

## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Manager
<b>Position Number:</b>	TBA
<b>Group:</b>	General Manager Group
<b>Reports To:</b>	General Manager
<b>TRP:</b>	TBA
<b>Last Date Of Review:</b>	September 2022

### Role Function Summary

The Executive Manager's varied and complex work program is directed by the key strategic and operational priorities and imperatives of the General Manager.

As the primary operational point of contact for the General Manager, this position is accountable for exceptional organisational leadership and coordinating the office of the General Manager. The Executive Manager is responsible for providing support advice, analysis, briefings for the General Manager, and responsible for leading initiatives on behalf of the General Manager which may be specialised, confidential and complex in nature.

The Executive Manager works collaboratively with the Executive Leadership Team, Leadership Team and across the organisation and is critical in assisting the organisation to achieve its vision to create a vibrant, progressive, connected, resilient and sustainable Singleton.

### Key Responsibilities

- Provide executive support to the General Manager through policy and strategy development, project management and high level reporting including the preparation of relevant papers and submissions and facilitate the General Manager's input into strategic business activities.
- Provide leadership for the Governance function and oversee the development of strategies, policies, systems, and processes relevant to the governance function along with the establishment, implementation and review of best practice governance structures and processes.
- Management of Council meetings and briefings processes and ensure that the coordination of each is delivered professionally in a best practice manner.
- Leadership and management of Councillor relationships.
- Coordinate Councils Advocacy program and develop and maintain government and key partner relationships.
- Provide support to Directors as required.
- Overall management of Council's Integrated Planning and Reporting responsibilities.
- Manage Councils Resources for Regions Program
- Act as Councils Public Officer
- Leadership, management and governance of Council's Legacy Fund.
- In liaison with the Directors ensure that executive support services remain relevant and are delivered to a high standard.
- Establish and maintain key linkages and liaison across the organisation to ensure a high quality and consistent approach to service delivery.

- Ensure the effective management of risks, including work, health, and safety, in the area of responsibility in accordance with Council's Integrated Risk Management system.
- Prepare, monitor, and manage the General Manager Group budget to meet the operational and strategic financial targets of Council with a view to organisational sustainability.
- Lead, manage, support and coach staff in undertaking the work and projects of the General Managers Group.
- Implement a range of people-centred plans and actions that support organisation development, engagement, leadership, performance, and change.
- Establish and maintain productive relationships with key stakeholders both inside and outside of Council and advocate as required to ensure that Council's interests are promoted.
- Actively collaborate as a member of the Executive and leadership team in managing Singleton Council, within the scope of the Community Strategic Plan, Delivery Program and Operational Plan.
- Establish, foster, and maintain productive working relationships with Councillors.
- Provide high level strategic advice to Council and the General Manager regarding whole of Council matters.
- Provide positive leadership to employees across the Group so as to create an environment of high staff engagement.
- Assist the General Manager through the delivery of special projects including VPA committees.
- Work effectively with the elected Council and other Council Groups, to establish strategic direction for the General Manager's functions.
- The accountabilities outlined below indicate the scope of the position. As an executive position, the incumbent may be asked to perform job-related tasks other than those specifically stated in this description.

### Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission, and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

<b>Community Vision</b>	Singleton. Vibrant, progressive, connected, sustainable & resilient.
<b>Organisation Vision</b>	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
<b>Our Purpose</b>	To "create community".
<b>Values and Behaviours</b>	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> <li>• <b>Integrity:</b> We act with commitment, trust, and accountability.</li> <li>• <b>Respect:</b> We are open, honest, inclusive, and supportive.</li> <li>• <b>Excellence:</b> We strive to achieve the highest standards.</li> <li>• <b>Innovation:</b> We are creative, progressive, and strategic.</li> <li>• <b>Enjoyment:</b> We promote a harmonious, productive, and positive workplace.</li> </ul>
<b>Safe Workplace</b>	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management, and quality assurance as they relate to this position.</p>

## Organisational Relationships

<b>Internal Relationships:</b>	General Manager, Executive Leadership Team, Leadership Group, Group Leadership Team, Councillors, all staff
<b>External Relationships:</b>	Singleton Community, Business Groups, State and Federal Government, Hunter Joint Organisation of Councils, Contractors
<b>Direct Reports:</b>	Coordinator Governance, Executive Assistant
<b>Indirect Reports:</b>	Nil

## Leadership Capability Framework:

<b>Emotional Maturity</b>	<ul style="list-style-type: none"> <li>Actively displays self-awareness, self-regulation, motivation, empathy and social skill</li> <li>Understands and manages the impact of their background, assumptions, values and attributes on themselves and others</li> <li>Understands their strengths and limitations and commits to self-reflection and improvement</li> <li>Sustains positive relationships with others in a supportive and constructive manner</li> <li>Demonstrates the ability to know what they want and the capacity to make it happen, and shows resilience in challenging situations</li> </ul>
<b>Values People &amp; Builds Culture</b>	<ul style="list-style-type: none"> <li>Shows empathy and concern for the welfare of their colleagues</li> <li>Supports individuals and advocates for the team</li> <li>Creates an environment which empowers people, and supports them to achieve their aspirations</li> <li>Engages effectively with people with different backgrounds, personal characteristics, professions and perspectives</li> <li>Meaningfully recognises effort and achievement to foster a constructive, performance-focused organisation</li> <li>Lives the Council values by proactively building a constructive culture</li> </ul>
<b>Thinks &amp; Works Strategically</b>	<ul style="list-style-type: none"> <li>Visibly enacts and champions Council's vision, mission, values and strategic direction</li> <li>Is future-focused, assessing how the environment is changing over time, and the likely impact on Council and the community</li> <li>Proactively identifies opportunities and risks and acts decisively to adapt strategy and tactics</li> <li>Actively builds a constructive culture that supports the achievement of Council's strategic objectives</li> </ul>
<b>Achieves Results &amp; Drives Accountability</b>	<ul style="list-style-type: none"> <li>Builds productive working relationships and supports a strong, motivated team</li> <li>Takes responsibility for personal decisions, actions and outcomes, and holds others to account</li> <li>Earns technical and professional credibility by demonstrating a track record of achievement and authority in their area of expertise</li> <li>Defines clear performance expectations, provides necessary support and resources, and delegates authority to empower others to achieve</li> <li>Fosters the safety, health and wellbeing of our people, and ensures effective stewardship of Council's financial and organisational assets for long-term sustainability.</li> </ul>
<b>Fosters Learning, Inquiry &amp; Innovation</b>	<ul style="list-style-type: none"> <li>Demonstrates willingness to explore creative solutions to problems and investigate new ways of working</li> <li>Supports a learning-centered team, encouraging ongoing development of individual and team capability</li> <li>Cultivates their own discipline-specific, technical, or professional knowledge</li> <li>Actively seeks and utilises feedback to build personal effectiveness</li> </ul>

	<ul style="list-style-type: none"> <li>• Creates a learning environment for our staff</li> <li>• Values a diverse workforce and creates an inclusive work environment that encourages a broad range of ideas and perspectives</li> </ul>
<b>Communicates &amp; Collaborates with Influence</b>	<ul style="list-style-type: none"> <li>• Confidently articulates key messages, actively seeks input and feedback and is authentic and honest in communications</li> <li>• Engages people in decisions that affect them and their work, and listens carefully to ensure different perspectives are heard and understood</li> <li>• Cascades ideas about Council's future to engage and inspire staff, industry partners and stakeholders</li> <li>• Negotiates persuasively, using evidence to build a convincing case, and seeking opportunities for mutual benefit</li> <li>• Recognises opportunities to collaborate across internal and external boundaries</li> <li>• Actively questions and challenges individual and organisational assumptions and practices, to ensure equitable and consistent treatment of staff</li> </ul>
<b>Purposefully Leads Change</b>	<ul style="list-style-type: none"> <li>• Initiates change by proactively and systematically reviewing systems, behaviours, policies, procedures and compliance</li> <li>• Clearly and consistently articulates the reasons for and benefits of change, to motivate and engage</li> <li>• Drives implementation of change processes, managing and balancing both the structural and people aspects</li> <li>• Personally models change behaviour by actively championing and embracing change</li> </ul>
<b>Exemplifies Personal Credibility &amp; Integrity</b>	<ul style="list-style-type: none"> <li>• Leads by personal example and delivers on their commitments</li> <li>• Earns credibility and respect by demonstrating trustworthiness, integrity and transparency in word and action</li> <li>• Is resilient and maintains composure even in time of setbacks or difficult circumstances</li> <li>• Demonstrates personal and professional ethics and values when making tough decisions, and builds this into their team's way of working</li> <li>• Demonstrates respect for others, creating a work environment where all employees are treated with fairness and equity</li> <li>• Acknowledges mistakes and areas of weakness, treating them as learning opportunities</li> </ul>

#### Attributes and Qualities:

As a senior leader in Council the person undertaking the role of Executive Manager is expected to possess several important attributes and qualities which are considered essential to the successful undertaking of the role. Whilst a person's qualifications, skills and experience are extremely important to the position, it will be the additional attributes and qualities that will determine whether a person is suitable and can truly undertake the position in the required manner.

#### Essential Criteria:

- Tertiary qualifications in a relevant discipline.
- Demonstrated understanding of, and experience in applying high standards of governance, accountability, and performance in the local government sector.
- Proven leadership experience with the ability to apply contemporary and appropriate development approaches to manage, lead and sustain a high performing team whilst effectively influencing stakeholders at a senior level.
- Experience in an executive advisory or senior leadership role dealing with complex, confidential service requirements with a keen understanding of the complexities of local government.
- Demonstrated high level communication, resilience, interpersonal and public relations skills including the ability to inspire and motivate others, and the capacity to deal with conflict and challenging behaviour.
- Demonstrate the capacity to anticipate and identify problems, obstacles and opportunities and apply innovative, creative thinking, including advice from subject experts, to take decisive action to address the issue.
- Experience working directly with elected Councillors

#### Desirable Criteria:

- Post graduate qualifications management or other relevant discipline.

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

## Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		x					x					
Walking			x			x						
Standing			x			x						
Bending				x	x							
Squatting												
Climbing												
Kneeling												
Twisting				x	x							
Lifting				x	x							
Driving			x		x							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	<b>Right Hand</b>					<b>Left Hand</b>			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection	✓	Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes