



**DISTRICT COUNCIL OF THE
COPPER COAST**

CORPORATE SERVICES MANAGER

JOB & PERSON SPECIFICATION

FEBRUARY 2010



POSITION DESCRIPTION

POSITION: Corporate Services Manager

CLASSIFICATION: Senior Officers Level 3

AWARD: District Council of the Copper Coast Workplace Agreement 2008

HOURS PER WEEK 38 hours

APPOINTMENT Permanent Full Time

DEPARTMENT: Corporate and Community Services

SECTION: Corporate Services

LOCATION: Offices at Kadina, Moonta or Wallaroo

APPROVING MANAGER: General Manager Corporate and Community Services

DATE APPROVED: _____

SIGNED: _____

NAME OF INCUMBENT: _____

SIGNED: _____

DATED: _____



1. OVERVIEW

The role of the Corporate Services Manager is to provide leadership and direction to the Council's Corporate Services Section of the Corporate and Community Services Department. The Corporate Services Manager will lead staff through the provision of these services and will also contribute to the frontline management of the section which requires an understanding of the operations of a local government organisation or similar organisation. The Corporate Services Manager will work from various Council locations as required.

2. POSITION OBJECTIVES

- Ensure that financial related projects as required by Council and assigned by the Senior Management are coordinated and completed on time and within budget;
- Ongoing management of finance system including training, support, development and security;
- To manage all of Council's financial resources including cash flow, investments, rates, payroll, creditors, debtors and budget and to fully prepare appropriate financial statements and returns;
- To manage and coordinate the IT management of Council;
- To manage and coordinate the Customer Service function of Council.

3. KEY RESPONSIBILITY AREAS

- Ensure that Council's Accounting Records are accurately maintained and comply with all statutory requirements pertaining to financial accountability including, but not limited to :-
 - Australian Accounting Standards (in particular AAS27);
 - The Local Government Act 1999;
 - Local Government (Financial Management) Regulations 1999;
 - Australian Taxation Legislation;
- Lead the development, implementation and review of Council's Financial Services, Information Technology and Customer Services;
- Develop financial plans and manage Council's investment funds;
- Preparation and control of Council's budget and long term financial plans including rate analysis and cash flows;
- Report and analyse budget variances and develop strategies for fund control, revenue control and budget compliance;
- Ensure the financial statutory reporting responsibilities of Council are met. This includes annual financial statements, quarterly updates, business activity statements, FBT returns and grants commission returns;
- Provision of timely and accurate financial information and advice to Council;
- Review, streamline, update and maintain the chart of accounts and job costing systems to ensure compatibility with Council's asset management system;
- Develop and review of internal controls, including internal audit, to provide protection for the assets of the Council and to ensure reliable financial reporting;
- Investigate and develop accounting policies and internal controls which seek to enhance Council's performance;
- Develop and maintain an appropriate Activity Based Costing system;
- Identify and implement improvements to Council's current and future financial operations;



- Work closely with Senior Management to ensure the financial aspects of the Council Annual Plan and Strategic Plan are integrated and consistent with all other financial information;
- Other duties as required or directed.

4. ORGANISATIONAL RELATIONSHIP

Reports to: General Manager Corporate and Community Services

Supervises: Corporate Services staff

Internal Liaisons: All Council Staff

External Liaisons: Government Departments, Local Government Association, Residents and General Public

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Manage the Council's Financial Services in accordance with policies and delegations;
- Responsible to the General Manager Corporate and Community Services;
- Accountable for the day to day operations and delivery of the department's services and programs;
- Ensure that relationships with external stakeholders are established and maintained through a program of networking including regular personal contact and reviewing needs.

6. JUDGEMENT AND DECISION MAKING

- Utilise discretion and judgment to maintain confidentiality in all dealings with customers /members of public;
- Utilise judgment to prioritise daily routine functions along with specific allocated tasks to achieve work targets;
- Decisions to be consistent with corporate directions, budgets, and legislation;
- Must consider impacts on wider community, natural environment and the organisation and both short term and long term implications;
- Expected to perform without supervision and with direction from broad parameters;
- Utilise initiative to select appropriate methods or courses of action to resolve problems and perform routine functions across the section.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Extensive knowledge and understanding of the principles of externally funded programs and of State and Commonwealth policy directions and funding options;
- Well-developed Financial management skills;
- Understanding of and ability to apply all relevant legislation;
- Proficiency in the use of personal computers utilising Microsoft Windows software and accounting packages and records management systems, preferably Synergy Soft;



- Well-developed customer service skills for face to face, telephone or e-mail interactions.

8. MANAGEMENT SKILLS

- Highly developed and proven leadership and management skills with extensive experience in local government management;
- Strong project management skills;
- Ability to manage time, set priorities and organise one's own work while also facilitating and co-ordinating others to meet organisational commitments;
- Leadership skills that motivate others to share a corporate vision and deliver expected results, including setting and achieving objectives;
- Capable of managing the performance and development of staff in accordance with contemporary and organisational HR practices;
- Ability to manage complex, multi-disciplinary teams;
- Ensure corporate services are managed in ways that ensure its capacity to deliver services to the community;
- Provide all staff with clear direction through consistent messages, congruent fair and ethical behaviour.

9. INTERPERSONAL SKILLS

- Effective verbal and written skills to communicate with impact to a variety of audiences;
- A strong customer service orientation;
- Negotiation, listening and counselling skills of a high order;
- Ability to identify and maintain sensitivity to issues of a confidential nature;
- Good personal presentation;
- Ability to contribute positively to a team environment and capable of demonstrating a commitment to positive change;
- Ability to liaise and gain co-operation/assistance from Elected Members, members of the public, community groups, committees of management and other Council staff.

10. QUALIFICATIONS AND EXPERIENCE

- Accounting qualifications;
- Three years financial management or assistant financial management experience within a small to medium size Council/organisation;
- Extensive experience on operational and strategic financial management;
- Proven leadership and staff management experience;
- Current Driver's Licence essential.



11. OCCUPATIONAL HEALTH, SAFETY AND WELFARE

- Assist in the provision of a safe working environment for all employees of Council in accordance with the Occupational Health, Safety and Welfare Act 1986 by :-
 - Performing duties in accordance with the Act, Regulations', Council's Codes of Practice, Policies and Procedures;
 - Participate in safety training in consultation with the Occupational Health and Safety Coordinator;
 - Assist with regular audits of work procedures, equipment and workplaces;
 - Monitor occupational health and safety within the area of responsibility.

12. PERFORMANCE APPRAISAL

- Performance evaluation shall occur in accordance with the principles of Council's Performance Evaluation System and the terms of the employment contract. The system involves regular performance reviews based upon assessments against agreed criteria. The criteria will be negotiated between the Manager and the General Manager within three months of appointment. The criteria are outlined in a Performance Plan which will be completed in accordance with the appropriate clause of the Contract of Employment.

13. HOURS OF WORK

- The Corporate Services Manager will be required to work a varied and flexible range of hours in order to satisfy the demands of the position.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Sullivan by e-mail to 12467@hender.com.au

Telephone enquiries are welcome on (08) 8100 8865.

Applications close Wednesday 10 March 2010.

Please note

Your application will be automatically acknowledged by a return e-mail.