



**APPLICANT INFORMATION**  
**MANAGER CORPORATE AND COMMUNITY SERVICES**

Formal applications for this position will be accepted before 4pm on Friday 12th April 2019.

Applications should address each of the Essential and Desirable selection criteria which are outlined in the Position description.

Applications may be either posted to the Shire at PO Box 221 Cottesloe WA 6911 and marked 'Confidential: Application - Manager Corporate and Community Services' or by email to Chief Executive Officer [don.burnett@peppermintgrove.wa.gov.au](mailto:don.burnett@peppermintgrove.wa.gov.au)

Requests for further information may be directed to Mhairi Warne on telephone (08) 9286 8608 or accessed via the Shire website:

<https://www.peppermintgrove.wa.gov.au/council/your-council/employment-with-the-shire.aspx>

We thank you for your interest in the shire of Peppermint Grove.

Don Burnett

**CHIEF EXECUTIVE OFFICER**



<b>POSITION IDENTIFICATION</b>	
<b>POSITION TITLE:</b> Manager Corporate and Community Services	<b>SECTION:</b> Corporate Services
<b>AWARD:</b> Contract Position	<b>HOURS:</b> 38 hours per week
<b>DEPARTMENT</b> Corporate Services	<b>SUPERVISES:</b> Finance Officer x2 Administration Officer (P/T) Customer Service Officer Community Development Officer (P/T)
<b>REPORT TO:</b> Chief Executive Officer	

<b>ACCOUNTABILITY OBJECTIVES</b>
<ol style="list-style-type: none"> <li>1. To manage the administrative and financial functions of the Shire of Peppermint Grove in an effective, efficient and accountable manner.</li> <li>2. To assist the Chief Executive Officer and Council in developing and attaining the strategic objectives of the Shire of Peppermint Grove.</li> <li>3. To provide quality advice to the Council, Chief Executive Officer and Senior Management Team.</li> <li>4. To operate as part of the Senior Management Team (SMT) for the overall good governance and management of the Shire of Peppermint Grove.</li> <li>5. To deputise for the Chief Executive Officer during periods of formal and informal absence, with formal acting being for period of 2 weeks or more.</li> </ol>

## **REQUIREMENTS OF THE POSITION**

### **SKILLS, KNOWLEDGE & EXPERIENCE/SELECTION CRITERIA:**

#### **ESSENTIAL**

- Sound knowledge of contemporary accounting practices and standards, GST and FBT legislation
- Highly developed interpersonal skills.
- Highly developed team development and leadership skills.
- Strong decision-making skills.
- Strong administrative experience.
- Working knowledge of information technology.
- Working knowledge of human resource practices.
- Working knowledge of Office 365

#### **DESIRABLE**

- CPAICA Membership
- Senior experience in a similar position in Local Government.
- Sound knowledge of strategic planning.
- Sound knowledge of the Local Government Act 1995.

### **QUALIFICATIONS AND/OR TRAINING**

- Tertiary qualification in Accounting or extensive account experience.
- Commitment to ongoing personal and professional development training as required

<b>KEY RESPONSIBILITIES</b>
<b>OUTCOME 1: FINANCE AND CORPORATE SERVICES FUNCTIONS</b>

- Manage the Shire's administrative functions (including governance, records, IT, customer service and human resources)
- Supervise corporate services staff
- Oversee all financial management processes
- Oversee Council's investment portfolio
- Develop and maintain the Shire's Asset Management System
- Oversee Council's insurance portfolio and coordinate annual reviews
- Responsible for Records Management and the implementation of the Shire's Record Keeping Plan
- Responsible for efficient and effective Customer Service
- Develop and maintain the Shire's IT Plan
- Manage the Shire's Human Resource function including payroll
  - Oversee Community Development Initiatives
- Oversee of the Shire's Occupational Health and Safety Plan
- Represent Council as its:
  - o Review officer for rates appeals
  - o Freedom of Information Officer
  - o Public Interest Disclosure Officer
  - o Liaison with the Aged Persons Support Service
- Provide financial management support to the Combined Library Committee (Shire of Peppermint Grove, Town of Mosman Park and Town of Cottesloe)

## **OUTCOME 2: CORPORATE/ORGANISATIONAL**

- Participate as a member of the Shire's Senior Management Team
- Assist the Chief Executive Officer in the development and management of the community and strategic planning process
- Implement the Shire's operational and strategic plans within designated areas
- Implement change within a continuous improvement framework
- Prepare high quality agenda items for Council and attend all Council forums and meetings
- Provide quality advice and direction on investments, financial trends, resource requirements and other relevant matters affecting Council
- Oversee the timely and accurate preparation of Business Plans, Budgets, Annual Reports and Statements, information returns or other statutory requirements
- Responsible for preparation and monitoring of legal actions and documentation including leases and contracts

## **OUTCOME 3: COMPLIANCE**

- Ensure compliance of Council's accounting practices in accordance with The Local Government Act 1995, Finance Regulations 1996 and Australian Accounting Standards.
- Ensure policies, processes and procedures are in place for all areas of responsibility
- Maintain the Corporate Compliance Calendar, including coordinating, reviews of policies, delegations and Local Laws
- Ensure that areas within scope of authority are complying with all occupational safety and health policies and procedures

## **OUTCOME 4: CUSTOMER SERVICE**

- Respond to inquiries or complaints from the public and internal requests for services in accordance with Shire Policy and Procedures
- Where relevant maintain effective and co-operative communication with businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council policy.

<b>PRINCIPAL CONTACTS</b>	
<b>WHO</b>	<b>PURPOSE</b>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• All Shire Staff</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Public/Ratepayers</li> <li>• Other local governments</li> <li>• Business and professional groups</li> <li>• Government agencies</li> <li>• Guests and Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Day to day management of Department.</li> <li>• Provide specialised professional and technical advice with expertise and knowledge base.</li> <li>• Respond to Agenda items/reports</li> <li>• Provide information, respond to concerns</li> <li>• Networking.</li> <li>• Liaison to provide professional and technical advice.</li> <li>• Liaison as required for coordination of projects.</li> <li>• Grant funding applications.</li> <li>• Political issues.</li> <li>• Liaison re: standards, policies and regulations.</li> <li>• Supply of professional services.</li> </ul>

<b>EXTENT OF AUTHORITY</b>
<p>This position operates under the limited direction from the CEO and within established guidelines, procedures and policies of Council.</p> <p>This position will exert influence in the following areas; all financial functions and initiatives arising from the senior management team.</p>

<b>PROBLEM SOLVING AS PART OF THE POSITION:</b>
<p>The Corporate Services Manager will be required to identify solutions to problems as they arise using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience.</p> <p>The solutions will be based on procedures, precedents and guidelines set within the limits of Council policy and relevant legislative constraints.</p>

**ANNUAL REVIEW**

At least once in each calendar year the Chief Executive Officer will conduct an evaluation of the Manager Corporate Service’s performance.  
The annual review will include an assessment of achievement against performance objectives

**POSITION AND INCUMBENT DETAILS:** Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the position.

Current Incumbent:	Date PD first issued:
Signed: Incumbent:	Date Employee Appointed to Shire:
Supervisor:	Date Employee Appointed to this position:
Date:	

**PD REVIEW RECORD:**

We the undersigned, agree that both parties mutually agreed upon the amendments made to this position description and associated manuals, on the dates listed below.

INCUMBENT:	SUPERVISOR:	DATE:
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**POSITION OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS MANAGER  
CORPORATE AND COMMUNITY SERVICES POSITION JOB SAFETY ANALYSIS (JSA)**

**Overview:** To provide a high-quality service in all areas of responsibility to both customers and the Shire.

The Manager Corporate and Community Services is expected to carry out the following tasks:

- Supervision of all Corporate Services operations (finance, IT, human resources, customer service, governance and administration)
- Deal with customers to meet their needs

**PHYSICAL DEMANDS CRITERIA**

Sitting:	
Walking:	
Bending or stooping:	
Lifting:	
Arm and Hand Movement:	
Reaching:	
Carrying:	
Neck Flexion and Rotation:	
Handling/Dexterity:	
Eyesight:	
Hearing:	

**AREAS OF POTENTIAL HAZARD AND RISK**

None identified