

Position Title:	Director Corporate and Community
Award/Agreement:	N/A
Classification level:	Negotiated Contract
Directly reports to:	Chief Executive Officer
Positions under Direct Supervision:	<ul style="list-style-type: none"> • Manager Finance • Lead Information Technology Officer • Manager Community Safety • Manager Community Hub & Library • Manager Claremont Aquatic Centre

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position exists to provide leadership, support, and direction to the Town's corporate services (finance and IT) and community services (safety, library, and aquatic centre) business units of 30+ staff.

The incumbent has the authority to act within predetermined Council guidelines, policies, procedures, budgetary limits in accordance with the statutory provisions of the Local Government Act (1995) and other relevant legislation. The Director is part of the Executive Team, and together plays a lead position in this organisation and promoting a positive culture using the values of respect, integrity, quality communication, customer service and excellence.

Objective 1: Efficient and Effective Leadership

- Through sound leadership, provide professional direction and motivation to staff to build engagement and productivity, ensuring the strategic objectives of the Town are delivered in line with Council policies and work procedures.
- Be an active, positive, and contributing member of the Town's Executive Team.
- Provide leadership and nurture the continual development of positions under your direct supervision.
- Nurture and assist with the continual development of strong internal and external relations between all work areas and staff through communication, coaching and facilitation.
- Annually review relevant policies and procedures and oversee the amendment of such documents where necessary.
- Present and provide advice / guidance on issues relating Corporate and Community services in the Town.
- Prepare and oversee high quality Council Reports for the Directorate.
- Contribute to the review and implementation of 'Claremont Ahead', the Town's 10-year Strategic Community Plan, and the 4-year Corporate Business Plan.
- Foster and maintain strategic partnerships and networks, particularly in relation to public consultation, participation, and service provision.
- Negotiate with stakeholders, multi-level government agencies and private organisations regarding the funding and development of community services / facilities to maximise resources available for planning and development related projects.
- Ensuring consistently high standards of customer service is delivered by all team members.

Objective 2: Proactive Management

- Lead a team of financial professionals to ensure the Town's financial sustainability through the provision of advice and maintenance of effective strategic and operational financial systems.
- Develop and oversee the implementation of change initiatives and systems and process improvements that utilise resources and technologies to ensure efficiency, transparency, and accountability for the operation of the Town.
- Oversee the implementation of the Town's community services and facilities in a proactive, well-planned way.
- Oversee the accurate management of the Town's human and financial resources of the directorate and implement the Performance Assessment Cycle for the direct reports.
- Oversee the completion of quarterly reports for areas and ensure the continual improvement of these areas within the portfolio.
- Ensure that the roles, duties, and responsibilities of all staff within the Directorate are clearly defined and communicated, and that team members understand and operate within the Code of Conduct.

Objective 3: Work Health and Safety (For Managers/Senior Officers)

- Raising WHS awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards.
- Effectively communicate with regard to the WHS management system.
- Apply WHS and relevant legislation.
- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 4: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 5: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- Tertiary qualification in a relevant field.
- Proven experience working in an executive or senior management role in local government.
- Proactive leadership style and previous leadership development training or qualification.
- Deep understanding of financial strategies and finance-related performance metrics.
- Detailed understanding and knowledge of the local government operating environment, including political acumen.
- Highly developed policy formulation and analytical evaluation skills.
- Demonstrated capacity to develop and implement creative and effective solutions to service delivery, policy and resource allocation issues in an environment characterised by close public scrutiny and political sensitivity.
- Highly developed interpersonal communication skills.

- Capacity to clearly define role expectations, monitor employee performance, provide timely and constructive feedback, and facilitate employee development.
- Effective project management skills.

Desirable

- Membership of a relevant and recognised professional body e.g., ICAA or CPA Australia
- Post graduate qualification in business administration or another relevant field.
- Experience in overseeing community facilities.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver’s License and Passport or Birth Certificate).
- Provide a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town’s GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval	
Signature	Date
Employee	
Signature	Date

Approval date: August 2023