



POSITION DESCRIPTION

Position Title:	Executive Manager Corporate Services
Directorate:	Office of General Manager
Branch:	Corporate Services
Salary Grade:	9
Status of Position:	Fulltime
Hours of Work per week	35

POSITION REPORTS TO:

General Manager.

PRIMARY PURPOSE OF THE POSITION:

To lead the development and delivery of Council's Corporate Services and meet statutory obligations through strong leadership and engagement with key stakeholders and staff.

KEY ACCOUNTABILITIES:

- Lead and manage the development and implementation of the strategies and priorities of Council's Corporate Services in line with the Community Strategic Plan, Delivery Plan, Operational Plan and annual budget.
- Provide strategic and operational advice to the Executive team and the organisation as required.
- Develop, review and ensure implementation of Council's Governance Framework.
- Lead the development and enhancement of Council's integrated planning and reporting strategy and documentation.
- Manage the functions of Public Interest Disclosure, Code of Conduct Coordinator, Public Officer and Government Information Public Access Officer.
- Manage Council's leases and licences, delegations, gifts and benefits register and pecuniary interest disclosures.
- Ensure the currency of Council's insurance portfolio working closely with Council's insurers.
- Manage delivery of Council's Information Management Systems including record keeping.
- As part of the Operational Leadership Team, contribute to shaping and delivering our strategic vision and drive a positive organisational culture.
- Manage, implement and monitor a range of strategies and plans aimed at achieving a sustainable future for the organisation.
- Ensure the maintaining of accurate records in accordance with Council's information management policies and statutory requirements.
- Provide a high level of customer service to internal and external customers in accordance with Council's Customer Service Standards
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014



KEY CHALLENGES:

- Balance operational and strategic responsibilities.
- Developing and implementing contemporary systems and processes as well as fostering a positive culture to meet our legislative obligations and business needs
- Providing value-adding service and building strong stakeholder relationships.

KEY RELATIONSHIPS:

Who	Why
Internal	
General Manager	<ul style="list-style-type: none">• Provides advice and support for role
Council Staff and Management	<ul style="list-style-type: none">• Manage expectations and provide services
External	
Customers/stakeholders	<ul style="list-style-type: none">• Monitor, direct and address enquiries• Ensure stakeholders expectations are being met
Public Authorities	<ul style="list-style-type: none">• Provide and receive information where required
Auditors	<ul style="list-style-type: none">• To provide information and participate in required processes

RECRUITMENT SELECTION CRITERIA:

ESSENTIAL






1. Tertiary qualifications in corporate governance, business management, or a related discipline, or demonstrated industry experience.
2. Demonstrated management experience in a complex and challenging organisation including developing and delivering corporate systems.
3. Proven ability to lead a high performing team to deliver organisational objectives and innovative service and business improvements.
4. Strong knowledge of relevant legislations particularly in the areas of Local Government Act, Government Information (Public Access) and associated legislation.
5. Exceptional communications and interpersonal skills including the ability to build relationships, drive change and provide clear high-level advice and support.
6. Strong negotiation skills with proven ability to set priorities and meet deadlines and targets.
7. Demonstrated experience in the preparation and presentation of technical reports and submissions.
8. Strong analytical and problem solving skills and the ability to engage and influence key stakeholders.
9. Commitment to supporting a strong customer service approach.
10. Local Government experience.
11. A thorough knowledge and understanding of the principles and practices of Equal Employment Opportunity and Work Health and Safety Act 2011 and an ability to apply them to the work practices.
12. C Class Drivers Licence.

DESIRABLE

1. Post Graduate qualifications in a relevant discipline.



KEY CAPABILITIES:

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept



Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound Assess relative cost benefits of direct provision or purchase of services Understand and promote the role of sound financial



Group and Capability	Level	Behavioural Indicators
		<p>management and its impact on organisational effectiveness</p> <ul style="list-style-type: none"> • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement • Respond to financial and risk management audit outcomes, addressing areas of non-compliance
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives