



POSITION DESCRIPTION

Director Corporate Services

Doomadgee Aboriginal Shire Council

TITLE: Director Corporate Services
AWARD: N/A
DEPARTMENT: Corporate Services
PROGRAM Executive Team
LOCATION: Doomadgee

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| Job Summary | This position is responsible for the delivery of corporate services to the Doomadgee Aboriginal Shire Council, specifically, Financial, Governance, Procurement, Stores, Administration, Workplace Health and Safety, Post Office, Records, and Property Management. Collaborate, implement and facilitate efficient and effective services to staff and the Doomadgee community. |
| Reports to: | Chief Executive Officer |
| Supervises: | Finance Manager, Procurement Manager, Reception and Workplace Health and Safety, Property Management, Records and Cleaners. |
| Accountability: | This position is accountable to the Council Chief Executive Officer and contributes to the strategic leadership, planning and direction of the Council. |
| Reports to | Chief Executive Officer |
| Position Scope | To deliver efficient and effective corporate services, overseeing financial management and staff. Contribute to the Senior Leadership Team and the strategic and operational direction of Council. Expenditure authorisation is \$20,000 within the Corporate Services Program. |
| General conditions of employment: | <ul style="list-style-type: none">• A satisfactory Criminal History Check• An Australian Permanent Resident• Hold a current Driver's License• Engage in ethical conduct at all times• Work within the organisations policies including complying with Council's Code of Conduct and Workplace Health and Safety requirements and procedures |
| Duties and Responsibilities: | <ul style="list-style-type: none">• Provide leadership to the staff that form the Corporate Services Program ensuring efficient and effective service delivery• Effectively lead, mentor and supervisor staff within the Corporate Services Program promoting a positive culture, staff development, support and continuous improvement• Contribute to the Council's management team in a proactive and constructive manner including strategic and operational planning and annual reports• Manage and participate in the formation of the budgets for Council (and Corporate Services). Provide ongoing monitoring / reviews of expenditure, liabilities etc. Ensure the efficient and effective delivery of all services within the Corporate Services Program in accordance with the council's operational and strategic plans• Ensure regular, meaningful and timely reports are provided to the Council and CEO as required |

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| | <ul style="list-style-type: none"> • Contribute and assist the CEO in the development of strategies to improve and build a responsive and efficient Council • Develop and maintain constructive working relationships with appropriate local and regional service providers, stakeholders, funding bodies government agencies etc. • Manage Council's delivery of Corporate Services processes to ensure compliance with legislative requirements • Manage Council compliance and ensure correctly aligned with Corporate Governance principles • Ensure all records management is secure and meets legislative requirements • Develop policies, procedures and guidelines to direct the operations of Corporate Services • Effectively manage commercial properties and staff accommodation and all associated legal compliance <p><i>The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required of the position</i></p> |
| Selection Criteria | <ul style="list-style-type: none"> • Tertiary qualifications in Accounting/Finance or related field with at least 3 years relevant experience in a similar role • Demonstrated strong people management skills to effectively lead, mentor and advise staff to ensure positive culture of staff development, support and continuous improvement • Demonstrated knowledge of contemporary financial management and corporate governance principles and practises • Highly developed communication, interpersonal, written and consultation skills to establish and maintain professional working relationships with staff, management, key stakeholders and the wider community • A genuine understanding and appreciation of Aboriginal and Torres Strait Islander culture, protocols and customs • Excellent time management skills, with the ability to meet deadlines and effectively manage teams to meet agreed outcomes and meet compliance requirements • Demonstrated commitment to continuous improvement and improving service delivery • Strong working knowledge of Microsoft office applications • Ability to work in a team environment with a strong working knowledge of administrative functions, operational requirements and develop and implement plans • High level of problem-solving abilities, negotiation, managing conflict and achieve positive outcomes • A high level of understanding of Local Government policies, procedures and regulations |
| Key Performance Indicators | <ol style="list-style-type: none"> 1. Leadership – cohesive and collaborative working relationships with staff and management and minimise staff turnover and absenteeism 2. Corporate Governance – ensure all Corporate Services and Council is aligned with Corporate Governance principles 3. Reliability and timeliness – available and engaging with staff, the community, key stakeholders and provide reports and/or responses in respectful, meaningful, professional and timely manner |

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| | <ol style="list-style-type: none"> 4. Staff development – effective supervision and mentoring of staff including professional development, training and conducting constructive annual performance reviews 5. Service Delivery – efficient delivery of services within the Corporate Services Program 6. Finance – effective formulation and management of Council's budget and meet all legislative financial obligations, audit report issues are addressed accurately and timely. 7. Management – ongoing active participation and contribution to the Executive Team, strategic planning and regular reporting 8. Remain current – maintain and continually develop knowledge with changes to legislation, policies and implement appropriate systems and documentation to support change/s. 9. Compliance – ensure ongoing compliance with staff probity, training and policy development/changes 10. Confidentiality – Council business maintained as confidential at all times 11. Budget – successfully manage allocated budget/s including any grant funded project/s 12. Continuous Improvement – Constant evaluation and review of policies, procedures and systems by seeking input from key staff to improve efficiencies and accuracy. |
| WHS Responsibility Statements | All employees have a legal obligation to comply with statutory WHS policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. |
| Responsibilities include: | <p>These statements (responsibilities) apply to all employees, including permanent, part-time and casual employees.</p> <ol style="list-style-type: none"> 1. Being aware of WHS system and processes 2. Performing all work and associated functions in a safe manner 3. Complying with all documented WHS policies, procedures, work instructions, verbal instructions issued by the Council or its officers 4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council. 5. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or report hazards and risks in accordance with WHS procedures 6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally. 7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage. 8. Attending any toolbox, team talks or specific training. 9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures. |

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| | 10. Work in a manner that will not endanger yourself, other employees or the general public |
| Staff acknowledgement: | <p>I, _____ acknowledge and agree to the above position description.</p> <p>Employee's signature _____ Date _____</p> |