



APPLICANT INFORMATION PACK

Director, Business and Corporate
Services

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1. Introduction

The NSW Government in May 2016 through its 'Fit for the Future' local government reforms amalgamated the former Kogarah City and Hurstville City Councils to create Georges River Council. To assist with the transition of the new Council Mr John Rayner PSM was appointed as Administrator of the Organisation. Mr Rayner remained in the position until the first local government election.

The first Georges River Council local government elections were held on 9 September 2017 where 15 Councillors were elected across five wards. Councillor Kevin Greene of the Peakhurst Ward was elected as the first Mayor of the new Council, while Councillor Kathryn Landsberry of the Blakehurst Ward was elected as Deputy Mayor.

Our Community

Georges River Council acknowledges the traditional inhabitants and custodians of the Georges River area, the Bidjegal (Bidjigal/Bediagal/Bidegal) people of the Eora Nation.

Population

The estimated resident population at the 2016 Census was 149,489.

The Georges River Council Community Profile uses data from the 2016, 2011, 2006, 2001, 1996 and 1991 Australian censuses. It provides demographic information on our area's residents, for each suburb and for the whole local government area. The information is presented in clear tables and charts with concise, factual information. Click on the below tabs to find out more about the Georges River area and its people.



Demographics

The 2016 Census revealed that the Georges River Council area has a slightly lower proportion of younger age groups (0 to 17 years) and a higher proportion of people in older age groups (60+ years) than the Greater Sydney average. Overall, 20.2% of the population was aged between 0 and 17, and 20.6% were aged 60 years and over, compared with 22.1% and 19.0% respectively for Greater Sydney.

The area has a high proportion of people born overseas (44.8%) and 42% of the population were from a non-English speaking background. The largest overseas country of birth in the Georges River Council area was China, where 16.1% of the population, or 23,654 people, were born. The next most common places of birth were Nepal (3.3%), Hong Kong (2.5%) and the United Kingdom (1.6%).

The countries of birth with the biggest net gain in number of residents between 2011 and 2016 were China (+5,168), Nepal (+3,081), The Philippines (+725), India (+397), and Bangladesh (+352).

Aboriginal and Torres Strait Islander people represented 0.5% of Georges River's population in the 2016 Census.

The most common languages spoken at home other than English are Chinese languages (17.7%), Greek (5.4%), and Arabic (3.6%). Those speaking Nepali has increased from 1.3% in 2011 to 3.4% (compared to 0.7% in Greater Sydney) in 2016 and is now the fifth most spoken language at home in the Georges River area.

Religions

For further information on Georges River Council go to our website at:
www.georgesriver.nsw.gov.au



2. The Role

The role you are applying for, Director, Business and Corporate Services is a member of the Executive Team. A position description for the role of Director, Business and Corporate Services is included in this Applicant Information Pack.

For further information on this role contact Gail Connolly, General Manager, on 02 9330 6317 or via email at gconnolly@georgesriver.nsw.gov.au.

For further information about the recruitment process contact Fiona Campbell, Executive Manager People and Culture, on 02 9330 6138 or via email at fcampbell@georgesriver.nsw.gov.au

The role is based in our Georges River Council Civic Centre at:

Level 1
Corner MacMahon and Dora Streets
Hurstville NSW 2220

Whilst the role is based at the Civic Centre, it is responsible for a city wide Directorate and you may be required to work from time to time at other Council sites due to the service nature of the Directorate for example, IMT servicing our libraries/childcare centres, People and Culture servicing the Depot.

3. Remuneration

Employment terms and conditions will be administered in accordance with the Office of Local Government Standard Contract for Senior Staff of Local Councils.

A total remuneration package will be negotiated with the successful applicant. The package will include salary, statutory superannuation and vehicle allowance.

The package also includes:

- An additional 5 days Manager's leave per annum
- Salary sacrifice options including novated leasing is available
- A car space will be provided at the Civic Centre

The successful applicant will be offered a (three – five) year fulltime, fixed term contract of employment.

A draft employment contract will be supplied to the successful applicant.

4. The Application Process

Applications must be submitted via email directly to Daniella Youkhana, Acting Executive Assistant to the General Manager, at dyoukhana@georgesriver.nsw.gov.au by 11.30 pm on Sunday 15 July 2018. Applications should include:

- Your CV including your contact details, education and employment history.
- Your claims detailing how you meet the Selection Criteria, as outlined in the Position Description.

5. The Recruitment Process

Timetable

Advertising period:	From Tuesday 3 July 2018
Closing date for applications:	Sunday 15 July 2018, 11.30 pm (EST)
First round panel interviews:	26 – 27 July 2018 (tentative)
Second round interviews:	To be confirmed

Selection and Shortlisting

All applications will be assessed on merit against the Position Description requirements and demonstration to meet the Selection Criteria.

Shortlisted applicants will be contacted for the first round panel interview process. The location of the selection panel interviews will be confirmed closer to the panel date. This stage of interviews will require applicants to develop a presentation on a specific topic allocated to them by Council.

Applicants will also be required to undergo personality and psychometric testing. It will be necessary to verify information you have provided, and to undertake certain pre-employment checks, including educational, medical and criminal checks. These checks will be conducted on preferred applicants only.

We look forward to receiving your application and discussing this position with you in further detail.

If you require further information, please contact Fiona Campbell, Executive Manager People and Culture, on 02 9330 6138 or via email at fcampbell@georgesriver.nsw.gov.au.

6. Position Description

DIRECTOR BUSINESS AND CORPORATE SERVICES	
POSITION NUMBER	2011
DIRECTORATE	Business and Corporate Services
SECTION	Business and Corporate Services
REPORTS TO	General Manager
DIRECT REPORTS	5
GRADE	Senior Staff Contract
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	26 June 2018
DATE LAST UPDATED	26 June 2018

1. PURPOSE OF THE POSITION

The Director Business and Corporate Services is ultimately responsible for ensuring the effective delivery of assigned services and programs under Georges River Council's Community Strategic Plan, Delivery Plan, Resourcing Strategy and Operational Plan, as varied from time to time. Actively participate in the strategic development of the organisation.

Functional responsibilities include Finance, Governance, Information Management Technology, People and Culture, WHS and Risk.

2. KEY ACCOUNTABILITIES

In addition to the responsibilities listed below, this role is a key member of the Executive Team with significant involvement in all aspects of overarching City strategy and Council operations, including organisational policy development and implementation, project and program management and demonstrating values based leadership to drive a strong and adaptable organisation culture.

- 2.1 Act as the primary interface between Councillors and the Business and Corporate Services Directorate and to provide executive level support and advice to the Council in developing strategies, policies and plans and in the implementation of Council resolutions.
- 2.2 Responsible for effective and efficient management, direction and control of the Directorate in accordance with the direction of the General Manager, provisions of the Local Government Act 1993 and other enabling legislation and statutory obligations.
- 2.3 Oversee the Directorate's contribution to Council's Community Strategic plan in relation to the outcomes alignment to resource plans including the Four Year Delivery Plan, Long Term Financial Plan, Asset Management Plan and Directorate Business Plan to ensure long term viability.
- 2.4 Accountable for developing policies, strategies and associated planning documentation across all of the Directorate's functions to facilitate a coordinated approach to long term financial planning and sustainability for Georges River Council.
- 2.5 Effectively and efficiently plan and manage the operations of the Directorate to achieve Council performance objectives, requirements, expectations and the operating plan to agreed performance standards.

2. KEY ACCOUNTABILITIES

- 2.6 Develop and report performance against Four Year Delivery Plans, Annual Operational Plans and quarterly reviews that deliver Council's strategic outcomes.
- 2.7 Lead and manage the day to day operations of the Directorate's people, finances and assets in accordance with the organisation's mission and values, Directorate's accountabilities, structure and resources to ensure optimal benefit to the Council and the community.
- 2.8 Ensure processes and protocols are in place for the Directorate's compliance with all relevant legislation and Council policies and ensure that risks are managed.
- 2.9 Exercise the functions of the Council as delegated by the General Manager and to ensure appropriate delegation is in place throughout the Directorate.
- 2.10 Advise Council and the Executive Team on matters of strategic importance.
- 2.11 Remain abreast of legislative, environmental, economic and other relevant factors impacting the Georges River Council and make recommendations to Council and the Executive Team regarding potential risks, impacts and developments as required.
- 2.12 Foster and support a culture of continuous improvement and business excellence, recognising achievement and innovation.
- 2.13 Actively participate as a member of the Executive Team and develop, lead and motivate other direct reports to model effective leadership styles across the organisation.
- 2.14 Build strategic partnerships with the government, private and community sectors to deliver the aspirations of the Community Strategic Plan's outcomes.
- 2.15 The General Manager may allocate additional duties in accordance with the employee's range of skills, competence, training, and/or experience or be part of a learning and development plan.

3. KEY MANAGERIAL ACCOUNTABILITIES

Leadership

- 3.1 Demonstrate 'values' based consistent leadership.
- 3.2 Input to and implement Council/Line Manager decisions at a strategic and operational level.
- 3.3 Create, embrace and lead change. Manage resistance to change.
- 3.4 Treat others with respect and compassion.

People Management

- 3.5 Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
- 3.6 Objectively evaluate staff, provide feedback and communicate expectations.
- 3.7 Plan for the future, set team goals, identify priorities and follow through.
- 3.8 Deal with under-performance and inappropriate behaviour in a timely manner.

Communication

- 3.9 Communicate to all in a clear and concise manner both written and verbal.
- 3.10 Promote cross organisational communication and collaboration.
- 3.11 Foster good working relationships with external and internal stakeholders.
- 3.12 Communicate with staff on a regular basis and gain their input where appropriate.

WHS / Risk Management

- 3.13 Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- 3.14 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.

3. KEY MANAGERIAL ACCOUNTABILITIES

- 3.15 In consultation with employees, develop and continually monitor the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
- 3.16 Monitor and evaluate the performance of Managers against their risk management responsibilities.
- 3.17 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

Governance

- 3.18 Manage operations and resources for cost effective achievement of team goals.
- 3.19 Prepare, manage and take accountability for financial budgets within the program.
- 3.20 Identify and implement customer experience initiatives.
- 3.21 Effectively manage systems to optimise the use of resources.
- 3.22 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.23 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.24 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.25 Support the strategic and corporate priorities of the General Manager and Executive.
- 3.26 Maintain all relevant policies, procedures, practices and staff communications with relevant Federal and State Legislation and implement as necessary to ensure Council's compliance.
- 3.27 Other duties as required.

4. 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.

5. MODEL CODE OF CONDUCT

Council's Model 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.

6. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build 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.

7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures.

8. CUSTOMERS

- 8.1 Provide effective service to Council customers and the community.
- 8.2 Provide effective service to internal customers.
- 8.3 Present a positive image of council.

9. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

10. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns is also required to be completed by 30 September each year.

7. Selection Criteria

11. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 11.1 An appropriate degree qualification in Business, Finance or Management or related discipline or extensive equivalent experience in senior public sector administration and management.
- 11.2 Extensive knowledge of local government functions, statutory obligations, policies and processes within the legislative framework of the Local Government Act 1993 and related legislation.
- 11.3 Proven policy formulation and strategic planning skills.
- 11.4 Project management skills, including being able to direct, monitor and review multiple projects to deliver on time.
- 11.5 Outstanding stakeholder management and engagement skills.
- 11.6 Demonstrated capacity to work within communities in delivering agreed outcomes.
- 11.7 Demonstrated expertise in developing, promoting, and encouraging long term financial sustainability.
- 11.8 High-level customer experience focus, including demonstrated significant achievement in the provision of quality customer service to internal and external customers.
- 11.9 Class C Drivers Licence.

Essential Leadership/Management Skills

- 11.10 High level verbal communication, negotiation, presentation customer engagement and lobbying skills and demonstrated ability to apply these skills with a wide range of internal and external stakeholders.
- 11.11 Proven success in championing and managing significant change initiatives.
- 11.12 Knowledge of industrial relations, equal employment opportunity and work health and safety legislation and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace.
- 11.13 Demonstrated leadership of a multidisciplinary team, and proven ability to motivate and develop staff.

Essential Technical Skills

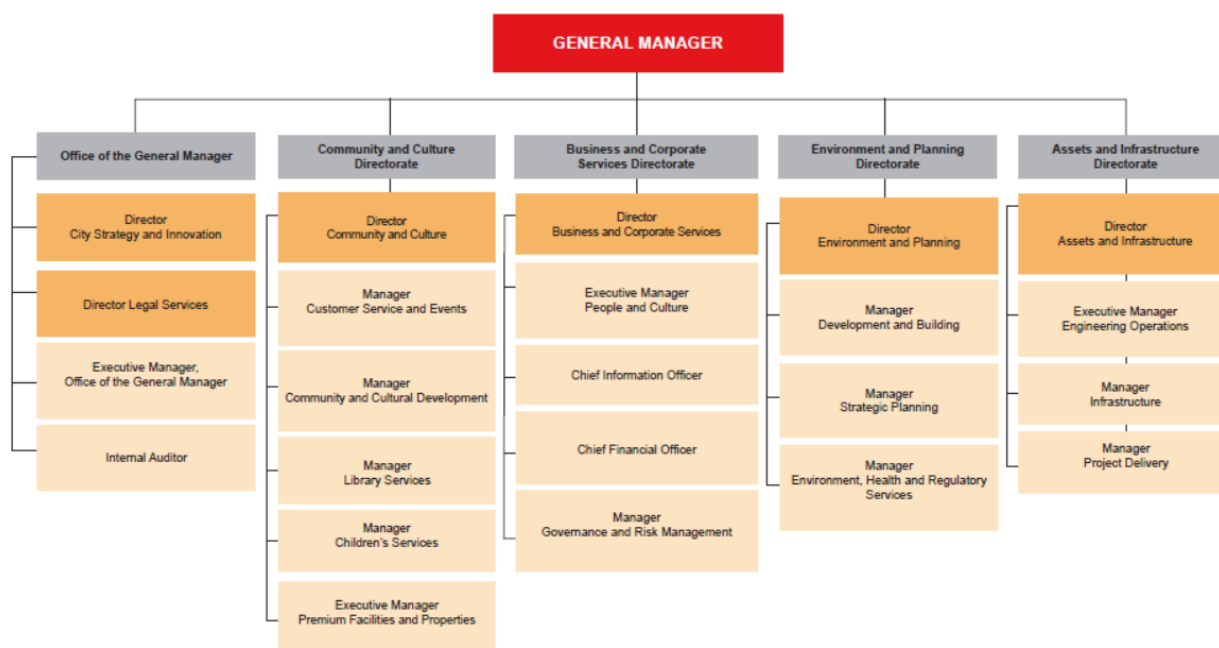
- 11.14 Demonstrated strategic planning skills including the ability to develop written action plans with clearly defined objectives and strategies that respond to identified needs.
- 11.15 Excellent written communication skills including the ability to prepare complex and detailed technical reports, proposals and submissions.
- 11.16 Demonstrated commitment to a customer service culture and delivery of quality service.

Desirable

- 11.17 Postgraduate qualifications in business, management or accounting.
- 11.18 Knowledge of the social, political and legal framework within which local government operates and current developments and challenges for the sector.

8. Additional Information

8.1 Organisation Structure



8.2 Georges River Council – Our Mission – Our Values



8.3 [Community Strategic Plan and Related Documents](#)