**Position Description**

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| **Position Title** | **Manager Corporate Business** |
| Position Code | CORP030 |
| Department | Corporate Services |
| Division | Corporate Business |
| Reports To | Director Corporate Services |
| Direct Reports: | 8 |
| Position Classification | Professional Specialist Band 3, Level 3 |
| Position Status | Full time |
| Allowances | Nil |

**SPECIAL CONDITIONS**

Attendance at out of hours Council and other committee meetings where required

**PRIMARY PURPOSE OF THE POSITION**

The aim of this position is to ensure the effective delivery of Councils Corporate Business Function, including the management of the customer services and administration functions, Governance and Risk, records management, the preparation of Councils business papers and the management of Councils IP&R requirements.

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| *Areas of Delivery* | *Est. % of time spent* |
| *Managing the Administration and Records Management functions of Council* | *30%* |
| *Leading the Corporate Business Team in relation to customer service* | *20%* |
| *Delivery of Councils Business Paper* | *20%* |
| *Integrated Planning and Reporting requirements of Council* | *20%* |
| *Providing expertise across Councils governance and risk functions* | *10%* |

**POSITION RESPONSIBILITIES**

* Oversight of Councils Risk Management and Insurance portfolio and framework;
* Responsible for the development and management of Councils Enterprise Risk Management Plan; Business Continuity Plan and Disaster Recovery Plan;
* Champion business process improvement through an organisational continuous improvement framework;
* Provide support and advice in the development of policies and plans and in the implementation of Council resolutions;
* Ensure procedures, processes, and systems are implemented and followed to deliver a high quality customer service;
* Oversee the various governance systems required within Council’s operations and provide advice and support to Manex to ensure compliance with the Local Government Act, GIPA, Public Interest Disclosures (PID’s), Councillor Code of Conduct issues and all other relevant legislation;
* Manage the accurate recording and minuting of Council Meetings and other committee meetings as required;
* Oversight, coordination and management of Council’s Integrated Planning and Reporting (IP&R) framework requirements;
* Responsible for the coordination of Councils Annual Report;
* Exercise the functions of the Council as delegated by the General Manager and to ensure appropriate delegations are in place throughout Council;
* Identify & implement necessary business process and system changes to adapt to the changing Local Government environment;
* Oversight of all Councils Joint Organisation projects including shared services and contracts;
* Management of Councils Customer Service and administration functions and in particular coordination of the Business Service Officers and the Executive Service Officer to support the operations of Council;
* Manage the Administration function for the whole business including Business Paper preparation and management;
* Oversight and management of Councils Contractor Management systems;
* Oversight and management of Councils Records Management system ensuring compliance with relevant legislation;
* Management of Council’s Legal Services Support ensuring that sound advice is received and that high quality resolutions are achieved on behalf of Council;
* Oversight of Councils Corporate Governance;
* Support Councils nominated Public Officer in all matters relating to Public Interest Disclosures and Code of Conduct matters where required;

**Organisation**

* Contribute to reviews and reporting against the Community Strategic Plan, operational plan and Delivery Program.
* Ensuring compliance with the WHS Act 2011 and its regulations, including:
  + Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
  + Wear protective clothing or equipment in the manner intended (if required).
  + Take reasonable care for the health and safety of all persons who are at their place of work.
  + Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
* Ensure that all employees and contractors and their employees under the direction or control of the position receive adequate instruction for the safe and efficient performance of their duties;
* Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position’s authority. Where necessary correction is outside of the position’s authority, refer the matter to the relevant Director or Manager People and Strategy
* Carry out prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property so that remedial action may be effected promptly;
* Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
* Assisting with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of service delivery;
* Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council’s strategic goals;
* Compliance with all Councils Policies and Procedures and Code of Conduct;
* Complete other duties as directed by the Director Corporate Services
* Undertaking other relevant duties as directed which are consistent with the employee’s skill, competence and training.

**KEY RELATIONSHIPS**

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| **Who** | **Why** |
| Internal |  |
| General Manager | Advise and support the General Manager on matters as required |
| Leadership Team | Advise and support the Manex and Leadership team on matters as required |
| Director Corporate Services | Direct Supervisor |
| Corporate Business Team | Responsible for leadership, advice, management and support of this team |
| Councils Public Officer | Direct Report providing support and assistance when required |
| Council Staff | Advise and support as required |
| External |  |
| Government Departments / Authorities / Consultants | Varied Government Departments and Authorities for advice and assistance as required |

**POSITION CAPABILITIES**

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| **LGNSW Capability Framework** | | |
| Capability Group | Capability Name | Level Required |
|  | Manages Self | Advanced |
| Displays Resilience and Adaptability | Advanced |
| Act with Integrity | Highly Advanced |
| Demonstrate Accountability | Advanced |
|  | Communicate and Engage | Advanced |
| Community and Customer Focus | Advanced |
| Works Collaboratively | Advanced |
| Influence and Negotiate | Advanced |
|  | Plan and prioritise | Advanced |
| Think and solve problems | Adept |
| Create and Innovate | Adept |
| Deliver Results | Adept |
|  | Finance | Adept |
| Assets and Tools | Adept |
| Technology and Information | Adept |
| Procurement and Contracts | Advanced |
|  | Manage and Develop People | Adept |
| Inspire Direction and Purpose | Advanced |
| Optimise Workforce Contribution | Adept |
| Lead and Manage Change | Adept |

**PERSON SPECIFICATION**

**Essential**

* Degree qualification in Business, Management, Governance or other relevant area
* Class C (Standard) Drivers Licence

**Experience**

* Demonstrated 5-years’ experience and organisational skills in managing projects, coordinating and implementing corporate planning and performance reporting processes across multiple business function areas;
* Demonstrated experience managing multi-function, diverse teams;
* Demonstrated high-level customer service focus, including demonstrated significant achievement in the provision of quality customer services;
* Demonstrated policy formulation and strategic planning skills;
* Extensive knowledge of Local Government functions, statutory obligations, policies and processes within the legislative framework of the Local Government Act 1993 and related legislation (preferable);
* Proven experience in the provision and management of legal, governance, risk and the required obligations under the *Government Information (Public Access) Act 2009* (GIPA Act);
* Excellent written communication skills including the ability to prepare complex and detailed technical reports, proposals and submissions;

**Authority and Accountability**

* Worker level responsibilities in regards to WHS Legislation
* Financial delegation as per Councils delegation register

**EQUIPMENT REQUIRED FOR THE POSITION**

* Vehicle allocated to the position with private use under Councils Vehicle policy
* Mobile Tablet

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| **ACKNOWLEDGEMENT** | |
| This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council. | |
| I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary. | |
| Employee’s Signature: | Date: |

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| **HR USE ONLY** |  |
| Does this position require a Working with Children Check? | Yes / No |
| Does this position require the incumbent to undergo a criminal reference check | Yes / No |
| Does this position have a Financial Delegation | Yes / No  Level: |
| Does this position require the incumbent to possess a specific license or qualification | Yes / No |