



## POSITION DESCRIPTION

# WEST WIMMERA SHIRE COUNCIL

<b>POSITION</b>	Director Corporate & Community Services
<b>CORPORATE UNIT</b>	Corporate & Community Services
<b>SALARY RANGE</b>	A competitive salary package will be negotiated with the successful applicant
<b>EMPLOYMENT STATUS</b>	Full-Time Fixed Term Contract (up to five years, to be negotiated)
<b>LOCATION</b>	Edenhope
<b>AUTHORISED BY</b>	Chief Executive Officer (CEO)

### POSITION SUMMARY

Provide high level advice to Council, the Chief Executive Officer and the Senior Leadership Team to ensure Council's strategic capability and intent are effectively developed, implemented, monitored and reviewed in consultation with key stakeholders.

### KEY RESPONSIBILITY AREAS

- Establish and manage the development and implementation of the organisation's strategic direction for service delivery in the Corporate and Community Services area.
- Drive the strategic planning, financial accountability and service delivery performance of the directorate, with a strong emphasis on organisational financial sustainability issues and financial accountability of the Corporate and Community Services directorate and the Shire as a whole.
- Act as Council's Conduct Officer pursuant to Section 151 of the Local Government Act.
- Ensure that technical advice provided by the directorate to other Council areas and to the public is accurate, timely and appropriate.
- Create an effective team environment and culture that enhances decision making and engenders an innovative approach to leading the organisation.
- Develop, implement and review new strategies, plans, policies and procedures to ensure Council meets corporate objectives.



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- As a key member of the Senior Leadership Team provide leadership, innovation and input on behalf of the Corporate and Community Services directorate and the organisation as a whole.
- Ensure a range of sustainable and effectively delivered community services programs are planned, effectively delivered and monitored within the Shire in accordance with Council policy.
- Production and coordination of key Council reporting requirements including the Council Plan, Annual Report, Annual Budget, Grants Commission return and Local Government performance indicators as agreed.

### **POSITION SPECIFICATIONS**

- Act as Council's representative as directed or approved by the Chief Executive Officer on Council Committees, Government or community and other bodies when required.
- Facilitate Council's continuous improvement of internal systems and processes to improve customer service, productivity and decision making.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation and the employees of the directorate, in accordance with Victorian Occupational Health and Safety legislation.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is responsible for:

- Assisting the Chief Executive Officer in the development, monitoring and delivery of the Council Plan.
- The executive management of the Corporate and Community Services directorate.
- Strategic planning, budget and financial management and overall performance management of the directorate and Council.
- The administration of Acts and Regulations for all relevant authorities under delegation of the position.
- Developing and reporting on matters related to Corporate and Community Services.
- The quality, effectiveness, cost and timeliness of programs and projects, including databases, systems and technology being managed.



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- Ensuring that all requirements of Occupational Health & Safety, Equal Opportunity, privacy, Freedom of Information and other relevant legislation, Council policies and appropriate standards are observed and met.
- Represent Council on external bodies as required or directed.

### **SKILLS – COMPETENCIES REQUIRED**

1. Demonstrated ability to assess and review community satisfaction levels to drive effective decision making around service delivery.
2. Ability to develop, review and initiate strategies, policies and procedures using analytical skills.
3. High level written and oral communication skills
4. Demonstrated capacity to achieve sound and pragmatic solutions to complex corporate and community service issues.
5. Ability to effectively manage employees, resources and critical issues.
6. Ability to lead and inspire a team to implement actions consistent with Council strategies.
7. Ability to successfully implement change in a multi-disciplinary environment.
8. Demonstrated ability to deliver outcomes, meet deadlines and work under pressure to meet business planning, program and statutory requirements.
9. Demonstrated ability to assess and manage risk.
10. High quality leadership skills to mentor, develop, empower and motivate staff.
11. Ability to facilitate team goal-setting and problem-solving, and work collaboratively across the organisation in the pursuit of effective outcomes.
12. Ability to interact and negotiate at a high level with government, business and community groups.
13. Ability to understand, apply and communicate the vision and mission of the organisation and the directorate's role.
14. Ability to balance political views with organisational needs when communicating differing viewpoints on complex issues.
15. Ability to gain cooperation and assistance from staff, Councillors and other stakeholders which include Government Departments and Authorities, private industry and developers.
16. Ability to adapt communication style and content according to the audience.
17. Ability to think laterally.



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18. Strong financial management skills to drive financial accountability and deliver improved outcomes.
19. Ability to manage public meetings.
20. Ability to deal with escalated issues.
21. Ability to identify community interests and deliver in support of these interests
22. Ability to work with a passionate community.

### **SELECTION CRITERIA – KNOWLEDGE / EXPERIENCE / QUALIFICATIONS – COMPETENCIES REQUIRED**

1. Demonstrated experience in strategic and performance planning and organisation development.
2. Tertiary qualification in business, finance, social science or related field/s.
3. Postgraduate management qualifications are desirable.
4. Comprehensive senior level experience in a diverse corporate and/or service delivery role within Local Government or a similar environment.
5. Extensive knowledge of all relevant legislation impacting Local Government.
6. Experience in strategic business planning and management at a senior level.
7. Understanding of project management.
8. Sound understanding of business planning and performance measurement processes, budgeting and relevant accounting and financial procedures.
9. Understanding of continuous improvement methodologies and tools.
10. Experience at a senior level in leading teams in a diverse range of programs and services.
11. Experience in supporting staff and developing them to the next level.
12. Current Australian Driver's Licence.

### **VALUES / ATTITUDES – COMPETENCIES REQUIRED**

- Commitment to actively creating an environment where staff enjoy their work and the social side of Council life.
- Commitment to the organisation as a whole and preparedness to buy in to the organisation and its people.



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- Strategic thinking, with preparedness to be hands-on.
- Positive and innovative.
- Commitment to career and professional development.
- A customer service focus.

**Areas of overall service responsibility include:**

- Aged care services
- Arts and culture service
- Cemetery administration
- Corporate and Governance / Council elections / Audit Committee
- Customer Service
- Economic Development
- Emergency management / recovery
- Family / Home and Community Care services
- Finance
- Freedom of Information
- Grants funding, application and overall monitoring
- Information Technology
- Library services
- Maternal and Child Health services and immunization
- Meals / delivery services
- Preschool services
- Privacy
- Recreation and community facilities including halls, swimming pools and caravan parks
- Records and information management services
- Tourism
- Youth services



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### ORGANISATIONAL RELATIONSHIPS

REPORTS TO:	Chief Executive Officer
SUPERVISES:	<ul style="list-style-type: none"><li>• Chief Financial Officer</li><li>• Manager Community Support and Wellbeing</li><li>• Community Development Manager</li><li>• Occupational Health, Safety and Risk Manager</li><li>• Governance Manager</li><li>• Human Resource Manager</li></ul>
INTERNAL LIAISONS:	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Senior Leadership Team (SLT)</li><li>• Mayor and Councillors</li><li>• All Council Staff</li></ul>
EXTERNAL LIAISONS:	<ul style="list-style-type: none"><li>• General Public</li><li>• Local Politicians</li><li>• Community Groups</li><li>• Government Departments</li><li>• Community</li><li>• Media</li></ul>