

POSITION DESCRIPTION

Position Title:	Director Corporate Services
Directly reports to:	Chief Executive Officer
Positions under Direct Supervision:	• Manager Governance and Records • Human Resources Advisor • Manager Community Safety • Manager Finance • Manager IT

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

The Director Corporate Services is an integral leadership position at the Town, that exists to provide quality corporate services through effective leadership and management of human and fiscal resources.

Reporting to the CEO, this position is responsible for pursuing excellence through continuous improvement and ensuring the highest levels of integrity, corporate governance and accountability.

Objective 1: Efficient and Effective Leadership

- Through sound leadership, provide professional direction and motivation to staff, ensuring the strategic objectives of the Town are delivered in line with Council policies and work procedures.
- Be an active, positive, and contributing member of the Town's Executive Team.
- Nurture and assist with the continual development of strong internal and external relations between all work areas and staff through communication, coaching and facilitation.
- Provide professional direction and motivation to staff of the Corporate Services Directorate, to achieve maximum productivity.
- Provide political leadership for the Corporate Services Directorate.
- Play a lead in any cross departmental special projects, as directed by the CEO.
- Provide positive representation of the Town at functions, events, and external meetings.

Objective 2: Proactive Staff and Project Management

- Oversee the delivery of the Town's Corporate services to internal clients in a proactive, well-planned way.
- Oversee the accurate management of the Town's human and financial resources of the directorate.
- Oversee the completion of quarterly reports for areas and ensure the continual improvement of these areas within the portfolio.
- Ensure the team operates within the Code of Conduct and other Town guidelines, policies, and procedures.
- Ensure that the roles, duties, and responsibilities of all staff within the Directorate are clearly defined and communicated.
- Manage the Performance Achievement Cycle and staff development plan for the Directorate.
- Manage issues related to the Directorate, ensuring that required standards & timelines are met.
- Carry out and supervise administrative duties related to the supply of materials and equipment including completion of purchase orders and record keeping.
- Provide direction and achievable goal setting to direct reports, while setting a good example through consistently demonstrating the organisation's Values.
- Provide leadership and nurture the continual development of positions under your direct supervision.

Objective 3: Strategic Planning, Policy Development & Reporting

- Develop and implement a robust Long Term Financial Plan that reflects Town's Corporate Business Plan and Strategic Community Plan through consultation with the Directors group.
- Annually review relevant policies and procedures and oversee the amendment of such documents where necessary.
- Present and provide advice / guidance on issues relating to Legal, Risk, Governance, IT and Finance
- Prepare and oversee high quality Council Reports for the Directorate.
- Contribute to the review and implementation of 'Claremont Ahead', the Town's 10-year Strategic Community Plan, and the 4-year Corporate Business Plan.

Objective 4: Governance and Statutory Requirements

- Oversee the governance responsibilities of the section; liaise and report to the CEO on governance issues.

- Prepare the Town's annual budget and midyear budgets in line with policies and procedures.
- Attend council and committee meetings as required and provide accurate and timely information relevant to Corporate Services.
- Ensure that all records of the Infrastructure Directorate are maintained to an acceptable standard.
- Ensure the Infrastructure annual budget is accurate and relates to a well-planned Asset Management Plan.

Objective 5: Communication / Negotiation

- Foster and maintain strategic partnerships and networks, particularly in relation to public consultation, participation, and service provision.
- Negotiate with stakeholders, multi-level government agencies and private organisations regarding the funding and development of community services / facilities to maximise resources available for planning and development related projects.
- Encourage, demonstrate and develop a team focus on continuous business improvement and innovation in customer service delivery.
- Ensure consistently high standards of customer service is delivered by all team members.

Objective 6: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 7: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the public and always promote Council's operations in a professional manner.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 8: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Tertiary qualifications relevant to the position, with extensive demonstrated experience.
- Excellent leadership and people management skills demonstrated by experience and qualifications.
- Highly developed communication and computer literacy skills.
- Highly developed research, analytical and time management skills.
- Skills and experience in budget preparation and risk management.
- Demonstrated ability to work independently and make high level decisions autonomously.

Desirable

- Knowledge of and experience in applying the *Local Government Act 1995*, compliance and the Integrated Planning Framework.
- Detailed understanding and knowledge of the local government operating environment, including political acumen.
- MBA or further tertiary qualification or certifications.
- Professional membership in chosen field.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete of a medical questionnaire.
Complete a Police Clearance and maintain throughout employment.
- Provide evidence of the Right to Work in Australia.

The incumbent has the authority to act within predetermined Council guidelines, policies, procedures, budgetary limits in accordance with the statutory provisions of the Local Government Act (1995) and other relevant legislation. The Director is part of the Executive Team and together plays a lead position in this organisation and is key in promoting a continuous improvement culture.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval	
Signature	Date
Employee	
Signature	Date