**POSITION DESCRIPTION**

**POSITION TITLE: Group Manager – Corporate and Liveability**

**AWARD CLASSIFICATION: Senior Officer**

**DIRECTORATE: Corporate and Liveability**

**REPORTS TO: Chief Executive Officer**

**APPROVED BY: Chief Executive Officer**

**Date: 6 February 2017**

**POSITION OBJECTIVES:**

* To effectively lead Council’s finance, information and communications technology, records, GIS, council business, governance, statutory services and liveability functions.
* To coordinate the Council’s corporate plan, strategic resource plan, long term financial plan, budget and regulatory reporting.
* To secure the operational efficiencies, execute all accepted actions and manage the change processes associated with Council’s Departmental Review.
* To lead the development of strategic and creative responses and approaches to financial planning and management and the identification of alternative sources of funding and revenue.
* To provide strategic advice to the Chief Executive Officer on matters relating to policy, planning and operations of the directorate.
* To provide effective leadership, management, direction and support to staff within the directorate, ensuring that staff development plans are maintained and executed to promote development and capability.
* To ensure compliance with all legal and policy requirements of Council.

**KEY RESPONSIBILITIES AND DUTIES:**

**Finance**

* Comply with the Legislative and Council policy requirements in developing and maintaining Council’s financial systems.
* Manage and develop the capabilities of the Finance Team, mentor and guide staff to improve culture, deliver innovative customer service solutions and support Council Plan objectives.
* Ensure the capability of long term Financial Plan, budgeting and internal audit.
* Oversee and review the preparation of accurate budgets, statements of accounts and other financial statements.
* Develop strong interdepartmental relationships within Council which support rigorous budget
* Manage, report and monitor Council’s performance to budgets – ensure adherence to budgets; and advise CEO of significant variations.
* Identify opportunities for funding and co-ordinate the preparation of submissions and applications to maximise grants or new funding.
* Ensure all relevant statutory requirements are achieved on time and as required.
* Manage, develop and implement strategies to ensure equitable rates and charges schedules are implemented.

**Liveability**

* Appropriately and regularly engage with the community and key stakeholders to ensure that services are appropriate, being delivered to the required standards and that Council support is appropriate to lead key initiatives.
* Ensure that all liveability services are provided within budgets, meet statutory and funding obligations and requirements and satisfy community and user needs in accordance with Council, state and commonwealth policies and guidelines.
* Ensure that Council maintains a close working relationship with community organisations in maintaining and developing programs, projects and facilities for all age groups.

**Information and Communications Technology**

* Ensure Council’s needs and knowledge in the area of ICT, including Council’s hardware, network and applications software, are reviewed and maintained in order to support Council’s services and innovation initiatives.
* Ensure security and continuity of Council information systems to maximise productivity.

**Council Business**

* Ensure Council business including governance, statutory service, procurement and contract management is delivered effectively.
* Ensure that the Chief Executive Officer is being properly supported, and in a timely manner, in relation to Council business and Councillor engagement.

**Records**

* Ensure the maintenance of corporate records in accordance with the legislative compliance.
* Lead a system of corporate record maintenance that ensures ease of access and use (as appropriate) which is supported by appropriate technologies.

**Assets & GIS**

* Ensure that the Council Business processes capture, maintain and report on asset data as directed by the Chief Executive Officer from time to time.
* Support the development and accurate maintenance of Council’s Strategic Resource Plan.
* Ensure the provision of GIS services to the organisation.

**Administration**

* Develop and maintain strong core operational capabilities within the Directorate in respect of human resource skills, infrastructure, systems applications and documented practices in consultation with the Human Resources department as required.
* Maximise the utilisation of financial, human and technological resources.
* Ensure staff within the directorate has access to the information, resources (within budget) and support to perform the requirements of the positions effectively and efficiently.
* Implement and apply responsive and flexible work practices in the directorate.
* Provide support and guidance to senior officers and team members as appropriate.
* Encourage and support the professional development of staff within the directorate.
* Maintain professional skills and knowledge at a contemporary level.
* Provide excellent customer service to all areas of Council, the community and other external stakeholders.

**ORGANISATIONAL RELATIONSHIPS:**

**Reports to:** Chief Executive Officer

**Supervises:** All staff in the Corporate and Liveability directorate.

**Internal Relationships:** Councillors, Chief Executive Officer, directors, managers, and Council staff.

**External Relationships:** Community, state and federal government departments, professional associations, contractors and consultants.

**GUIDING PRINCIPLES:**

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

**Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.

**Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.

**Open & Honest** – Leaders are open and accessible. Staff members are confident to speak their mind. We value honesty.

**Selfless & Inclusive** – We take a ‘’shire first’’ approach and value the participation and opinion of all.

**OCCUPATIONAL HEALTH AND SAFETY**

* The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
* The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

**RISK MANAGEMENT**

* Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
* Ensure Council’s Risk Management Policy and Procedures are updated when necessary, observed and complied with at a personal level.
* Promote the identification, evaluation and documentation of risks in the Risk Register and ensure that existing and new risks are effectively managed.
* Monitor and assess the risks documented in the Risk Register.
* Maintain sound risk management practices.
* Create an environment where risk management is accepted as a responsibility of staff.
* Ensure that effective risk communication occurs.
* Ensure the development and promotion of risk identification procedures.
* Provide quality advice to the Chief Executive Officer on the elements of risk considered to be an exposure to Council operations.
* Maintain overall responsibility for the effective management of all types of risk.
* Develop and foster working relationship with other agencies with which Council has a shared risk.
* Ensure that employees are adequately trained in the identification, assessment and procedures available for minimisation of organisational risk.
* Acknowledge the management of risk is an integral part of service planning and delivery and there needs to be appropriate resources and support provided to manage those risks.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

* The Group Manager must operate within all relevant statutory requirements and within delegations and approved budgets.
* The Group Manager is authorised to manage the Corporate and Liveability Directorate, represent Council and provide advice in accordance with legislation, Council policies, objectives, budgets and delegated authorities.
* Nominated Officer – Section 81 of the Local Government Act 1989.
* Protected Disclosure Officer – in accordance with the Protected Disclosure CEO Directive.

**JUDGEMENT AND DECISION MAKING**

* Ability to undertake key responsibilities of the position.
* Ability to solve problems in order to achieve the objectives of this position within resource constraints.
* Exercise judgement when dealing with complex or technical issues.

**SPECIALIST KNOWLEDGE AND SKILLS**

* Well-developed understanding of business planning practices.
* Well-developed understanding of public relations and marketing principles and practices and their application.
* Skills in the use of computer applications including word processing excel spread-sheets and multimedia presentations.
* Continuous improvement and innovation.
* Skills in developing and supporting staff to ensure that maximum capacity and capability levels are attained.

**MANAGEMENT SKILLS**

* Capacity to set priorities, organise and complete work requirements in the most efficient and effective way within Council’s resources.
* Commitment to the principles of excellence in customer service
* Ability to manage competing demands from multiple stakeholders.
* Well-developed administrative and negotiation skills.
* Project management skills to ensure the efficient delivery in accordance with relevant specifications.
* Vision and clarity of direction.
* Understanding of financial procedures and the ability to monitor and manage budgets.
* Knowledge of legislation and regulations relevant to the position.
* Sound knowledge of risk management procedures and Workplace Health and Safety regulations.

**INTER-PERSONAL SKILLS**

* Ability to gain co-operation and build effective working relationships with key internal and external stakeholders at all levels.
* Demonstrated enthusiasm and the ability to motivate encourage and lead others.
* Commitment to the principles of excellence in customer service.
* Provision of quality advice and information including an ability to handle customers’ requests in a courteous, efficient and professional manner.
* Good communication, problem solving, negotiation and conflict resolution skills.
* High quality oral and written communication skills.
* Use initiative and act professionally, with honesty, integrity and confidentiality.

**QUALIFICATIONS AND EXPERIENCE**

* Relevant tertiary qualification in a financial, business, governance or legal related discipline.
* Extensive relevant experience at a senior management level and demonstrated staff and budget responsibilities.

**KEY SELECTION CRITERIA**

* Relevant tertiary qualification in a financial, business, governance or legal related discipline.
* Sound knowledge of local government financial management including long term financial planning, budget preparation, budget control; familiarity with relevant accounting standards and ability to clearly articulate financial reports and issues to the Chief Executive Officer, senior management team, Council and the audit committee.
* A record of achievement in a leadership role involving strategic planning of governance, community services, financial management, statutory services, information technology and innovation.
* Excellent personal presentation and communication skills including an ability to negotiate and to resolve issues.
* Political acumen, political sensitivity and confidentiality.
* The capacity to work with people from a wide and diverse range of backgrounds including an ability to provide leadership to a diverse group of employees.
* The ability to use Microsoft Office applications.
* Knowledge of relevant legislation as it relates to the duties of the position.
* A current Victorian Driver’s Licence.