
POSITION	Corporate Services Manager
BUSINESS UNIT	Corporate Services
CLASSIFICATION	Band 3 Level 4
EMPLOYMENT CONDITIONS	Goldenfields Water County Council Enterprise Award 2023
LOCATION	Temora
REPORTS TO	General Manager
DIRECT REPORTS	8
INDIRECT REPORTS	1

To achieve the mission and vision of Goldenfields Water, Council and its employees have a core set of corporate values. These values benchmark the expected standards of behaviour and underpin and guide our everyday decision making and activities. Our corporate values are:

INTEGRITY TRUST RESPECT TEAMWORK CONTINUOUS IMPROVEMENT

KEY DUTIES & RESULT AREAS

Key duties include, but are not limited to:

- Ensure the effective and efficient management of the Corporate Services business unit and ensure that the area operates in accordance with all statutory requirements under the provision of the Local Government Act 1993 and all other appropriate legislation and in accordance with Council policies.
- Provide financial and business advice/support to Council, including “best practice” management of key corporate plans, strategies, statutory instruments, guidelines, policies and supporting documents, including but not limited to Goldenfields Water’s Business Activity Strategic Plan, Delivery Program, Operational Plan, Long Term Financial Plan, Annual Financial Statements and Annual Report.
- Manage and facilitate the Audit, Risk and Improvement Committee and including but not limited to the functions of internal audit/auditors.
- Manage and facilitate the development and implementation of Council’s Business Continuity Plan and Enterprise Risk Framework.
- Manage and facilitate the Integrated Planning and Reporting and other governance objectives of Council, ensuring compliance with legislative requirements.
- Oversee the preparation and monitoring of detailed annual budgets for programs and services within Council, including the capital works program.
- Deliver quality and timely departmental functions, services, programs and projects in accordance with reasonable expectations of the customer and/or set delivery standards.
- Develop strategies, policies and procedures relating to the planning, implementing, and monitoring of all programs and services with Council and the Corporate Services business unit.
- Provide support to the General Manager and Council on policy matters, matters of administrative good practice and legislative requirements.
- Assist the General Manager in dealing with the administration of legal matters, including liaising with legal representatives/internal stakeholders as required.

- Actively promote Goldenfields Water through its goals, objectives, services, programs, projects and activities to the community, public and private sector and maintain positive working relationships with all key stakeholders.
- Participate in community and Council forums and meetings, provide reports, business cases, submissions and studies as required.
- Provide monthly/quarterly reports to the General Manager and Council.
- Provide the necessary budgeting, financial and administrative support to other areas of Council.
- Lead the Corporate Services business unit.
- Develop, implement and maintain systems and processes across the organisation to ensure rigorous financial control.
- Undertake supervision duties including the determination of work priorities for the team and facilitation of recruitment, succession planning, training and performance management functions as required.
- Ensure all activities of the business unit comply with statutory and legal requirements in the areas of work health and safety (WHS), risk management and Equal Employment Opportunity (EEO).
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.
- Undertake all identified training requirements associated with the position.

CORPORATE REQUIREMENTS

- Implement WHS and environmental policies and procedures to ensure commitment in promoting and practicing WHS and environment protection.
- Maintain awareness and compliance with Council's Code of Conduct and policies, including the EEO Policy, Anti-Bullying and Harassment Policy, and relevant risk management protocols.
- Willingness to undertake and demonstrate commitment to continuous improvement.
- Work flexibility to meet the demands of the organisation.
- Adhere to corporate record keeping requirements.
- Contribute to the creation of a high-performance culture where accountability, innovation, change and excellence in service delivery are valued.

INFORMATION MANAGEMENT

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

KEY SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualifications relevant to the role e.g. business management and/or accounting and/or financial management or similar.
- Demonstrated experience in leading multi-disciplinary teams including the ability to develop and maintain a positive team culture and effectively manage staff performance.
- Extensive experience within a corporate leadership role with demonstrated expertise and experience in budget and financial management and the development and implementation of business strategies and corporate operational plans.
- Excellent written and verbal communication skills and an ability to work with the Board, General Manager, and community.

- Highly developed resource planning, time, and project management skills.
- Sound knowledge of statutory requirements of various acts and regulations relevant to the position.
- Current NSW Class C Licence.

DESIRABLE CRITERIA

- Post-graduate qualifications relevant to the role.
- Demonstrated knowledge of local government legislation and regulation governing water services.
- Demonstrated experience in managing Information and Communications Technology services.
- Certified Practising Accountant (CPA)