



POSITION DESCRIPTION

POSITION TITLE:	Director Corporate and Community Services	
DEPARTMENT/DIVISION:	Corporate and Community Services	
LEVEL OF POSITION:	Contract	POSITION REPORTS TO: Chief Executive Officer

1. POSITION SUMMARY

As part of the integrated Executive team, this position efficiently and effectively manages the provision of the Shire's Corporate Resources through the development and delivery of service associated with Finance / Accounting and Audit, Information Technology, Records Management, Pay Roll, Human Resources, Community Development, Economic Development and Corporate Administration to ensure the effective and efficient achievement of the short, medium and long term objectives of the Shire's Strategic Plan.

The Director Corporate and Community Services evaluates opportunities, prepares, implements and plans the viability of each operation/activity in the portfolio and continuously reviews all activities to ensure their effectiveness (that the right things are being done) and their efficiency (to search for cost reductions).

The Director Corporate and Community Services manages and provides expert technical advice to Council, the Chief Executive Officer and other Directors on all aspects pertaining to Corporate Services. This includes: providing an equitable human resources management designed to meet the expectations of management, employees and the community; research, develop and implement policies and practices to service high need areas; and devise strategies or reallocate resources where necessary to achieve organisational objectives.

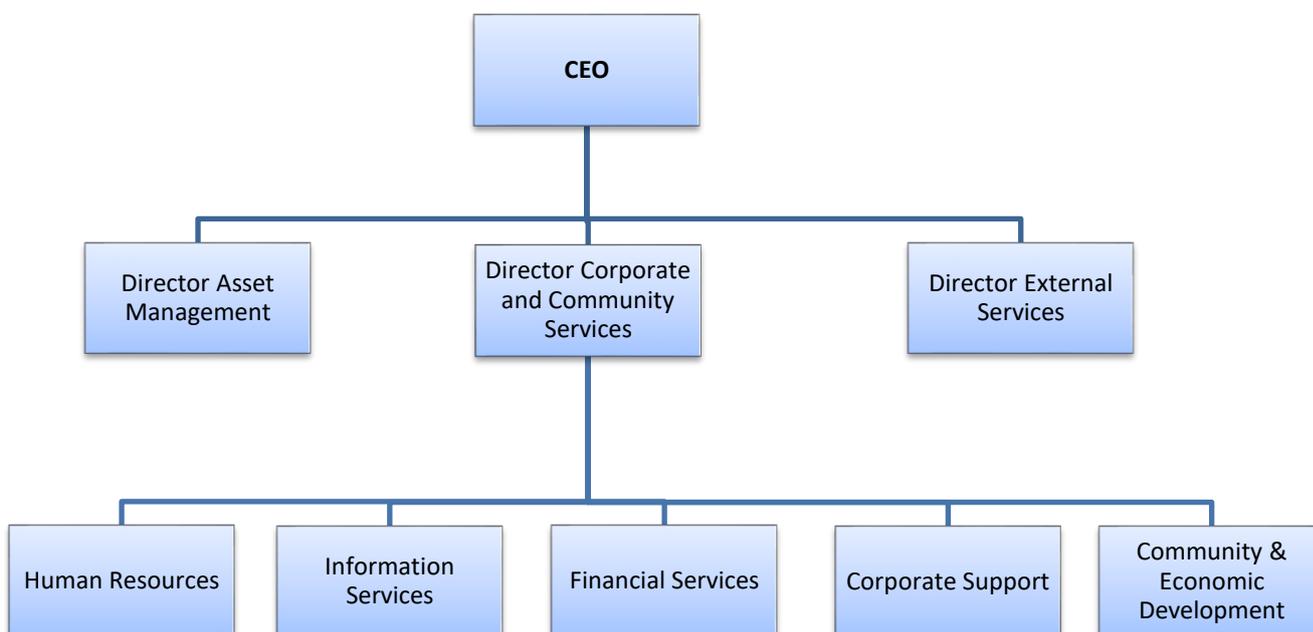
The Director Corporate and Community Services applies modern management practices in providing leadership and direction to a multi-disciplinary team, ensuring that challenging targets are set and achieved. In addition, the position promotes and fosters Equal Opportunity and Occupational Safety & Health principles and values diversity within the workplace.

Wherever possible, the Director Corporate and Community Services also implements effective change management strategies in line with organisational directives and needs.

The Director Corporate and Community Services contributes to the development of long-term plans and strategies for the Shire, which enables Council to make informed decisions. The position monitors the needs of the community and the organisation, develops and delivers services within set budgets and time frames, and implements strategies to improve customer satisfaction.



2. ORGANISATIONAL CONTEXT



3. SPECIFIC ACCOUNTABILITIES FOR POSITION

- Adopt quality assurance principles in the delivery of services; ensuring the efficient and effective achievement of the Shire's Strategic Plan and Customer needs.
- Finance & Accounting – oversee the management of the Shire's Financial Services to ensure that the service provided is of high quality, complies with generally accepted accounting practices and in a manner in accordance with requirements as stipulated by the Local Government Act.
- Information Technology – manage the provision of services through the development, delivery and review of services in line with corporate objectives and needs. Ensure that the service maintains pace with modern technological advances and continually look to source innovative efficient system changes to further enhance productivity and workplace output.
- Human Resources – oversee the management of the Shire's Human Resources function to ensure the service provided is of high quality and complies with current legislation. This service includes industrial relations, occupational safety and health compliance, risk management, recruitment, training etc.
- Community & Economic Development – oversee the management and direction of the community development and economic development functions of the Shire. This service includes events, community development, Visitor Centre, Civic Centre as well as economic development and land and property development.
- Corporate Support – oversee the management of the Shire's governance as well as Integrated Planning & Reporting Practices.



- Administration – maintain, control, and review corporate practices with regard to policy and documentation so as to ensure compliance with accepted corporate practices and the requirements of Local Government Act and other governing legislation.
- Records Management – manage the provision of services through the development, delivery and review of services. Ensure records are maintained in accordance with governing legislative requirements and in line with corporate objectives and needs.
- Prepare reports for and advise Council on matters pertaining to Service area responsibilities as required by Chief Executive Officer and Council. Attend Council and Committee meetings as a matter of course.
- Continuously review all activities to ensure their effectiveness (that things are being done right) and their efficiencies (to search for cost reductions).
- Implement strategies to improve customer satisfaction as defined in the overall customer satisfaction strategy. Participate in the strategic development and management of the organisation.
- Ensure effective implementation of Council Policies, programs and decisions.
- Provide a liaison role or act as the Chief Executive Officer's representative to Advisory Committees appointed by Council, those that fall under the charter of the Corporate Services area.
- Act as the Council's Returning Officer if directed by Chief Executive Officer.

4. GENERAL ACCOUNTABILITIES OF THE POSITION

4.1 Occupational Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all OSH policies, procedures and practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always be supportive of management policies with regard to Council's Staff Ground Rules, its vision, goals, interpersonal relationships and Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Shires OSH Roles and Responsibilities Procedure and Occupational Safety and Health Legislation.

4.2 Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.



5. SELECTION CRITERIA

5.1 Essential

- Demonstrated ability to lead, manage and motivate a multi-disciplinary team.
- Demonstrated experience developing and managing annual budget processes as well as knowledge of organisational and business planning, budgeting, financial management and accounting principles in compliance with Australian Accounting Standards.
- Relevant Tertiary qualifications accounting, business, management or a similar commercial discipline.
- High level of interpersonal communication both written and verbal, time management and decision-making skills.
- Demonstrated ability to develop policy in relation to financial, corporate, economic development and community development matters.
- Developed public relations, human resource management and customer service skills.
- Sound working knowledge of information systems and IT products.
- Knowledge and understanding of contemporary community development principles and practices.

5.2 Desirable

- Experience in Local Government accounting and legislative requirements.
- Authority Menu system software by Civica Pty Ltd familiarisation and usage.
- Ability to legally drive standard C Class vehicles.
- Knowledge of quality assurance.

6. SIGNATURE

Signed by employee:..... **Date:**

Signed by supervisor:..... **Date:**

As the representatives of the Esperance community, the Council and Shire staff are guided by the values of **PRIDE:**

Professionalism - in the standards and ethics of our actions

Respect - through courtesy and honesty in our dealings with all people

Integrity - that builds community trust

Dedication - of a committed team that works together to provide leadership for the community

Excellence - in the service that we provide for the community