



Candidate Briefing Document

Director Corporate and Community Services

Southern Downs Regional Council

Date: October 2020



ABOUT THE REGION

Southern Downs is situated one hour South of Toowoomba and two hours South West of Brisbane in Queensland. The major centres include Warwick, Allora, Killarney and Stanthorpe, with the region stretching along to the New South Wales border and covering 7,122 km².

Southern Downs region boasts a vibrant rural lifestyle with many things to do and see. The four season climate is a world away from typical Queensland regions and offers a variety of scenery, flora and fauna.

Stanthorpe and the Granite Belt are a premium food and wine destination renowned Australia wide. It is the home of the Queensland College of Wine Tourism and fifty-plus wineries.

As well as many activities in the region, the Girraween National Park is important to the region's tourism attracting campers, bush-walkers and rock-climbers.

The town of Warwick is situated on the Condamine River with the Cunningham and New England Highways passing through the town and is the administrative centre of the Southern Downs Regional Council. It lies 130km southwest of Brisbane and 73km south of Toowoomba. At last census, Warwick had close to 16,000 residents.

Stanthorpe is a rural town of approximately 5,500 residents and is most well known for its wineries and variety of produce. The town lies on the NSW border, 223km from Brisbane and 60km from Warwick.

Allora, on the Darling Downs is located between Warwick and Stanthorpe on Dalrymple Creek and is known as 'the best little town on the Downs' with around 923 residents. Killarney, named for its strong resemblance to Killarney in Ireland, is located 35km southeast of Warwick and 8km from the NSW border. It is surrounded by waterfalls and is close to the source of the Condamine River. In the 2016 census, Killarney has a population of 954 residents.



ABOUT COUNCIL

The Southern Downs Regional Council was formed on the 15th of March 2008 as an outcome of the Queensland Local Government Reform process. This new governing body encompasses the areas previously occupied by the Warwick and Stanthorpe Shire Councils.

The Council consists of the Mayor and eight Councillors, who are elected by residents for a 4-year term.

Council has adopted an Advisory Committee Policy to ensure that consistent practice is followed for the establishment, operation and administration of Advisory Committees. This policy applies to all Advisory Committees appointed by Council.

The role of the Council Advisory Committees is to provide input, an overview or advice to Council on a specific topic or the strategic management of a facility on an ongoing basis.

Council has established Advisory Committees as follows:

- Community Advisory Committee
- Economic Development and Regional Promotion Advisory Committee
- Events, Sport & Recreation Advisory Committee
- Pest Management Advisory Committee
- Saleyards Advisory Committee
- Shaping Southern Downs Advisory Committee
- Water & Wastewater



ABOUT THE DIRECTORATE

The focus of the Corporate and Community Services Directorate is to deliver services, programs and projects that make a difference to our community in line with the direction of Council and supporting strategies.

The Southern Downs Regional Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves. It is committed to providing a workplace where employees are valued and respected and free from all forms of discrimination and harassment.

The Council aims to recruit from a diverse group of applicants to ensure that the best person for the job is employed, and that their suitability for the job is assessed on the basis of ability, skills, experience and standard of work performance in relation to the selection criteria.

To maximise the opportunities presented by the community and workforce, employees are required to develop and demonstrate understanding and commitment to working in a tolerant and collaborative manner.

Through consultation with the Community, Councillors, staff, and other stakeholders a vision has been developed through a document called *Shaping Southern Downs*. This important document identifies four themes, namely to;

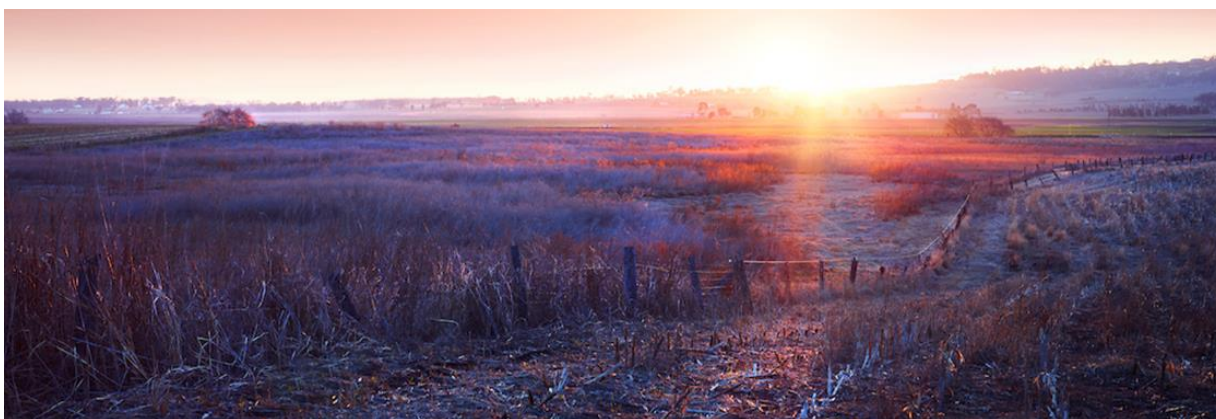
- Grow
- Connect
- Prosper
- Sustain

Additionally, a set of values has been developed as part of the ongoing cultural development of the organisation. These values are as follows;

- Success
- Determination
- Resilience
- Commitment

Council promotes, acts as a role-model and encourages an understanding of professional behaviours in accordance with the Council's values both within the team and the organisation.

Southern Downs Regional Council provides and maintains a safe working environment.



ABOUT THE DIRECTORATE (cont.)

DIRECTORATE OVERVIEW

The Directorate includes responsibility for:

- Corporate Services and Record Management
- Community Development
- Council Enterprises and Property Management
- Finance
- Information Technology and GPS
- Learning and Libraries
- Customer Service
- Governance

The work of the Directorate includes:

- Development of integrated, long term strategies to guide the community and cultural development of Southern Downs Regional Council including the Corporate Plan, the Learning Strategy, Operational Plan, Information Technology Strategy
- Management of all aspects of the Financial Sustainability of the organisation, including preparation of the Budget, Capital Works Program and associated policies that relate to debt, revenue, concessions, income, and valuations.
- Creation and promotion of opportunities for residents and visitors to participate in and experience learning and cultural assets of the region.
- Manage the businesses of Council including the Saleyards, Aerodromes, Community Housing, Fred Rogers Facility and camping areas at Leslie and Connolly Dams.
- Undertake community development activities to strengthen the capacity of different the communities of the Southern Downs.



ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Manages:	<p>Manager Finance and Information Technology</p> <p>Manager Community and Cultural Services</p> <p>Manager Corporate and Commercial Services</p>
Internal Liaisons:	CEO, Mayor and Councillors, Executive Management Team, Senior Managers, Supervisors, Coordinators, all staff
External Liaisons:	<p>Business and Industry Representatives</p> <p>Residents, Ratepayers and the Community</p> <p>Business Leaders</p> <p>Specific Interest and Community Groups</p> <p>Senior Managers in Government Departments and Agencies</p> <p>Local Government and Statutory Authorities</p> <p>Local and Other Members of Parliament</p> <p>Employer and Industry Associations</p> <p>Unions</p>
CONDITIONS OF EMPLOYMENT:	Performance Based Employment Contract – 3 years with a 2 year option

ABOUT THE ROLE

POSITION OBJECTIVES:

- To deliver services, programs and projects that make a difference to our community in line with Shaping Southern Downs
- To have a clear understanding of the legislative, statutory, policy and performance obligations of the functions undertaken in the areas of Finance, Risk Management, Corporate Services and Record Management, Community Development, Council Enterprises and Property Management, Information Technology and GPS, Learning and Libraries, Customer Service and Governance.
- To give effective guidance and support to the Directorate Managers in the achievement of planned outcomes as part of the Council's corporate goals and objectives.
- To keep under review structures and processes related to all functions of the Directorate, together with staffing needs, for the delivery of services.
- To respond to the Chief Executive Officer and the Council in delivering efficient services in the Directorate designed to contribute to the establishment of a sustainable community through decisions that are taken in conjunction with management and staff.

KEY CORPORATE RESPONSIBILITIES:

- To assist in the shaping of strategic organisational thinking which inspires a sense of corporate purpose and direction
- To develop a strategic management focus and enhance the provision of quality services
- To promote effective and productive working relationships at all levels, facilitate cooperation, trust and respect and to value differences and diversity
- To ensure high standards of internal and external communication are established and maintained across the organisation
- Participate actively in Executive Management Team meetings through positive contributions to the team and the maintenance of excellent relationships with team members

RESPONSIBILITIES OF THE ROLE:

- Maintain a Directorate structure that achieves the objectives and directions of Council strategies and corporate plans.
- Assist Directorate Managers to achieve excellence in delivery of Council and community services associated with key functional responsibilities.
- Foster a strong culture of customer service within the Directorate and across all corporate functions of the Council.
- Support and initiate continuous improvement strategies within the Directorate to ensure that systems and procedures are appropriate for the needs of internal and external customers.
- Manage and facilitate cross-Directorate partnerships as appropriate within the responsibilities and functions of the Directorate.
- Develop and oversee the implementation of change initiatives through clear and precise communication with management and staff.
- Foster and promote an environment that allows the expression and utilisation of knowledge and skills within the Directorate.

RESPONSIBILITIES OF THE ROLE (CONT):

- Ensure adherence to Council's Occupational Health and Safety Policies in respect of the proper use of all safeguards, devices and all equipment provided for safety purposes.
- Ensure the provision within the Directorate of a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying.
- Promote a positive image of the Council to the community through professional standards in the delivery of services or advice in a courteous and efficient manner.
- Oversee the performance of managers through the establishment of key performance indicators and work plans designed to achieve the objectives and functions of the Directorate.
- Ensure the effective management of the Corporate and Community Services Directorate to ensure the delivery of best value quality services, effective forward planning, the management of priorities and the appropriate delegation of responsibilities.
- Assess the competencies of managers ensuring opportunities for their personal and career development and the management of any performance issues.
- Monitor and manage the Directorate budget within approved parameters and timeframes.
- Develop Directorate and Departmental Business Plans on an annual basis which accord with the Council Plan, Directorate Plans, and the Annual Budget.



The Director is accountable for:

- The achievement of established performance objectives and outcomes for the position.
- Adherence to and effective implementation of relevant Council policies, systems and procedures.
- Continuous improvement in performance and productivity and demonstrated best value in service delivery.

Subject to the provisions of the Local government Act, relevant Council policies and procedures and specified work programs and objectives, the Director has the authority to make decisions about:

- Work programs and the quality of all outputs
- Time and schedule management
- The resolution of issues within the scope of responsibility
- The performance, continuous improvement and development of staff to achieve the objectives of the Directorate
- Areas, activities and projects within the span of responsibilities

EXPERIENCE & QUALIFICATIONS

The Director is expected to have the combination of skills, qualifications, experience, and personal attributes that allow the effective discharge of all requirements of the position inclusive of relevant tertiary qualifications.

Experience:

The Director must:

- Have relevant senior management experience
- Be able to provide leadership and direction to staff
- Have a detailed understanding, knowledge, and experience of the local government operating environment, especially in relation to local government legislation and frameworks.
- Have sound political acumen and judgement
- Have experience with and an understanding of the media and community relations generally.
- Have highly developed organising and planning skills
- Have experience in the management of a high-achieving, dynamic multi-disciplinary team
- Be able to set, achieve and monitor personal goals
- Be able to delegate effectively and manage the performance of others
- Be able to manage time and prioritise plans and goals
- Be able to coordinate and integrate the work programs of management and staff
- Be proactive and motivated to succeed
- Be output and results oriented
- Have excellent interpersonal skills
- Be able to provide leadership to all functional areas of responsibility
- Have the ability to work effectively, constructively and successfully as leader of a team
- Be committed to ongoing personal and professional development
- Have integrity and high ethics
- Have a strong commitment to teamwork and the organisation's values

The Director must have:

- Excellent communication skills, both oral and written
- Excellent negotiating and influence skills
- Commercial acumen and business knowledge
- Well-developed customer service skills
- Appropriate business and professional presentation skills
- Excellent problem solving skills
- The ability to think clearly, quickly, and laterally
- The ability to gain the cooperation of and/or influence others
- The ability to achieve deadlines and to work under pressure
- Significant high level self-management and people management skills additional to substantial experience in the areas of the position

RECRUITMENT TIMEFRAMES

Application Period:	30 October 2020
Closing date for Applications:	16 November 2020
Initial Assessment:	17 – 20 November 2020
Council Interview:	To be confirmed

*Note these time frames are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

Working with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. Following the selection of a preferred candidate Council will require several further checks.



REMUNERATION

Base salary to be negotiated relevant to experience

Motor vehicle - full private use

12% employer superannuation contribution

Ancillary benefits

Mobile phone for business use

Laptop computer for business and private use

Attendance at conferences and networking opportunities



CONTACT

Celia Jones

Principal Consultant Recruitment
Consulting and Technical Advisory



Core Capabilities

- High Quality Recruitment
- First Class Recruitment Systems
- Robust Methodology
- Comprehensive and Professional Service
- Industry Knowledge

Qualifications

- Master Journalism
- Bachelor of Business - Int'l
- Registered Nurse

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