



POSITION DESCRIPTION

Executive Manager Corporate & Community Services

POSITION:	Executive Manager Corporate & Community Services	AWARD:	Negotiated Contract
DIVISION:	Corporate & Community Services	BAND:	Executive Band

POSITION OBJECTIVES

Oversee the management of the Shire's Corporate and Community Services in accordance with statutory requirements and Council policy and provide assistance to the Chief Executive Officer in the broader management of the Shire.

Within Division

Manage all aspects of the Shire's Corporate & Community Services including: Customer Service & General Administration; Corporate Finance; Information Management and Community Engagement.

Within Organisation

Provide advice and information to Council, the Chief Executive Officer and Executive Managers in relation to Corporate & Community Services.

VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and Commitment to TRACK:

- **Teamwork** - Working in collaboration to achieve our goals.
- **Respect** - Working together with honesty and empathy towards other.
- **Accountability** - Taking ownership and responsibility in what we do.
- **Commitment** - Be professional and diligent in what we do.
- **Knowledge** - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Focus Charter and in an efficient manner.

REQUIREMENTS OF THE POSITION – KEY SELECTION CRITERIA

Qualifications

	Essential	Desirable
Tertiary qualification in Finance and/or Management relevant to this position or demonstrated equivalent level of experience.	✓	
Post graduate management qualifications.		✓
Training in Business Excellence Principles and the Australian Business Excellence Framework or similar.		✓

Experience & Knowledge

	Essential	Desirable
Senior level management with 5 years experience relevant to this role.	✓	
Demonstrated leadership ability to inspire a shared vision and gain commitment of key stakeholders.	✓	
Good understanding of organisational planning, reporting and performance accountability.	✓	
Demonstrated experience in project management and community consultation relevant to this role.	✓	
Demonstrated knowledge of current relevant Local Government legislative and statutory requirements and/or contemporary governance principles and standards.		✓
Demonstrated experience in contemporary community development and facilitation of public facilities.	✓	

Skills & Attributes

	Essential	Desirable
Demonstrated capabilities to enable others by building relationships founded on trust, and develop and motivate a cohesive team towards the achievement of common goals.	✓	
High level of ability to negotiate complex issues and to resolve conflict, within a broad political, social and organisational environment.	✓	
Leadership and people management including the ability to influence outcomes, lead by example and make well informed decisions.	✓	
Resource management skills including physical and financial resources, budgets and other assets	✓	
Ability to foster creativity and innovation and to develop a workplace environment where people are prepared to challenge current methods and develop new ways of doing things.	✓	

KEY DUTIES / RESPONSIBILITIES

- As a member of the Executive Management Team, assist the Chief Executive Officer with the strategic development and management of the Corporate and Community Services including the interface between administration and elected members, the community and other stakeholders.
- Provide leadership, oversight and outcome management for the Division's activities which include:
 - 1) Shire Customer Service & General Administration
 - a) Customer Service
 - b) Department of Transport Services
 - c) Internal Administrative Support
 - 2) Corporate Finance
 - a) Accounting Practices
 - b) Annual Budget
 - c) Long Term Financial Planning
 - d) Asset Management Planning
 - 3) Information Management
 - a) Records
 - b) Information Technology
 - 4) Community Development and Engagement
 - a) Community Programs (Shire Events, Libraries, Community Development, Social Housing, Community Grants Program, Gingin Aquatic Centre)
 - b) Marketing & Communications
 - c) Community Consultation
- Oversee the development and implementation of policies and strategies in relation to Corporate and Community Services responsibilities and provide timely advice to the Chief Executive Officer and Council on issues that are the responsibility of this position.
- Oversee the effective planning, management and services delivery of the Corporate and Community Services and ensure it contributes to the achievement of the Shire's objectives.
- Ensure the highest standards in human resources and financial management are practices within the Corporate and Community Services and contribute to the promotion of a safe working environment with the Shire of Gingin.
- Develop and foster within Corporate and Community Services a client focus for the provision of services to the organisation, stakeholders and to the community and ensure its processes and performance are continuously improved and consistent with other Divisions.
- Ensure employees understand and fulfill their responsibilities, exercise authority in an even, reasonable and fair manner and are accountable for their actions.

EXTENT OF AUTHORITY

Operates under general direction of the Chief Executive Officer within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to: Chief Executive Officer

Positions supervised directly: 4

Positions supervised indirectly: 24

Internal

Chief Executive Officer
Executive Managers
Other Staff and employees
Elected Members

External

Ratepayers
General Public
Government Departments
Contractors

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

Aaron Cook
CHIEF EXECUTIVE OFFICER

DATE

Signature: _____

Employee Name: _____

DATE