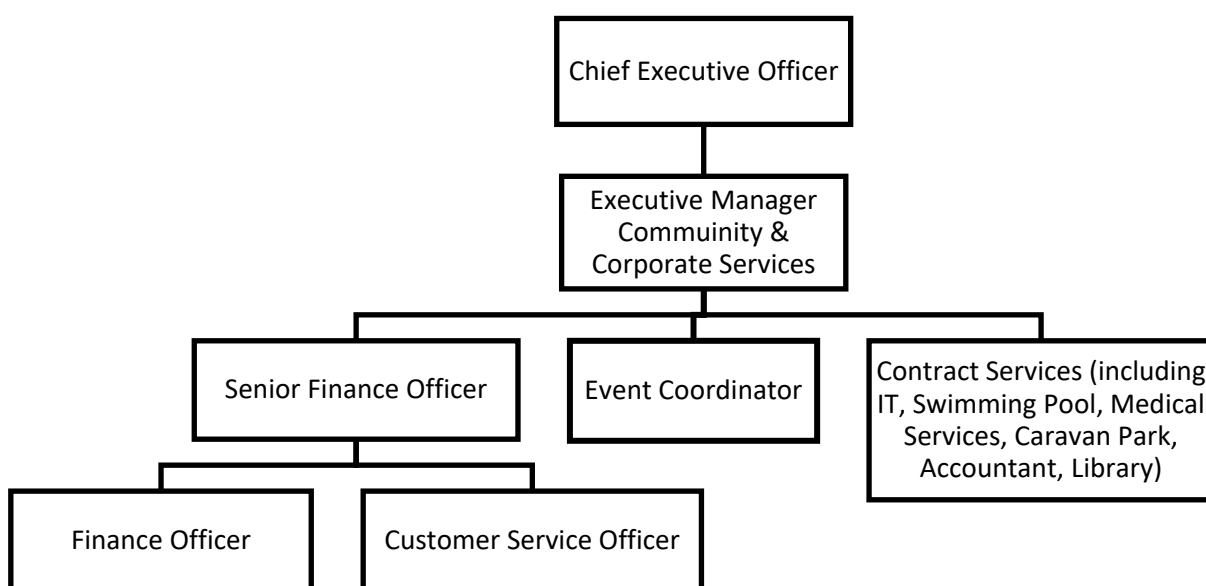




POSITION DESCRIPTION

Job Title: Executive Manager Community and Corporate Services
Department: Community and Corporate Services
Level: Contract
Reports to: Chief Executive Officer



POSITION OBJECTIVES

Effectively lead delivery of community services activities and relations in line with the current and future strategic priorities set out in the Pingelly Community Plan.

Effectively lead delivery of corporate services including records, IT, licensing, finance, leasing, customer service and services by contractors.

Lead, manage and support the Community & Corporate Services Team, contractors, contracts and all operational resources to deliver operational and strategic outcomes.

Be an effective member of the Executive Management Team, determining and coordinating operational and strategic matters.

Develop, review and implement various plans including the Long Term Financial Plan, Human Resource Management Plan, Record Management Plan and Business Continuity Plan.

Provide a high level of customer service to the community and support and advice to Council as required.

KEY RESPONSIBILITY AREAS

1. Leadership & People Management

- 1.1. Deliver quality management to all Shire employee with open lines of communication and be confident in sharing skills and knowledge.
- 1.2. Lead the recruitment process in selecting Department employees and ensuring suitability to the position including embracing Organisational Values.
- 1.3. Ensure all Shire employees are formally inducted to the Shire's policies and processes including outlining the responsibilities that pertain to them individually.
- 1.4. Monitor and review employees' performance annually along with providing counselling or advice where appropriate.
- 1.5. Identify and provide ongoing training for the development of departmental employees in agreed areas for career and personal development initiatives.
- 1.6. Mentor department employees in developing and maintaining a sense of loyalty with team ownership including awareness of working within a diverse workforce.
- 1.7. Lead required change in process, technology, efficiency and culture in the work place.

2. Financial Planning & Management

- 2.1. Develop the Annual Budget, Annual Report and other documents ensuring compliance with all relevant statutory financial management and reporting processes and standards.
- 2.2. Develop and deliver sound management reports for the Shire both monthly and annually.
- 2.3. Manage, implement and develop efficient and effective processes which ensure sound financial management systems are implemented across the organisation.
- 2.4. Work with the auditors to provide all required information in a timely manner and action any findings.

3. Technical Outcomes

- 3.1. Deliver detailed operational procedures and programs for the Community and Corporate Services team to ensure all work is carried out using quality relevant technical practices in accordance with legislation, regulations and Council policy to deliver productive outcomes.
- 3.2. Manage the external services provided by contractors including IT, Swimming Pool, Medical Services, Caravan Park, Accountant, and Library services.
- 3.3. Manage leases of land and property to community groups in accordance with the Local Government Act and relevant policies and procedures.
- 3.4. Ensure compliance with the *State Records Act 2000* across the organisation and other relevant governing legislation to ensure compliance within the area of responsibility.
- 3.5. Receive investigate and report any Freedom of Information (FOI) requests received by the Shire, providing accurate and appropriate responses.

4. Community Outcomes

- 4.1. Ensure that the community is at the forefront of all decisions made and that a high level of customer service is provided.
- 4.2. Deliver and promote 4 large annual community events and other events and community activities as resources allow. Ensure appropriate event plans are in place and reviewed following the event.
- 4.3. Administer the Council Awards and Community Grant and other community programs.

- 4.4. Work with community groups and members to assist them to achieve their goals for the overall benefit of community.
- 4.5. Promote the Shire of Pingelly as a healthy, strong and connected community that is actively engaged and involved.

5. Strategic Planning & Management

- 5.1. Assist the Chief Executive Officer in developing and delivering the strategic direction of Council through the Integrated Planning Framework and Policies for the Shire.
- 5.2. Manage, implement and develop operational programs and processes to complement and achieve outcomes set out in the Integrated Planning Framework.
- 5.3. Ensure that Shire funding submissions are delivered and acquitted on time as per the funding guidelines.
- 5.4. Management, development and implementation of asset management plans, processes and programs to deliver best practice outcomes for the Shire.
- 5.5. Undertake administration duties including monthly financial statements, BAS, superannuation, timesheets, record keeping, work requests and payment of accounts relating to the Shire.

6. Corporate Governance & Quality Management

- 6.1. Ensure the Shire complies with relevant statutory legislation regarding policy, compliance reporting, documentation and record keeping.
- 6.2. Treat all Councillors, staff, stakeholders and community with professionalism and dignity by ensuring all points of contact are dealt in a friendly timely efficient manner.
- 6.3. Participate in the ongoing improvement of business processes by implementing and recommending improvements to systems and processes to ensure quality project standards.
- 6.4. Quality and accurate agenda items are produced and Council resolutions allocated are completed as required in a timely manner.
- 6.5. Maintain open communication by providing information for the Shire News, Social Media, Corporate Discussion, Councillor Information Booklet and Team Meetings.
- 6.6. Attend Council Meetings and Corporate Discussions and provide updates on a regular basis.

7. Work Health and Safety

- 7.1. Ensure that employees are not exposed to hazards and that accidents or significant incidents are properly and promptly reported.
- 7.2. Ensure that relevant policies, procedures, standards, plans, training and equipment are in place and that staff and contractors comply with them including project specific plans where relevant.
- 7.3. Ensure that relevant employees are consulted with regards to changes to premises, plant and equipment which may or will impact on their safety, health and the environment.
- 7.4. Ensure that any contractor engaged for the area of authority operates in accordance with Council's required safety and environmental standards.

8. General

- 8.1. Other duties as required by the Chief Executive Officer.

ORGANISATIONAL RELATIONSHIPS

This position reports directly to the Chief Executive Officer.

Internal Stakeholders

- Chief Executive Officer
- Senior Management
- Senior Officers
- Works Team Leader and employees
- Other relevant internal stakeholders

External Stakeholders:

- Council
- Relevant external stakeholders, government authorities and departments

This position commences in the Administration Office and/or other on site locations as required or directed by the Chief Executive Officer

EXTENT OF AUTHORITY

This position will be required to exercise a degree of autonomy but works under the direction of the Chief Executive Officer, and within established guidelines and policies of Council and relevant statutory Act requirements. This position has the authority for the Management of Department finances, employees and contractors on a daily basis.

This position may give direction (either directly or indirectly) to:

- Business Unit employees and other Shire employees when requested
- Contractors services as required

Delegation:

- Administer council policy as per delegation
- Enforces council local laws as per delegation
- Purchase goods and services as per council policy
- Any other delegations as per the delegation register

This position is required to undertake problem solving by exercising initiative/judgement within documented techniques, precedents and guidelines. Assistance is available when required

This position may make recommendations on:

- Employee issues and operational concerns
- Suggested Capital and/or operational items for inclusion into budget submissions
- Operation in the Unit's structure and its effectiveness
- Recruitment and development of Unit staff
- Systems and procedures that impact on the provisions of quality service to internal/external customers

SELECTION CRITERIA

1. Essential

- 1.1. Comprehensive experience or understanding of accounting standards processes and practices.
- 1.2. Highly demonstrated skills and knowledge in the development of annual budgets.
- 1.3. Highly developed management and leadership skills with the ability to work effectively in a team environment.
- 1.4. Highly developed numeracy, written and verbal communication skills.
- 1.5. Ability to keep and maintain accurate records and ability to prepare progress reports.
- 1.6. Proven ability to promote, maintain and improve the working environment and practices within a complex organisation.

- 1.7. Proven ability to ensure operational compliance within a complex organisation.
- 1.8. Competent computer skills including the use of Synergy Soft, Microsoft Word, Outlook, Project, Excel, and internet applications.
- 1.9. Sound interpersonal and customer service skills, with the ability to liaise and find common ground with various agencies, hierarchies and community groups.
- 1.10. The ability to manage conflicting priorities and make decisions.

2. Desirable

- 2.1. Tertiary qualifications and/or detailed knowledge of local government accounting and finance in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996
- 2.2. Knowledge of local government organisational structure, functions and policies
- 2.3. Knowledge and experience in coordinating the development of grant applications.
- 2.4. Sound knowledge of minor works contract administration
- 2.5. Hold a current unrestricted C class national driver's licence

3. Eligibility

- 3.1. Right to work in Australia.
- 3.2. Undertake and pass a full medical including initial and ongoing drug and alcohol testing.
- 3.3. Presentation of a National Police Clearance and Working with Children Check not more than three months old.

POSITION DESCRIPTION ADMINISTRATION

This Position Description will be reviewed annually as part of the performance review cycle and it is envisaged that they will occur every twelve months.

Prepared By:	Chief Executive Officer
Manager:	Chief Executive Officer
Supervisor:	Chief Executive Officer
Reviewed Date:	January 2025

REMUNERATION PACKAGE

Basis of employment	Negotiable Contract
Cash Component	up to \$110,000
Superannuation (11.5%)	\$12,650
Additional Superannuation (matching contribution, up to 5%)	\$5,500
Living in Pingelly Allowance or Shire Accommodation	\$5,000 or \$15,000
Motor Vehicle	\$16,000
Uniform Allowance	\$600
Professional Memberships	\$600
TOTAL PACKAGE	\$160,350