

## **Director Corporate & Community Services**

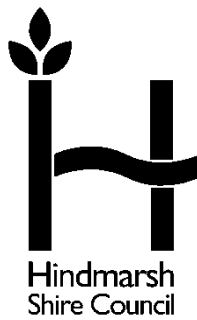
Thank you for your interest in applying for the position of Director Corporate & Community Services with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Benefits of working with Hindmarsh Shire Council
- Position Description
- Key selection criteria
- Details on applying for a position with Hindmarsh Shire Council

For general details of the Council, please refer to the following website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au).

For further information about the position or duties involved, please contact Greg Wood, Chief Executive Officer, on (03) 5391 4444 or email [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au).



### **Opportunity this way...**

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

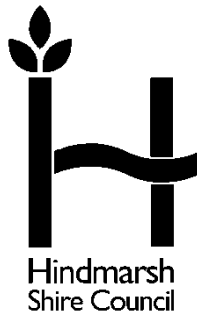
We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

#### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Active Social Club
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave
- Take the opportunity to join our team at Hindmarsh Shire.



## **Benefits of working with the Hindmarsh Shire Council**

Working at the Hindmarsh Shire, you will be rewarded with an attractive salary, employee assistance program, union deductions and / or rates from fortnightly pays and superannuation salary sacrifice.

As the Council provides a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities can vary from Administration, Engineering, Home Care and Management.

### Enterprise Bargaining Agreement:

Our enterprise bargaining agreement means staff are able to work their way through banding by undertaking annual performance reviews, while also receiving an annual pay increase after July each year.

### Employee Assistance Program:

Our employee assistance program (EAP) means staff have access to counsellors. Hindmarsh Shire Council value staff and their contributions, if staff are having difficulties at work or home we offer access to an independent Counsellor.

### Union Membership:

Union membership deductions are able to be made through fortnightly pays.

### Rates:

Employees living and owning a property in the Hindmarsh Shire have the option of rates deductions through their fortnightly pays.

### Salary Sacrifice:

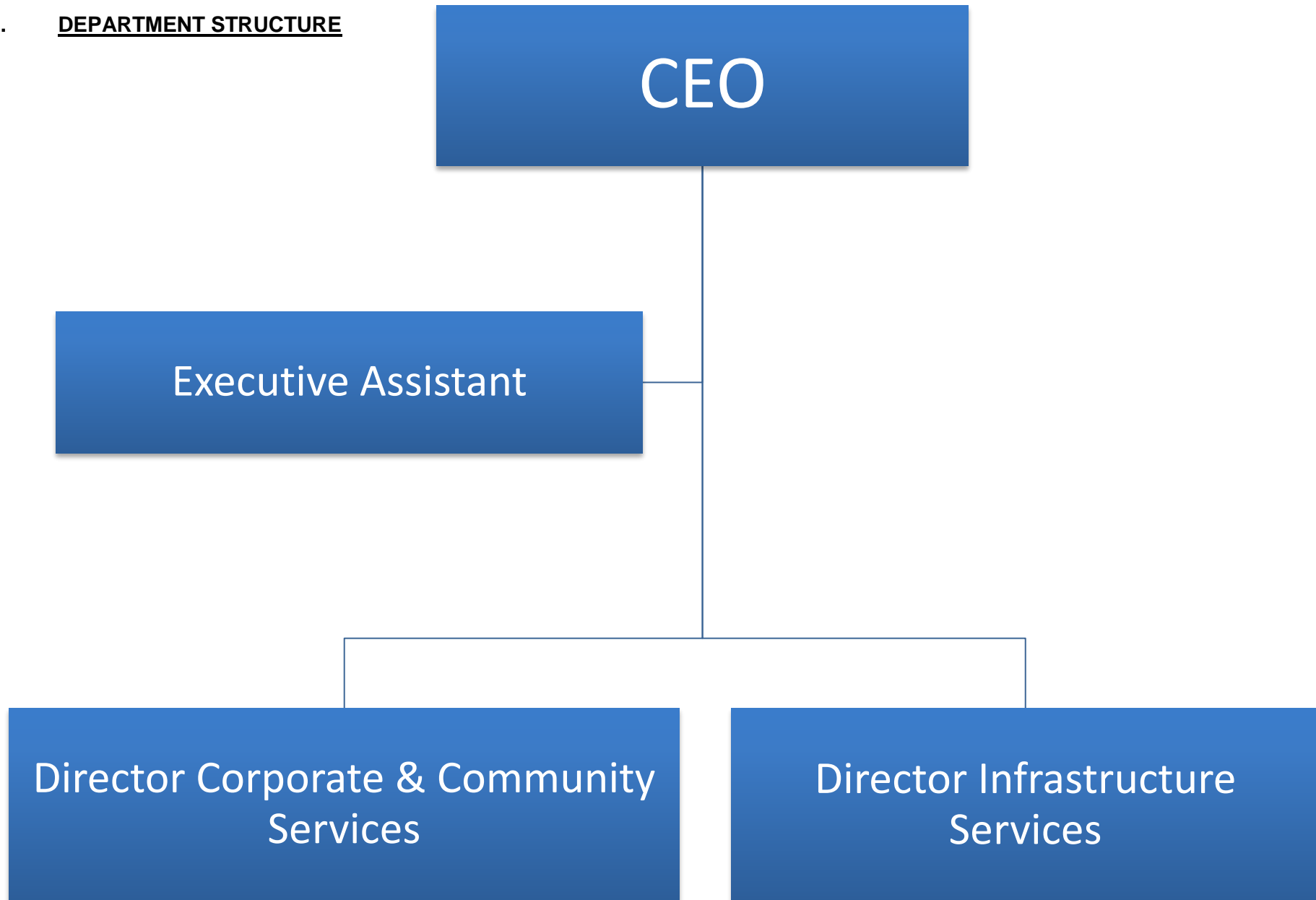
Employee options for salary sacrifice into Superannuation.

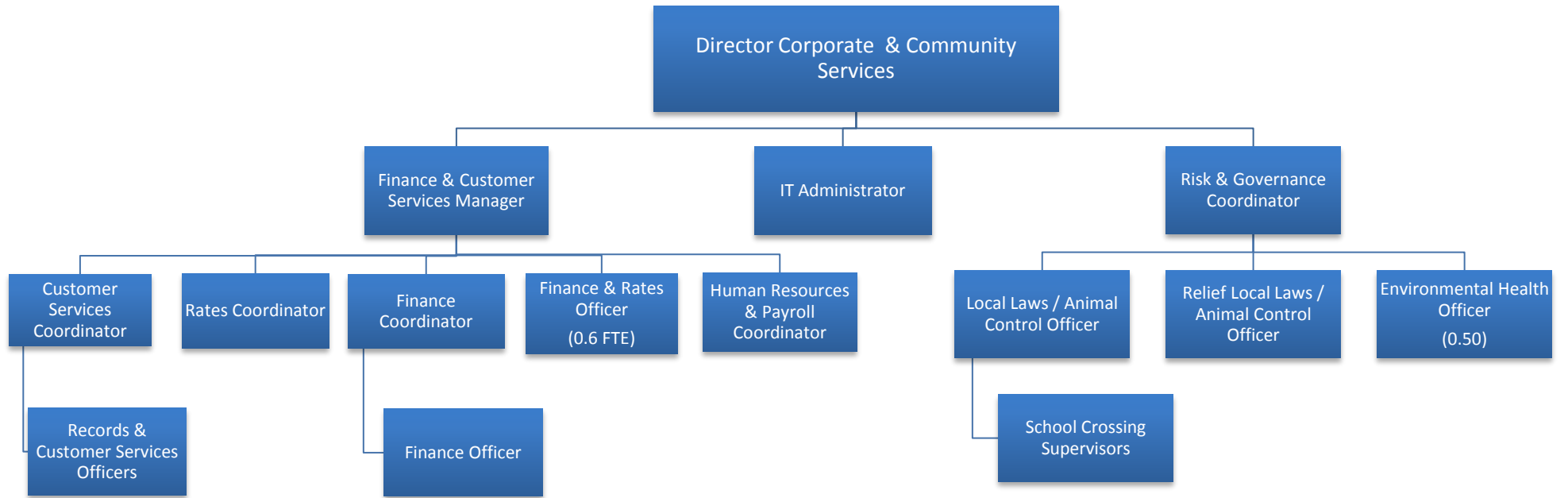
**Employment Details for the Position of:**  
**Director Corporate & Community Services**

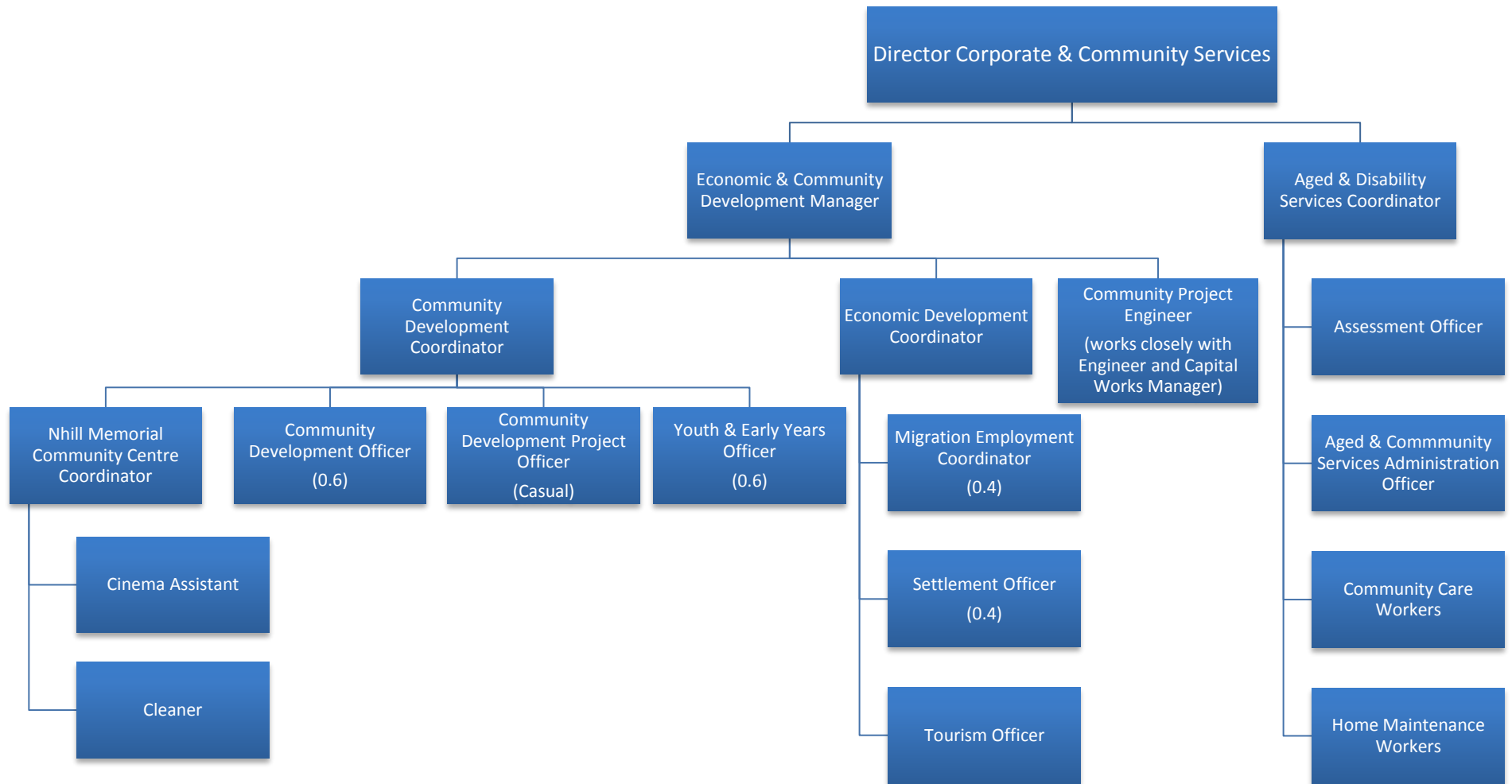
<u>Status:</u>	Full Time, Contract Based
<u>Location:</u>	The position will be based at the Hindmarsh Shire Council, 92 Nelson Street, Nhill
<u>Award:</u>	Victorian Local Authorities Award 2001
<u>Enterprise Agreement:</u>	Hindmarsh Shire Council Enterprise Agreement No 8, 2016
<u>Classification:</u>	Senior Executive Officer
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum.
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Police Check:</u>	It is a condition of employment that appointees must undertake a police check prior to commencement of work.



3. DEPARTMENT STRUCTURE









#### **4. POSITION OBJECTIVES:**

- 4.1 As a member of the Senior Management Team (SMT), lead the Corporate & Community Services Department in providing high quality services to the organisation and the community, and support the Council, CEO and other Directors in setting and achieving the strategic direction of the Council.

#### **5. KEY RESPONSIBILITY AREAS:**

##### **General Responsibilities**

- 5.1 Ensure that all operations within the officer's control are carried out efficiently, effectively, and in accordance with legislation, Council policy, Council procedures and any applicable standards.
- 5.2 Provide timely and accurate advice to the CEO, SMT and Council regarding the officer's areas of responsibility.
- 5.3 Ensure that the CEO is immediately informed on any issues likely to negatively affect the reputation of Council.
- 5.4 Ensure that the CEO is immediately informed on any issues likely to negatively affect the financial position of Council.
- 5.5 Ensure that Council policies and procedures within the officer's areas of responsibility are reviewed at least every three years.
- 5.6 Coordinate strategic planning processes including the Council Plan and Strategic Resource Plan.
- 5.7 Provide advice and input into other long term plans and strategies for the Shire.
- 5.8 Provide leadership and direction to a multi-disciplinary team ensuring that challenging targets are set and achieved.
- 5.9 Maintain strong relationships with internal and external liaisons.
- 5.10 Ensure the security of Council's assets and ensure that physical assets within the officer's control are properly maintained and accounted for.
- 5.11 Support the CEO in the management of governance functions including Council elections and Council meetings.
- 5.12 Are responsible for ensuring that record keeping in their department is managed properly to meet current business needs and is compliant with standards laid out in the Records Management policy.
- 5.13 Other duties within the scope of the employee's competence as directed.

##### **Financial Management**

- 5.14 Support the CEO in ensuring the financial control and financial sustainability of Council by ensuring that the organisation has sound policies, practices, skills and systems in budgeting, financial recording, reporting and monitoring.
- 5.15 Coordinate the preparation and adoption of the annual budget and long-term budget.
- 5.16 Coordinate the activities of Council's Audit Committee.
- 5.17 Coordinate the internal audit function and ensure that the organisation has effective internal controls in place.

## **Financial Management (Cont.)**

- 5.18 Oversee Council's rating function and lead the development, review and implementation of Council's Rating Strategy and policies.
- 5.19 Oversee Council's Information Technology function and lead the development, review and implementation of Council's IT Strategy and policies.

## **Risk Management**

- 5.20 Oversee the risk management function of Council with the objectives of minimising risk to Council assets and minimising risks to staff and the general public.
- 5.21 Represent management on the Occupational Health and Safety Committee.
- 5.22 Ensure that Council's insurances are adequate and up to date at all times.
- 5.23 Advise the CEO as soon as possible of any litigation or any significant liability claims.

## **Records Management**

- 5.24 Oversee the records management function to ensure that Council records are correctly recorded, stored, archived and destroyed in accordance with Public Records Office of Victoria standards.
- 5.25 Lead the development, review and implementation of Council's Records Management Strategy and policies.

## **Local Laws**

- 5.26 Oversee the Local Laws function with the objective of ensuring that Council's Local Laws are complied with and enforced.
- 5.27 Lead the review of Council's Local Laws.

## **Environmental Health**

- 5.28 Ensure the provision of high quality environmental health services within the municipality.

## **Customer Services**

- 5.29 Promote excellence in customer service throughout the organisation and ensure that all employees receive customer service training.
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- 5.31 Oversee the customer services function and lead the development, review and implementation of Council's Customer Service Strategy and policies.
- 5.32 Monitor and ensure compliance with Council's Customer Services Charter.

## **Human Resources & Payroll**

- 5.33 Oversee the payroll function and ensure that employees are paid accurately and on time.
- 5.34 Oversee the human resources function to ensure best practice in recruitment, organisational development, employee performance evaluation, training and industrial relations advice to the CEO and SMT.

## **Emergency Management**

- 5.35 Act as Council's Deputy Municipal Recovery Manager (MRM) or other functions as required by the Chief Executive Officer in Emergency Management. A separate position description exists for this role.

## **Community Services and Development**

- 5.36 Manage the Home and Community Care, Community and Economic Development, Youth and Early Years, Migration and Settlement, Tourism and Recreation units, to ensure statutory obligations are met, quality of customer service is delivered and service improvements and reviews are undertaken on a regular basis.
- 5.37 Lead and manage the Community Services and Development staff, creating an environment which is motivating and provides for high performance and productivity.
- 5.38 Develop, review and implement Council's community engagement strategy.
- 5.39 Lead the Council's focus on Economic Development & Tourism by developing and implementing strategy and realising grant opportunities.

## **Corporate Responsibilities**

Responsible for ensuring that record keeping in the Corporate & Community Services department is managed properly to meet current business needs and is compliant with standards laid out in the Records Management policy. Contribute to the continuous improvement and productivity of the organisation's operations.

## **6. ORGANISATIONAL RELATIONSHIPS:**

Reports to: Chief Executive Officer

Manages: Economic & Community Development Manager  
Aged & Disability Services Coordinator  
Finance & Customer Service Manager  
OHS, Risk and Governance Coordinator

The position also liaises with West Wimmera Shire Council (WWSC) in relation to the Environmental Health Officer (employed by WWSC)

Internal Contacts: Councillors  
Other directors, managers and staff

External Contacts: Residents and the community Government department's  
statutory authorities  
Industry bodies  
Federal and State MPs

## **7. OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:

- 7.1 Take reasonable care for their own health and safety.
- 7.2 Notify their Manager of their inability to carry out any physical task that is outside their capability.
- 7.3 Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace.
- 7.4 Co-operate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Job Safety Analysis (JSA).
- 7.5 Complete Accident, Hazard and Near Miss Reports in a timely manner.
- 7.6 Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- 7.7 Use protective equipment or clothing provided by Council at all required times.
- 7.8 Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.
- 7.9 Actively participate in Council safety programs.

## **8. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- 8.1. Accountable to the Chief Executive Officer for the effective and efficient operation of the Corporate and Community Services department within the scope of available resources and appropriate delegations.
- 8.2. Authorised to issue statutory permits and approvals as required under various Acts and Regulations and in accordance with Council's policies and delegations.
- 8.3. Authorised to issue purchase orders and approve payments for departmental expenditure as provided in Council's budget and in accordance with Council's policies and delegations.
- 8.4. Authorised to speak to the media only when granted approval by the Chief Executive Officer.
- 8.5. The position is not authorized to employ new staff (either casual or permanent) without the written approval of the Chief Executive Officer.
- 8.6. Carry out the duties of Chief Executive Officer when directed by the Council and/or Chief Executive Officer.

## **9. JUDGMENT AND DECISION MAKING:**

- 9.1. This is a Senior Management position and as such, guidance or counsel is rarely required. High levels of judgment and decision-making are required, involving problem solving, strategy development and policy development.
- 9.2. The officer will determine appropriate staffing levels and other resources to ensure successful implementation of programs, and strategies.
- 9.3. The officer will differentiate between matters requiring Council resolution and operational matters under the officer's delegation.
- 9.4. The officer will ensure a high standard of openness and prompt/proactive reporting of matters to the Council and Chief Executive Officer.

## **10. SPECIALIST KNOWLEDGE AND SKILLS:**

- 10.1. Sound knowledge of the various Acts and Regulations relating to the engineering functions of Local Government.
- 10.2. Demonstrated skills in formulating concepts, preparing proposals and estimates for engineering projects commonly encountered in Local Government.
- 10.3. Well-developed financial budgeting and expenditure monitoring skills.
- 10.4. Basic knowledge of local government accounting policies and procedures.
- 10.5. Sound knowledge of asset management and infrastructure maintenance policies and practices.
- 10.6. High level leadership skills with the ability to foster a co-operative teamwork approach, and a capacity to delegate where appropriate.
- 10.7. Knowledge of quality management systems.
- 10.8. Knowledge of risk management and health and safety practices.
- 10.9. Good computer skills.
- 10.10. Excellent oral and written communication skills.
- 10.11. Excellent research and report-writing skills.

## **11. MANAGEMENT SKILLS:**

- 11.1. Excellent interpersonal and teamwork skills.
- 11.2. Demonstrated ability to organise and manage own time, allocate priorities and delegate where appropriate.
- 11.3. Demonstrated ability to manage human resources.
- 11.4. Well-developed negotiation skills.
- 11.5. Demonstrated ability in promoting teamwork and developing and maintaining positive work relations and appropriate organisational culture.
- 11.6. Demonstrated experience in effective continuous improvement programs.

## **12. QUALIFICATIONS AND EXPERIENCE:**

### Desirable Qualifications and Experience

- 12.1. Tertiary qualifications in Commerce or Business or related discipline.
- 12.2. At least three years' experience at Senior Management level, including staff and budget responsibilities.

### **13. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

### **14. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- 14.1 Communicate confidential or private information to third parties.
- 14.2 Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

### **15. KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications must address the key selection criteria.

- 15.1. A record of achievement in a senior leadership role involving strategic planning, governance, financial management and community engagement.
- 15.2. Comprehensive understanding of financial management principles and practices.
- 15.3. Sound understanding of governance, risk management, records management, and information technology principles and practices.
- 15.4. Sound understanding of the role of local government.
- 15.5. Demonstrated success in managing complex services, projects, issues, budgets and contracts.
- 15.6. Demonstrated track record of providing excellence in customer service.
- 15.7. Demonstrated success in managing and motivating employees and developing an integrated team culture.
- 15.8. Proven track record in introducing innovative practices and programs.
- 15.9. Proven ability to meet performance objectives.

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## Applying for a position with Hindmarsh Shire Council

This guide has been designed to assist you in applying for a position with the Hindmarsh Shire Council. It will provide you with some tips and ideas for ensuring that your application and your interview are high quality and relevant.

### How to Apply

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the positions.

Applicants should prepare the following information:

- A covering letter
- A separate attachment addressing the Key Selection Criteria
- A current resume

### Addressing the Key Selection Criteria

Applicants are required to address the Key Selection Criteria referred to in the Position Description (PD). Selection Criteria are used in the PD to describe the skills, knowledge, qualities, abilities, experience and qualifications needed to successfully undertake the role.

Addressing the Key Selection Criteria should be written as a separate document and submitted together with your resume and brief covering letter.

**Do:** Read the Position Description.

Note the closing date for applications (late applications will not be considered).

Address the Key Selection Criteria in your application and detail how your skills, abilities, experience and qualifications meet these criteria.

Ensure you provide a telephone contact number in your application.

**Don't:** Assume that the Selection Panel knows anything about you

Submit a generic application

Attach original certificates or references (please send photocopies only as they will not be returned)

Don't be deterred if you do not obtain an interview. Consider why you may have not been chosen and then, if necessary, ask the contact person for some feedback on your application.

### Submitting Applications (Applications should be marked Private & Confidential)

#### Mail to:

Attn: Human Resources Coordinator  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

#### Deliver in person:

Attn: Human Resources Coordinator  
Hindmarsh Shire Council  
92 Nelson Street  
NHILL VIC 3418

#### Email to:

[hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au)



### **Assessment of Applications**

- Each application will be assessed against the Key Selection Criteria for the position.
- Applicants who most closely meet the Criteria will be offered an interview
- Applicants not short listed for interview will be advised in writing.
- Applicants not short listed for interview will be able to ask the Human Resources Coordinator for feedback on their application.

### **The Interview:**

- You will be contacted by phone if you have been selected for an interview
- You will be provided with details regarding the time, day and location of the interview
- The interview panel will usually consist of three panel members, including the Manager / Supervisor of the position
- During the interview, panel members will ask questions to determine who will be the best candidate for the position
- You will have an opportunity in the interview to ask questions
- If you have not provided referee details on your resume, be prepared to provide them at the interview
- Referee checks will be conducted for the preferred candidate at the conclusion of the interviews.
- Please be on time for your interview
- Please contact HR if you cannot attend the interview or wish to withdraw from the process.

### **After the Interview:**

The successful interviewed applicant:

- Will be notified by phone
- Will have the relevant pre-employment checks conducted
- Will agree on a start date and a letter of offer will be sent, outlining terms and conditions of employment.

The unsuccessful interviewed applicants:

- Will be advised by telephone of the interview panel decision, followed by a letter confirming the outcome
- Is able to ask the Human Resources Coordinator for feedback on their application and interview.

---- End ----