finance.
3. Proven success in transforming organisations through technology.

Key Managerial Accountabilities

The position is required to set clear goals, standards and expectations and be accountable for the delivery of outcomes and behavior of all staff that report to them. This role will create an environment oriented to trust, open communication, creative thinking and cohesive team effort.

Limits of Authority

- Act within Legislative Provisions of the Local Government Act 1993 and other Legislation and Regulations related to the services delivered.
- Abides by Council Policies and procedures.
- Acts within Delegations allocated to the Position.






Organisational Accountabilities

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none"> • Provide effective service to Council customers and the community. • Provide effective service to internal customers. • Present a positive image of council.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed, and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Is able to draw on wide-ranging interests and experiences when facing new challenges Thinks broadly about the root of problems before focusing in on the problem definition and solutions Is able to discuss issues from different angles and project impacts into the future Considers the broader context when critically analysing information and weighing recommendations Involves diverse perspectives in testing thinking and solutions
Results Create and Innovate	Adept	<ul style="list-style-type: none"> Produces new ideas, approaches or insights Analyses successes and failures in the organisation for insights to inform improvement Identifies ways in which industry developments and trends impact on own business area Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation Identifies, shares and encourages suggestions for organisational improvement Experiments to develop innovative solutions
Resources Finance	Advanced	<ul style="list-style-type: none"> Ensures the design/delivery of services is within budget Explains the organisation's financial drivers to others in plain language Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services Models the highest standards of financial probity, demonstrating respect for public monies and other resources Promotes the role of sound financial management and its impact on long term financial sustainability Seeks and applies specialist financial advice to inform decisions
Resources Technology and Information	Adept	<ul style="list-style-type: none"> Selects appropriate technologies for projects and tasks Identifies ways to leverage the value of technology to achieve outcomes Ensures team understands their obligations to use technology appropriately Ensures team understands obligations to comply with records, information and knowledge management requirements

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Procurement and Contracts	Advanced	<ul style="list-style-type: none"> Ensures that organisational policy on procurement and contract management is implemented Applies knowledge of procurement and contract management risks to decisions Ensures others understand their obligations to manage and mitigate risks in procurement Implements effective governance arrangements to monitor provider, supplier and contractor performance Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Manage and Develop People	Advanced	<ul style="list-style-type: none"> Knows the individual strengths, weaknesses, goals and concerns of members of the team Fosters high performance through effective conversations and feedback and by providing stretch opportunities Identifies and develops talent across the organisation Coaches and mentors' staff to foster professional development and continuous learning Implements performance development frameworks to align capability with the organisation's current and future priorities Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Workforce Leadership Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> Translates organisational vision and strategy into operational goals to help staff understand their own contribution Builds a shared sense of purpose through involving people in defining priorities and cascading goals Regularly communicates progress against business unit and organisational goals Creates opportunities for recognising and celebrating high performance at the individual and team level
Workforce Leadership Optimise Workforce Contribution	Adept	<ul style="list-style-type: none"> Develops team / project plans that take into consideration individual capabilities, strengths and preferences Identifies opportunities for stretch assignments to help grow the capabilities and experience of staff Plans and monitors team resource allocation in line with organisational priorities Makes informed contributions to workforce planning and resource allocation processes Makes good recruitment decisions based on the capabilities, knowledge and experience required in the role

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Lead and Manage Change	Adept	<ul style="list-style-type: none"> Promotes change initiatives, explaining the purpose and benefits and the implications for the team Contributes to efforts to involve staff and stakeholders at various stages of the project Provides clear guidance, coaching and support through change processes Contributes to efforts to align organisational structures, systems, processes and culture to changes

Acceptance of the role

I _____ confirm I have read and understood the Position Description.

As the incumbent of this position, I agree to work in accordance with requirements of the position and will abide by Hilltops Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

Signature:

Date: