

Shire of Pingelly

17 Queen Street, Pingelly, Western Australia 6308
Telephone: (08) 9887 1066



Employment Application Package

Executive Manager Corporate Services

Applications Close 4.00pm, Tuesday 9 June 2020

For information on the Shire of Pingelly, visit our website at
www.pingelly.wa.gov.au



Information for Prospective Applicants

Thank you for your interest in the position advertised by the Shire of Pingelly. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Pingelly is an equal opportunity employer. All applications for a position will be assessed against the selection criteria included in the Position Description.

Queries:

If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement by telephone on (08) 9887 1066.

Completing your Application:

Your application should include the following:

1. A **covering letter**, addressed to the Chief Executive Officer. It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there are any queries regarding your application.
2. A **separate statement** addressing the selection criteria. You should address each criteria under a separate heading, and provide an overview of your demonstrated experience in that area of responsibility for the position.

A strong response will include examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria are approximately half a page. Consideration for interview is based upon clear demonstration of your ability against each selection criteria.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions. The details of your academic qualifications should identify the institution and date of issue.
4. The **names and contact details of at least two referees** who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance.
5. The signed **Declaration**.

Copies of qualification(s) or academic records are not required to be attached to your application, however, the successful candidate will be required to produce evidence of any qualification that is relied on as a part of the application and appointment process.

Lodging your Application:

1. Applications should be sent to ceo@pingelly.wa.gov.au or mailed to:
Confidential – Executive Manager Corporate Services
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308
2. Applications close 4pm Tuesday 9 June 2020.
3. Late applications will not be accepted.
4. All applications lodged will be acknowledged.

The Interview Process:

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least three people.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

The Shire of Pingelly has an obligation to be satisfied regarding your qualifications and suitability for the position. If there is any special need for confidentiality, such as your current employer who is not aware of your application, please provide details with your application.

Initially, reference checks will be limited to your nominated referees and you should ensure that they are aware that contact may be made with them to confirm details. The Shire of Pingelly reserves the right to make checks of the preferred applicants but will not make contact with any current employer unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Preferred Applicant:

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from the Shire of Pingelly's Medical Officer (at the Shire of Pingelly's expense).
- Produce a current National Police Clearance. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of motor driver's license (if relevant).
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant).
- Produce original or certified copies of all relevant qualifications and licences.

Declaration

Application for the Position of Executive Manager Corporate Services Declaration, Authorisation & Waiver

I certify that:

- The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every material detail.
- I understand that the Shire of Pingelly reserves the right to verify all information in the application
- I understand that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Pingelly, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

.....
Signature of Applicant

.....
Date

Note: The Shire undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.



SHIRE OF PINGELLY

Executive Manager Corporate Services

The Shire of Pingelly is located 158km south east of Perth, a 90 minute drive from the Perth metropolitan area.

An exciting opportunity exists for an experienced local government executive to join the Shire. This senior position, reporting directly to the Chief Executive Officer, is responsible for the finance, customer service, records, payroll and governance functions of the organisation.

The successful candidate will have a positive and proactive attitude, exceptional time management skills, be supportive of behaviours which align with the Shire values and strive towards a high standard of service delivery to the community. In addition, extensive experience in local government financial management is required, as well as demonstrated strong leadership skills to support a culture based on teamwork and continuous improvement.

An attractive salary package will be offered on a performance based contract up to five years, with a cash component between \$100,000 and \$120,000, up to 14.5% superannuation, five weeks annual leave, private use of a vehicle, and rent free residential accommodation.

Potential applicants are welcome to contact Julie Burton, Chief Executive Officer (08) 9887 1066 to discuss the requirements and opportunities of this position.

Candidates should refer to the Application Package for further information, including the position description and information on the application process. Applications must be received by 4:00pm Tuesday 9 June 2020, addressed to the Chief Executive Officer, Shire of Pingelly and marked Confidential – Executive Manager Corporate Services. An Application Package is available on the Shire's website www.pingelly.wa.gov.au or by emailing ea@pingelly.wa.gov.au.

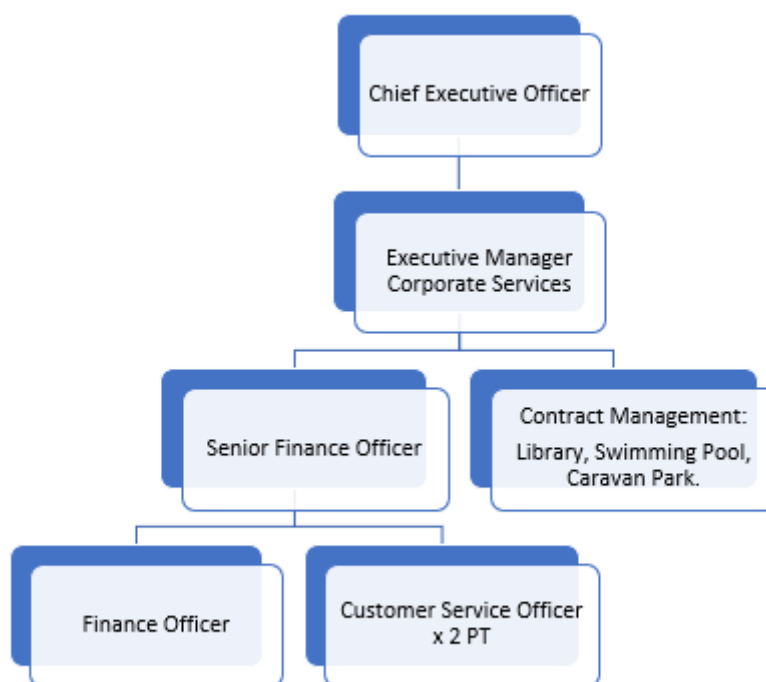
The Shire of Pingelly is an equal opportunity employer.

Julie Burton
Chief Executive Officer
17 Queen Street PINGELLY WA 6308
Tel: (08) 9887 1066
Email: ceo@pingelly.wa.gov.au

Position Description



Job Title: Executive Manager Corporate Services
Directorate: Corporate Services
Level: Contract
Reports to: Chief Executive Officer



ORGANISATIONAL VALUES

INTEGRITY: We are open, ethical and honest in our dealings and treat all people with dignity and respect.

COMMITMENT: We are committed to advancing the organisation, maintaining professional standards and our own professional development.

EFFECTIVE TEAMWORK: We complete our own tasks in a professional manner, willingly assist others, ensure team goals are achieved, support team decisions and make positive contributions to the workplace culture.

ACCOUNTABILITY: We are accountable and responsible for our own actions and decisions.

POSITION OBJECTIVES

To effectively manage and lead the Corporate Services Team and all activities within that area, providing effective, strategic and operational support in consultation with the Chief Executive Officer

To deliver the implementation of an overall Financial Strategy for the Shire of Pingelly in accordance with Council's strategic and corporate plans for the benefit of the community

To develop strategies, in partnership with the Executive Team, that support the Shire's Integrated Planning goals and direction

To manage, supervise and oversee all operational resources, employees and contractors within the Corporate Services area and ensure that all works are carried out to deliver strategic outcomes

To demonstrate and support behaviours which comply with Shire values and strive towards a high standard of service delivery to the organisation and the community.

KEY RESPONSIBLE AREAS

Corporate Services

- Deliver the requirements under the Shire's Risk Management Framework
- Prepare the Shire's the Information Communications and Technology Plan
- Manage relevant contracts including the Shire's Information Technology, Library and Aquatic Services agreements
- Undertake and implement appropriate strategic planning and policy development within the area of responsibility
- Maintain an effective level of working knowledge of relevant legislation and regulations, and apply this at an operational and strategic level

Finance

- Comply with Legislative and Council policy requirements in developing and maintaining Council's financial systems.
- Ensure the development and maintenance of the Long Term Financial Plan, ensuring financial sustainability.
- Preparation of annual budgets, statements of accounts and other financial statements in accordance with Australian Accounting Standards and Legislation.
- Management reporting and monitoring of Council's performance to budgets – ensuring adherence to budgets and advising CEO of significant variations.
- Identify opportunities for funding and co-ordinate the preparation of submissions and applications to maximise grant funding.
- Ensure all relevant statutory requirements are achieved on time and as required.
- To manage, develop and implement strategies to ensure equitable rates and charges are implemented.
- Lead the development and ongoing review of the long-term sustainability of Council's financial and business capacities.
- Lead the development of the Council's Annual Report; Borrowing (Debt), Capital Works and Plant Renewal Strategies.
- Ensure all asset management plans are integrated with the Shire's financial strategy.

Information, Communication and Technology (ICT)

- In consultation with the Shire's ICT service provider:
 - review and maintain knowledge of the Council's needs in the area of ICT in general and in particular in relation to Councils PC network and applications software.
 - ensure security and continuity of Council information systems in maximising productivity.
 - ensure the Council's ICT Framework provides a high level of effective management of data, information and technology and provide adequate controls, security and functionality to support the deliverables of the corporate objectives.
- Facilitate the development and implementation of the ICT strategy and supporting plans and documentation i.e. Business Continuity Plan, CAPEX and budgets.

Administration

- Provide leadership, support and guidance to staff
- Maximise the utilisation of the resources – financial, human and technological.
- Ensure staff have access to the information, resources (within budget) and support to perform the requirements of the positions effectively and efficiently.
- Implement responsive and flexible work practices
- Provide support and guidance to team members as appropriate.
- Encourage and support the professional development of staff
- Ensure all annual Performance Management Plans for relevant staff are undertaken
- Foster and demonstrate a culture of continuous improvement.

Contracting and Procurement

- Provide leadership, direction and support in delivering efficient and compliant procurement and contract management arrangements.
- Lead the development and implementation of the procurement and contract management framework, policies and processes.

Customer Services and Records Managements

- Ensure efficient and effective customer service and records management processes are adopted across the Shire.
- Lead the review and ongoing implementation of the Recordkeeping Plan.

People

- Provide leadership, influence and motivate a diverse team, resolving problems and organising priorities.
- Lead the Corporate Services staff so their performance is professional; their work is accurate and in accordance with accepted accounting practices.
- Develop, implement, monitor and review performance indicators and quality assurances processes.
- Establish a performance culture and leading by example ensuring that there is a culture of teamwork and cooperation between members of the team and the broader organisation.
- Develop and promote both a strong customer and high quality service orientation within the team.
- Works to create a great team environment through effective team communication and relationship building skills.

Occupational Health & Safety

- Fulfil the responsibilities of Chair of the OSH Committee.
- Ensure all projects comply with relevant safety regulations and standards.
- Take responsibility for own and other's safety.
- Comply with all relevant safety policies and procedures.

(Note: The above key duties and responsibilities are in accordance with the broad banding principles of responsibility for this position. This is not an exhaustive list of duties and responsibilities of the position as you may be required to undertake additional duties as directed by the Chief Executive Officer).

KNOWLEDGE AND SKILLS

Judgement and Decision Making

- Proven ability to undertake key responsibilities of the position.
- Proven ability to solve problems in order to achieve the objective of this position within resource constraints.
- Proven ability to exercise judgement when dealing with complex or technical issues.
- Proven ability to provide excellent customer service to all areas of Council, the community and other external stakeholders.

Specialist Skills and Knowledge

- Superior financial management skills and knowledge in a Local Government environment.
- Demonstrated understanding of business planning, risk management and information services practices.
- Sound understanding of public relations and marketing principles and practices and their Application.
- Skilled in the use of computer applications for work processing, advanced excel knowledge and multi-media presentations.
- Capacity to address continuous improvement and innovative work practices.

Organisational

- Demonstrated supervisory experience in an accounting environment within a local government, commerce or public sector environment.
- Demonstrated knowledge of Microsoft based applications and particularly advanced spreadsheet abilities and the operation of computerised accounting systems.
- Demonstrated experience in financial management reporting including annual budgets and annual financial statements.
- Demonstrated experience in problem solving within a finance environment.
- Exceptional and effective interpersonal skills with the ability to consult, negotiate and resolve issues.
- Proven ability in time management and in assisting others to set priorities, plan and organise tasks to meet specific timeframes.
- Proven ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
- Capacity to formulate and communicate a vision and clarity of direction.
- Proven ability to work within and supervise a team, coordinate and develop policies and procedures.
- Proven to manage multiple tasks effectively with a degree of flexibility within a changing workplace environment.

Interpersonal

- Ability to gain cooperation and build effective working relationships with key internal and external stakeholders at all levels.
- Demonstrated experience in management of a departmental team and the ability to source cooperation from other officers and management to achieve objectives.
- Ability to identify, discuss and resolve issues with all levels of staff.
- Demonstrated positive and proactive attitude, enthusiasm and the ability to motivate, encourage and lead others.
- Demonstrated experience in managing staff performance.
- Use initiative and act professionally, with honesty, integrity and confidentiality.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy and recognised organisational standards.

Change Management

- Ability to recognise issues and use initiative to identify and implement solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role.
- Ensure compliance with and adherence to all legislative requirements and business practices at all times.

Commitment, Attitude and Application to Duties

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude.
- Promote the Shire in a positive manner at all times when dealing with external contacts.
- Promote and encourage continuous improvement strategies for the delivery of accurate and timely financial services to all stakeholders.
- Demonstrated commitment to accuracy.
- Proven ability to work under pressure and deliver accurate results within agreed timeframes.
- Take reasonable care to ensure one's own safety at work and that of other officers within the workplace.
- Observe all safe working practices.
- Report all accidents, incidents and any hazardous situation within the work environment to the appropriate person.

ORGANISATIONAL RELATIONSHIPS

Reports directly to:

- Chief Executive Officer

Internal Stakeholders:

- Chief Executive Officer
- Executive Team
- Works Supervisor
- Other relevant internal stakeholders

External Stakeholders:

- Council
- Relevant external stakeholders, government authorities and departments

EXTENT OF AUTHORITY

This position will be required to exercise a high degree of autonomy expected of an executive, and work under limited direction of the Chief Executive Officer, within established guidelines and policies of Council and relevant statutory requirements. This position has the authority for the Management of Business Unit finances, employees and contractors on a daily basis.

- Authority to expend up to \$50,000 in accordance with Council Policy
- Senior Officer – Local Government Act 1995
- Other sub-delegations from the Chief Executive Officer

SELECTION CRITERIA

Essential

- Extensive experience in local government financial management and reporting requirements.
- Experience in the development of budgets and long term financial plans.
- Thorough knowledge of local government legislation relevant to the role including accounting principles and accounting standards.
- Highly developed leadership skills which facilitate cooperation, trust and teamwork.
- Experience in the development and delivery of plans under the Integrated Planning and Reporting Framework.
- Sound understanding of corporate risk management and asset management principles.
- Strong project management skills.
- Political acumen, sensitivity and confidentiality.

Desirable

- Tertiary qualifications in a relevant discipline.
- Experience in Synergysoft software.

Reviewed By:	Chief Executive Officer
Reviewed Date:	May 2020