

LACHLAN SHIRE COUNCIL



Position Description

Position Number: SSD-03

- Position Title:** Director – Community Services and Governance
- Team:** Community Services and Governance
- Package:** **5 Year performance based contract
Standard Contract of Employment for Senior Staff (other than
General Manager's) of Local Councils in New South Wales**
- Responsible to:** General Manager
- Direct Reports:** 3 Managers, 3 Coordinators & 1 Administration Officer
- Position Purpose:** To lead and manage Council's Community Services and Governance Directorate. Ensuring statutory obligations are achieved and the delivery of services is consistent with Council's goals and visions as outlined in the Community Strategic Plan – Living Lachlan Style.

Position Objectives:

- Promote and lead business improvement, provide high level advice and technical guidance and liaise effectively with senior staff to ensure appropriate long-term objectives of the organisation can be achieved.
- Provide Councillors, staff, the community, contractors and other stakeholders with appropriate and substantiated advice and decisions related to Community Services and Governance matters.
- Provide works and services that meet Council objectives, technical standards and community needs within the areas of responsibility determined and delegations.
- Responsible for developing and implementing goals, services and programs in relation to People and Organisational Development, Information Technology, Risk Management, Records Management, Economic Development, Tourism, Children's Services, HACC Services and Libraries.

Strategic Focus: This position is a member of Council's MANEX Team who establish the organisation culture and values and ensures all operations reflect these values. As part of MANEX this position will be involved in addressing new and emerging issues and adopt contemporary Local Government leadership practices to all of Council's

business operations. This position works closely with other staff of the organisation, the community and elected Council members in the formulation of policy, corporate and strategic planning, management of the Community Services and Governance Directorate and providing a high level of service delivery.

The provision of a range of community development programs across the Shire are the responsibility of Western Plains Regional Development Organisation and Lower Lachlan Community Services. Lachlan Shire Council provides annual funding to these two organisations to lead, manage and facilitate a range of community development initiatives across the shire. These initiatives include the delivery of youth programs. The Director will work with the Executive and Staff of these organisations to ensure the delivery of community development programs meets the community needs identified in the Community Strategic Plan Living Lachlan Style.

Leadership:

- Provide strategic and effective leadership and management of the Community Services and Governance Team in achieving the outcomes within Council's Community Strategic Plan, Operational & Delivery Plan and Long-Term Financial Plan
- Foster professional development through coaching, mentoring and succession planning for advancement and continual learning opportunities
- Highly developed time management skills, capacity to plan, organise and meet changing priorities and keep commitments.
- Develop teamwork, confidence and motivation in staff and contractors at all levels
- Lead by example, promoting fairness, inclusion and equity in all undertakings
- Be respectful, open & transparent in deliberation
- Work with integrity
- Recognise and acknowledge achievements by your team, Council colleagues and community members

Accountability:

- Taking ownership of the effective management of the Community Services and Governance Team function of Council
- Ensure implementation of projects comply with statutory and council requirements within the areas of (but not exclusive to) Regulatory bodies, Local Government Act 1993, Workplace Health & Safety Act, Government Information (Public Access)(GIPA) Act 2009, Public Disclosure Act, Local Government General Regulations and other identified governing bodies and Government Legislation.
- Effective management of Council approved budgets and programs to ensure cost efficiencies and key services, delivery guidelines and objectives are met
- Ensuring all external Grants awarded to Council from external funding programs are appropriately managed and acquitted.
- Demonstrated ability to provide organisational change, staff development and implement continuous improvement strategies
- Lead with a clear purpose

Engagement:

- Actively engage with the General Manager, MANEX, colleagues and Councillors to promote an understanding of the routine and major new projects being undertaken by the Community Services and Governance Team
- Ensure Best Practice Community Engagement principles are applied to all projects
- Represent and promote Lachlan Shire Council in key organisational engagement activities and functions
- Communicate effectively to internal staff, external stakeholders and contractors key information from Council
- Work collaboratively with Western Plains Regional Development Organisation and Lower Lachlan Community Services in the delivery of community development initiatives across the Shire.
- Provide support and guidance to a range of Council Section 355 Committees and Advisory Committees.

Customer Service:

- Provide and encourage a strong commitment to responsive, accountable and friendly customer service
- Manage the Community Services and Governance Directorate responsibilities in relation to Council's Customer Service Charter.
- Maintain co-operative and effective communication with internal staff, the general public, Councillors, contractors, neighbouring councils and governing authorities and departments

Knowledge:

- Comprehensive knowledge of the Local Government Act and other relevant legislation
- Working knowledge of the Work Health & Safety Act 2011 and Regulation
- Understanding of the Integrated Planning and Reporting Requirements for Local Government
- Demonstrated understanding of contemporary community development principles
- Demonstrated understanding of the Government Information (Public Access) (GIPA) Act 2009 and how it relates to Local Government.
- Demonstrated understanding of the Public Interest Disclosures Act 1994.

Expertise:

- Extensive senior management experience
- Experience in controlling major budgets
- Experience in Project Management
- Proven Experience leading and motivating team, maintaining strategic focus and direction
- Experience in working with community organisations
- Commitment to reviewing processes to ensure a culture reflecting Best Practice and continuous improvement advancing service delivery

Public Officer

The position of Director Community Services and Governance includes the responsibility as Council's Public Officer. The Director must be eligible to hold such a position within the guidelines outlined in the Local Government Act (1993). The functions of the Public Officer are contained in Section 343 of The Act. The Director must have demonstrated knowledge of the GIPA Act and Public Disclosures Act.

Code of Conduct

All Council staff are responsible to act in accordance with Council's Code of Conduct. As a member of MANEX, Council's operational leadership team, the Director will be expected to lead by example in relation to Code of Conduct matters and ensure the Community Services and Governance team work within the Code of Conduct and Organisation Values.

Work Health & Safety Responsibilities for Officers:

As the organisation, has a duty of care for matters related to Work Health and Safety (WHS), as an officer of the organisation you must exercise due diligence to ensure the organisation complies with its WHS obligations.

The Director must be aware that this duty requires to be proactive in ensuring the organisation complies with its duty and will always remain with the Director as an officer of the organisation and cannot be outsourced or delegated.

Performance Measures:

Performance measures for each of the outcome categories will be determined by the General Manager in collaboration with the Director at the completion of the first three-months of employment. These measures will then form part of the Director's formal Annual Performance Plan.

ESSENTIAL CRITERIA:

- Appropriate tertiary qualifications in either Finance, Humanities, Public Policy or Management Disciplines
- Proven leadership experience including excellent interpersonal and people management skills
- Experience in managing a multi-disciplinary team at a senior level and working collaboratively with a diverse range of stakeholders
- Ability to develop and implement plans within strategic direction
- Demonstrated understanding of the Integrated Planning and Reporting Requirements for Local Government and the challenges currently facing Local Government
- Demonstrated understanding of contemporary community development principles
- Ability to provide advice, policy development and decision making support to Council and the General Manager
- Excellent oral and written communication skills including excellent negotiation and conflict resolution skills and capacity to build and maintain positive relationships
- Strong commitment to customer service and community engagement ensuring a high level service is delivered to the community
- Extensive competency in financial management
- Demonstrated experience in delivering innovative approaches to challenges

- Must be eligible to meet the criteria required to hold the position of Public Officer
- Extensive knowledge and experience of the technical aspects of the position
- Class C Drivers Licence
- High level computer skills

DESIRABLE CRITERIA:

- Relevant post graduate qualifications in a job related area and/or management elements

Incumbent: _____ Date: _____

General Manager: _____ Date: _____

Please note that Position Descriptions are under constant review and may be changed after consultation, to reflect organisational requirements at any time.