

DIRECTOR CORPORATE SERVICES



POSITION DESCRIPTION

1. ORGANISATIONAL RELATIONSHIP

Reports to:	Chief Executive Officer
Department:	Corporate Services
Number and Title:	Director Corporate Services
Classification:	Common Law Contract
Position Location:	Kununurra Administration Office (20 Coolibah Drive, Kununurra)
Supervises:	Business Support Officer - Corporate Services Manager Finance and Customer Services Manager ICT and Records Senior Procurement and Contracts Officer
Internal Liaison:	Shire President and Councillors Executive Management Team (EMT) members Operational Management Team (OMT) members Committees Members All Shire staff
External Liaison:	Federal & State Government Departments and Agencies Auditors Local Government Insurance Scheme (LGIS) Western Australian Local Government Association (WALGA) Contractors, Subcontractors and other stakeholders Residents, Ratepayers and General Public
Extent of Authority:	Works within the confines of standards and procedures under the supervision of the Chief Executive Officer.

2. POSITION OBJECTIVE

Reporting to the Chief Executive Officer, this role is responsible for providing visionary and effective leadership to the Corporate Services Directorate. The Director Corporate Services will lead a professional team to ensure the provision of high quality corporate support to Council in the areas of financial services, information communication and technology, customer services, records management and contract and procurement.

The role will focus on ensuring these services are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Councils policies and organisational directives.

3. KEY RESPONSIBILITIES

The Director Corporate Services is primarily responsible for:

Corporate

Director Corporate Services
Revised – July 2020

- Contributing the financial data for the preparation of the Council's Corporate Business Plan and support the Integrated Planning and Reporting Framework and associated requirements;
- Managing the Audit Function;
- Managing the process governing the Audit (Finance and Risk) Committee and the preparation of reports for the Committee meetings;
- Developing and supporting the organisations corporate Risk Management System;
- Facilitating and/or developing integrated business systems that will support effective operations and service provision across the organisation;
- Undertaking and implementing appropriate strategic planning and policy development within the Directorate's areas of responsibility with the successful engagement of stakeholders impacted upon (where applicable); and
- Maintaining an effective level of working knowledge of relevant legislation and regulations and apply accordingly to the Directorate and Council.

Finance

- Complying with Legislative and Council policy requirements in developing and maintaining Council's financial systems;
- Ensuring the development and maintenance of the Long Term Financial Plan, ensuring financial sustainability and integration with other key documents and strategies;
- Facilitating and managing the preparation of the Annual Budget, Monthly Management Accounts and other financial statements in accordance with Australian Accounting Standards and Legislation;
- Managing the reporting and monitoring functions of Council's performance to budgets – ensuring adherence to budgets and advising CEO of significant variations;
- Identifying opportunities for funding and co-ordinate the preparation of submissions and applications to maximize grants or new funding;
- Ensuring all relevant statutory compliance requirements are achieved on time and as required;
- Managing, developing and implementing strategies to ensure equitable rates and charges are implemented;
- Leading the development and ongoing review of the long-term sustainability of Council's financial and business capacities;
- Leading the development of the Council's Annual Financial Report;
- Maintain the Financial Strategies of the Shire including Borrowing (Debt), Infrastructure and Plant Renewal Strategies; and
- Ensuring all asset management strategy and plans are integrated within the Shire's financial systems and meet all legislated reporting requirements.

Customer Services

- Ensuring efficient and effective customer services processes are adopted across the Shire; and
- Ensuring the review and ongoing implementation of the Customer Service Charter.

Information, Communication and Technology

- Reviewing and maintaining an up to date 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;
- Ensuring security and continuity of Council information systems in maximizing productivity;
- Ensuring 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;
- Facilitating the development and implementation of a staged process of digitisation of Shire document processes; and
- Facilitating the development and implementation of the ICT strategy and supporting plans and documentation i.e. Business Continuity Plan, CAPEX and budgets.

Records Management

- Ensuring efficient and effective records management and freedom of information processes are adopted across the Shire and are compliant with applicable legislation; and
- Ensuring the review and ongoing implementation of the Shire's Record Keeping Plan.

Contracts and Procurement

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

Administration & People

- Maximising the utilisation of the resources – financial, human and technological;
- Providing support and guidance to staff within the Department and ensuring they have access to the information, resources (within budget) and support to perform the requirements of the positions effectively and efficiently;
- Encouraging and supporting the professional development of staff within the Department;
- Ensuring all annual Professional Development Plans for the Directorate are undertaken and performance against agreed KPI's monitored; and
- Fostering and demonstrating a culture of continuous improvement.
- Leading the staff of the Corporate Services Directorate so that their performance is professional; their work is accurate and in accordance with accepted practice;
- Establishing 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;
- Working to create a great team environment through effective team communication and relationship building skills.

General

- Complying with relevant legislation regarding documentation and record keeping.

- Fulfilling duty of care requirements at all times as legislated by taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions; and
- Any other reasonable duties as directed by the Chief Executive Officer and/or line management within known skills, knowledge and capabilities.

4. SELECTION CRITERIA - SKILLS, KNOWLEDGE, ATTRIBUTES AND EXPERIENCE

Essential:

- Demonstrated high level of management and leadership skills including the proven ability to provide direction, mentoring and support to a multi-disciplinary team of people working in a highly visible area requiring high quality results often within tight timeframes;
- Demonstrated interpersonal skills, which facilitate interaction, cooperation and trust with relevant groups and individuals including the team and internal stakeholders, and the ability to negotiate and resolve conflict;
- Thorough knowledge of Local Government financial management including long term financial planning, budget preparation, budget control, and familiarity with relevant accounting standards and trends;
- Thorough knowledge of local government legislation relating to financial administration and records;
- Practical knowledge and experience in developing Council Business Plans, Long Term Financial Plans and Risk Management Systems;
- Practical knowledge of Enterprise Solutions for Local Governments, associated software solutions and data management including responsibilities under the State Records Act 2000;
- Well-developed record of achievement in a leadership role which required the ability to clearly articulate relevant reports and issues to the Chief Executive Officer and Council (or similar);
- Demonstrated experience in managing procurement process; and
- 2 years minimum experience in a similar role.

Desirable:

- Knowledge or experience using IT Vision SynergySoft; and
- Previous experience in Local Government.

5. SELECTION CRITERIA - QUALIFICATIONS/LICENCES

Essential:

- Tertiary qualification/s (minimum Degree level) in Business, Accounting and/or related field and/or equivalent industry experience; and
- Current unrestricted WA 'C' Class drivers licence.

Desirable:

- Possession of professional membership of the Institute of Chartered Accountants or CPA Australia; and/or

- Post graduate qualification/s in a finance (CPA or equivalent) or general management related discipline is highly desirable.

6. AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Employee Name:	
Employee Signature:	
Date:	

(to be signed by occupant upon appointment to position or amendment to Position Description)