

SOUTH GIPPSLAND SHIRE COUNCIL

Applicant Information Director Corporate and Community Services



*South Gippsland
Shire Council*

Organisational Context

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

Snapshot of Council



Fast Facts

- 27,706 Resident population (ABS 2015)
- 6,299 of the population is above the age of 50 (the main age group)
- 2.4 average people per household
- 44 is the median age of people residing in the Shire
- 4% of the population have a non-English speaking background
- 32% of the population is 'couples without children'
- 26% of the population is 'couples with children'
- 26 Townships and Hamlets

ORGANISATIONAL STRUCTURE

COUNCILLORS

CHIEF EXECUTIVE OFFICER

MANAGER

People & Culture

Human Resources
Payroll
Learning & Development

COORDINATOR

Media & Communications

Marketing & Communication
Media/Social Media
Web content

DIRECTOR – CORPORATE & COMMUNITY SERVICES

MANAGER

Finance, Risk & Procurement

Accounting
Rates
Valuations
Risk
Procurement

MANAGER

Community Services

Aged & Disability
Children & Family Services
Community Programs
Library Board
Emergency Management
Grants

MANAGER

Innovation & Council Business

Corporate Planning
Councillor Support
Council Business
IT Systems & Support
Information Management
Business Analysis

DIRECTOR – SUSTAINABLE COMMUNITIES & INFRASTRUCTURE

MANAGER

Operations

Roads & Drains
Footpath, Kerb & Channel
Workshop
Routine Maintenance
Plant/Fleet Maintenance
Parks & Gardens
Construction

MANAGER

Engineering & Assets

Engineering
Design
Community Construction
Projects
Asset Management
Development Referrals
from Planning

MANAGER

Sustainable Communities

Waste Management
Sustainability
Biodiversity
Buildings & Property
Accessibility
Arts, Culture, Recreation
& Youth
Volunteers
Section 86 Committees
Road Safety/L2P

DIRECTOR – DEVELOPMENT SERVICES

MANAGER

Planning

Statutory Planning
Strategic Planning
Social Planning

MANAGER

Economic Development Tourism & Customer Service

Economic Development &
Tourism
Customer Services
Visitor Information Centres
Caravan Parks
Coal Creek Community
Park & Museum

MANAGER

Regulatory Services

Building & Planning
Enforcement
Local Laws
Environmental Health

The following is an example of some of the key outcomes the Corporate and Community Services team were instrumental in delivering in 2015/16:

- 22,424 hours of Home and Community Care was provided to older people and people with a disability.
- The Black Spur section of the Great Southern Rail Trail (70km) officially opened in March 2016 and the development of promotional material and trail signage was completed. Signage installation to be undertaken during August 2016.
- Successful request for funding for the Long Jetty, Port Welshpool submitted to the Commonwealth Government in March 2016.
- Resource Smart Schools program implemented at 14 schools through Council's hosting and support of a Resource Smart Schools Facilitator.
- \$277,780 was provided to fund 58 Community Grant applications.
- Successful community education forum – Plan Grow Thrive held on 25 June 2016 with 60 participants representing 40 South Gippsland community groups.
- A 95% average immunisation rate for children 0-6 years, a 4.8% increase compared to the previous year.
- 44% of grant applications submitted to State and Federal program funding were successful, above our target of 30%.
- Entered shared service arrangements with Baw Baw Shire Council to support our Risk Management and People and Culture teams.
- Construction of the Karmai Community Children's Centre in Korumburra commenced.
- The Long Term Financial Plan is financially sustainable (in a rate capped environment).
- There were 98 public presentations and 107 speakers presented to Council.

The following community engagement activities took place and informed the 2016/17 Annual Budget and future Council Plan:

- Online forum, community workshop conducted in October 2015 and individual public presentations to Council;
- S223 hearing of submissions to the Proposed 2016/17 Annual Budget;
- Community consultation and a workshop held in February 2016 to consider the proposed Community Budgeting initiative.

For more information please refer to:

http://www.southgippsland.vic.gov.au/downloads/file/1548/south_gippsland_shire_council_-_annual_report_2015-16

Position Description

THE DIRECTORATE

The Directorate leads the provision of a diverse range of Council functions, including Community Services, Innovation, Technology & Council Business and Finance, Risk & Procurement.

The Directorate's primary focus is on creating closely connected communities and integrated services, and to ensure the financial sustainability of Council.

To achieve this, the team works with a range of external service providers, to ensure best value and effective delivery of all corporate and community services.

The Directorate actively plans for both current and future community needs, overseeing the appropriate management of Councils Finances and internal services, to ensure a sustainable future both for the organisation, and the community we serve.

ORGANISATIONAL RELATIONSHIPS

Reports To: Chief Executive Officer

Direct Reports: 4 with a total Directorate team of 114

Key Internal Relationships:

- Chief Executive Officer
- Executive Leadership Team
- Management Team
- Councillors
- Manager, People and Culture

Key External Relationships:

- Other Local Governments
- State and Federal Governments
- Regional and other Authorities
- Relevant Associations and Groups
- Selected Industry and Commercial enterprises
- Ratepayers and Community
- Consultants

POSITION FOCUS

The position works with other Directors and the CEO in leading the delivery of the Council Plan to the satisfaction of the Council, ratepayers and other constituents.

The main areas that this position takes leadership of are:

- Community Services – Incorporates services relating to Family & Children's Services, Aged and Disability, Community Grants and Emergency Management.
- Council Business and Innovation - Incorporates services relating to Information Technology, Corporate Planning & Council Business and Corporate Information.
- Finance - Incorporates services relating to Accounting, Rates & Valuations, Risk and Procurement.

KEY RESULT AREAS

KRAs will be developed with the successful applicant based on the following objectives:

OBJECTIVE No. 1: GOOD GOVERNANCE

Support good governance and Council's decision making process.

OBJECTIVE No. 2: STRATEGIC PROJECT DELIVERY

Achievement of Annual Plan, Effective Progression of Council Plan and Priorities of Council

OBJECTIVE No. 3: INTERNAL AND EXTERNAL RELATIONSHIPS

Develop and build on relationships to enhance the effectiveness of Council.

OBJECTIVE No. 4: RESOURCE AND FINANCIAL MANAGEMENT

Effectively manage Council's resources to achieve key agreed outcomes and ongoing performance improvement. As part of the Leadership Group, focus on strengthening the financial position of Council and building long term financial sustainability through shared services and operational efficiencies.

OBJECTIVE No. 5: LEADERSHIP AND PEOPLE MANAGEMENT

Lead, build and develop teams to create a dynamic and community focussed organisation.

LEADERSHIP TEAM CHARTER

Our Charter 2016 - demonstrates the Leadership Team's shared core values

Our Charter 2016 leadership team



our aspiration

To be known as innovative leaders delivering the best outcome for our community.



our purpose

To foster a culture within which people can provide excellent support for the Council and deliver great outcomes for our community.



our behaviours

- Promote our aspirations by sharing stories of success and opportunities.
- Prepare, plan, and deliver to a high standard.
- Be approachable, empathetic, and supportive leaders.
- Step up and take the lead, especially when things get tough (be outstanding when it matters).
- Respectfully challenge each other to get to the right outcome.
- Be united and supportive of each other and our decisions.
- Embrace a fun culture at work.
- Recognise and celebrate our achievements, both big and small.



our commitment

Tim Tamlin

Anthony Seabrook

Bryan Sword

Jan Martin

Phil Dwyer

Fred Huitema

Chris Van Der Ark

John Moylan

Tom Lovass

Bart Ruyter

Rick Rutjens

Vanessa Adams

Paul Stampton

Matthew Patterson

Danny McDonald

June Ernst



REQUIRED COMPETENCIES

1. VALUES AND BEHAVIOURS

- Integrity
- Community Engagement
- Collaboration
- Innovation and Achievement
- Openness and honesty
- Equity
- Diversity & Inclusion

2. KNOWLEDGE AND SKILLS

- A strong ability to manage the planning, coordination, delivery and evaluation of corporate & community service functions
- Extensive knowledge of the social, economic, environmental, cultural and political issues impacting on programs and service delivery within the scope of this role.
- Capacity to effectively manage large numbers of staff and significant budgets
- Ability to develop, negotiate and maintain strategic alliances
- Ability to work within and lead the development of high performance teams

3. QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualification
- Extensive experience leading a multi-disciplinary team
- Experience working with various levels of government and public service organisations
- Knowledge an understanding of the political context in which Local Government operates

OUR PROCESS TO RECRUIT THE BEST!

South Gippsland Shire Council is looking for the best people to continue our success to date. We seek strong leaders, innovative thinkers, and people who demonstrate a level of integrity and respect that will align strongly with our organisations values.

Our recruitment process supports this aspiration, by providing candidates with an opportunity to demonstrate their suitability through a range of contemporary recruitment and selection processes.

If shortlisted, candidates can expect to be invited to attend an interview within 3 weeks of the position closing date. This initial interview will be conducted by a panel, and will allow applicants to showcase their previous achievements and current knowledge through a behavioural interview.

Those interviewed and further shortlisted will be invited to participate in further selection activities, likely to include:

- ✓ Scenario Presentation to the Executive Leadership Team
- ✓ Mutual Reference Checks
- ✓ Probity & Medical Check
- ✓ Psychometric Assessment

Council is looking to confirm an appointment in March with a provisional commencement in early April. All applicants will be advised of the outcome of their application at the conclusion of the recruitment process.

To submit your application for this exciting employment opportunity, please complete the online application for, by clicking on the position title on Councils employment webpage

http://www.southgippsland.vic.gov.au/homepage/50/vacant_positions

You will be invited to respond to the key selection criteria, and to upload your resume and cover letter.

For further information on this position, please contact Tim Tamlin, Chief Executive Officer on 0419 593 198