



Executive Manager of Corporate Services

Application Package

Our Vision

"Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."





EXECUTIVE MANAGER CORPORATE SERVICES

The Shire of Quairading is seeking to appoint an Executive Manager of Corporate Services to actively lead the Corporate Services Team which provides key Financial Management and IT Services to the Organisation and provides a High level of Customer Services to the Community and Council's Clients.

The Successful Applicant will be an integral Member of Council's Executive Management Team developing and implementing Council's Strategic Plans and Budgets.

This Position is an ideal opportunity for progression in or towards a career in Local Government.

It is desirable that the successful Applicant has completed or is undertaking relevant tertiary qualifications in Accounting/Business. Previous work experience in the local government industry is preferred, but Council welcomes applications from suitably qualified and experienced persons.

Quairading is conveniently located only 166 kms East from the Perth CBD in a well-established, stable agricultural district.

Quairading is well serviced with health and medical facilities including a Hospital, modern Medical Practice, a Resident Chemist and visiting allied health professionals. Schooling is provided through the Quairading District High School. Families are further supported by the Child Care Centre and the Youth Centre. The Town and Community offers a wide range of Sporting, Cultural and Social Activities.

A 3 to 5 Year performance based contract is offered with an attractive remuneration package in the range \$138,375 to \$143,850. Salary and benefits are subject to negotiation but may include: base salary, superannuation, negotiated private use of a motor vehicle, 4x2 bedroom house at a subsidised rental, professional development and uniform allowance and relocation expenses.

Applications including personal details, qualifications, work experience and the name of at least two work related referees close at 5.00 p.m. on Friday 7th May 2021. Applicants must address the Selection Criteria and Guidelines in the Application Package.

An Application Package can be obtained by contacting Executive Officer, Anthea Strauss, on (08) 9645 2400 or email anthea.strauss@quairading.wa.gov.au

The Shire of Quairading is an equal opportunity Employer.

INFORMATION FOR APPLICANTS

Please read the Application Package information carefully

Thank you for expressing interest in this Senior Management position with the Shire of Quairading.

Further information about the position is available by contacting the Chief Executive Officer Mr Graeme Fardon on mobile 0429 451 001.

Your application should consist of: -

- A Covering Letter addressed to the Chief Executive Officer
- A resume setting out your personal details, contact details, employment history (with your most recent employment first), periods of employment, and position(s) held, with details of the duties, and other relevant information such as personal interests
- The details of your educational history/academic qualifications and identifying information such as institution, and dates attended
- Details of any ongoing study/professional development
- At least two Work related referees including contact information and relationship to you as the applicant
- Information addressing all the selection criteria in a structured format. Please provide sufficient information to allow an assessment of your skills, knowledge, experience and suitability for the position. A short paragraph for each of the criteria is sufficient
- Please provide information concerning your anticipated commencement date if successful.

Include any additional information that you believe may be relevant to the application interview or your appointment so that we can take that into consideration in selecting the best applicant.

Applications may be emailed to anthea.strauss@quairading.wa.gov.au or posted to PO Box 38 Quairading 6383.

The closing date and time for applications is Friday 7th May 2021 at 5pm.

Following the Closing Date, the applications will be assessed, ranked and a short list developed for Interviews.

Referee and Reference Checks

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide additional material or information that you wish to support your application.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Interview Process

The Short Listed candidates will be required to attend an interview in Quairading with the Selection Panel comprising the CEO and Selection Panel.

POSITION DESCRIPTION

EXECUTIVE MANAGER CORPORATE SERVICES

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

- Chief Executive Officer and Council.

1.2 Supervision of: -

- Corporate Services Team – Refer to Council's Organisational Structure Chart.

1.3 Internal and External Liaison: -

Internal

- Shire President and Councillors
- Chief Executive Officer
- Executive Management Team
- Council Staff.

External

- Creditors/Debtors
- Residents and Ratepayers
- Auditors
- General Public
- Banking Institutions
- Government Departments
- Council Contractors.

2. EXTENT OF AUTHORITY

Operate under limited direction of the Chief Executive Officer and Council within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

Delegated Authority to issue Council Purchase Orders subject to limitation prescribed by the Chief Executive Officer and in accordance with Council's Purchasing Policies.

Delegated Authority to sign / countersign Council's cheques or electronic funds transfer (EFT) to and from Council's Bank Accounts, in accordance with Council's Policies and Procedures.

Delegated Authority to arrange the Transfer of Council's Funds Surplus for Immediate Requirements to Authorised Investments, and to be a Co Signatory for these Transactions, in accordance with Council's Investment Policy.

3. POSITION OBJECTIVES

3.1 Position Objectives

To manage the Shire's Finances, Customer Service and Information Systems, in accordance with all Statutory Requirements and Council Policy.

To provide assistance to and deputise for the Chief Executive Officer (when CEO on Leave) in carrying out the responsibilities of that office, as required.

To be an active member of the Executive Management Team and to provide strategic input and direction to Council's Projects, Services and Programs.

3.2 Within Department

To establish, co-ordinate and maintain efficient and orderly financial and administrative procedures as required to manage Council's finances and information management.

3.3 Within Organisation

- To provide professional assistance, information, advice and reports to the Council, Chief Executive Officer, staff, public, public authorities and others.
- Provide advice and information for the sound financial management of Council's operations.

3.4 Link to Strategic Community Plan or Corporate Business Plan goals or Operational Objectives

- The position is given direction from the CEO through Written KPI's and Periodic Instruction, on identified priority projects, developments or objectives from the Strategic Community Plan, Corporate Business Plan and Council Budget.

4. KEY DUTIES/RESPONSIBILITIES

- 4.1 Oversee all aspects of Council's Financial Management including preparation of all statutory financial statements.
- 4.2 Co-ordinate the preparation of the Annual Council Budget in liaison with the Executive Management Team.
- 4.3 Responsible for the preparation of the Annual Financial Statement pursuant to the Local Government Act, the Local Government (Financial Management) Regulations and AAS27.
- 4.4 In conjunction with the Executive Management Team, ensure the preparation and ongoing maintenance of Council's Strategic Documents and Informing Plans.
- 4.5 Responsible for the orderly and timely Maintenance of Council's computer facilities, which includes IT Vision's Synergysoft Software and Microsoft Office Suite of Products. To liaise with Staff and Council's IT Suppliers to ensure that the Hardware and Software Systems are working effectively.
- 4.6 Ongoing implementation of Council's ICT Strategic Plan and IT Disaster Plan and their Periodic Reviews.
- 4.7 Ensure that all Staff assist Council's Auditor during the conduct of the audits.
- 4.8 To attend all meetings of the Audit & Risk Committee and prepare the Meeting Agenda including reports to the Committee and to oversee the preparation and distribution of the Committee Minutes.
- 4.9 To attend all Ordinary Meetings of Council and any other meetings of Council and Electors, as required and to report to, when required.
- 4.10 To deputise for the Chief Executive Officer (when the CEO is on Leave) and to assist the Chief Executive Officer in all functions related to the CEO's Position.
- 4.11 To prepare Cash Flow Budgets, analyse results against the Budgets and under the direction of the Chief Executive Officer maximize the investment return on surplus Council funds.
- 4.12 To prepare reports for Council on its financial position and in particular to draw its early attention to any likely variations from the Budget.

- 4.13 To oversee the Accounts Payable, Accounts Receivables, Payroll and Rating Functions.
- 4.14 Administer Council's Insurances and Risk Management.
- 4.15 To prepare or direct the preparation of general correspondence on matters relating to the areas of responsibility and to ensure all correspondence is responded to in accordance with Council's Customer Service Charter and Communication Policy.
- 4.16 To assist in the administration of the Municipal Elections and carry out those tasks as directed by the Returning Officer.
- 4.17 To represent Council as its Freedom of Information Co-coordinator.
- 4.18 Ensure adequate monitoring of Sundry Debtor levels and initiate appropriate follow up action to recover monies owing to Council.
- 4.19 Co-ordination of Corporate and Customer Service Staff Training.
- 4.20 Undertake the Performance Management Reviews of Corporate Services Staff.
- 4.21 Represent Council or officiate on external Committees as directed by the Chief Executive Officer.
- 4.22 Act as Council's designated Workplace Injury Officer.
- 4.23 Assist the Chief Executive Officer in the preparation of submissions and information returns to Government Agencies and Departments.
- 4.24 Assist the Chief Executive Officer in the administration of any relevant Federal or State legislation or regulation.
- 4.25 Oversee the operation of the Department of Transport On Line Licensing Agency.
- 4.26 Manage Council's Contracts for the Library and the Swimming Pool
- 4.27 Other Duties and Project work as directed by the Chief Executive Officer.

5. SELECTION CRITERIA

| Qualification | Essential | Desirable |
|---|-----------|-----------|
| Tertiary qualification in relevant discipline or substantially advanced towards a relevant qualification. | ✓ | |
| Drivers Licence - "C" - Unrestricted | ✓ | |

| Key Skills, Knowledge and Experience | Essential | Desirable |
|--|-----------|-----------|
| At least 3 years' experience in a senior financial management position within Local Government or the Commercial or Public sector. | ✓ | |
| Comprehensive knowledge of the Local Government Act in relation to Financial Management and Corporate Governance and the associated Compliance requirements. | | ✓ |
| High level knowledge of contemporary accounting practices. | ✓ | |
| Sound knowledge of information technology including computer systems, software operations and Accounting Packages. | ✓ | |
| Sound knowledge of Synergysoft applications provided by IT Vision. | | ✓ |
| Demonstrated experience in Local Government Integrated Planning and Reporting Framework | | ✓ |

| Key Skills, Knowledge and Experience | Essential | Desirable |
|--|-----------|-----------|
| Demonstrated leadership skills including the ability to provide the team with clear objectives and inspire a positive attitude to work | ✓ | |
| Demonstrated ability in initiating and managing change processes and performance management. | ✓ | |
| Working knowledge of Occupational Health and Safety legislation | | ✓ |

| Personal Skills | Essential | Desirable |
|--|-----------|-----------|
| Sound organisational, time management and decision-making skills | ✓ | |
| Highly developed written and verbal communication skills | ✓ | |
| Well-developed analytical and problem solving skills | ✓ | |
| Developed negotiating and conflict resolution skills | ✓ | |

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire’s OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the incumbent.

Assist in the management and drive of the Shire’s OSH Management Systems adopting a pro-active approach to all shire activities that the incumbent is responsible for and ensure that all risks are identified, quantified and controlled ensuring Shire employee’s, contractors and the community are protected against preventable injuries and damage to property.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Certificate will be required by the successful applicant. The Shire of Quairading will provide the Medical Assessment Form and pay for the cost of the medical assessment for the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

This position is classified as a “Senior Employee” under the Local Government Act 1995 and is subject to a Contract of Employment being entered into between the Council and the Officer.

All employees are required to sign a declaration that they have read Council’s Code of Conduct for Elected Members and Employees prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

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|-----------------------------------|---|---|
| Award/Level | Local Government Industry Award 2020 Local Government Act - "Senior Officer" Negotiated Contract of Employment - initial 3 to 5 year period. | |
| Position Status | Full-Time | Performance based Fixed Term Contract of Employment |
| Hours of Work | 80 Hours per fortnight, accruing 4 Hours RDO a fortnight Nineteen (19) Day per Month Work Roster with a Roster Day Off (RDO) to be taken with the consent of the CEO and by mutual agreement. | |
| Level | Negotiated Contract of Employment - "Senior Officer" | |
| Current Salary Range | \$100,000 - \$105,000 | |
| Superannuation | 9.5% Employer Superannuation Guarantee Contribution. Assessed value \$9,500 - \$9,975. | |
| Higher Duties | Payable when CEO on Leave and the Position undertakes the Role and Functions of Acting CEO. Assessed value \$2,700 per Annum (based on 4 weeks Leave) | |
| Probation Period | Three (3) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months. | |
| Performance Review | Annually - To be undertaken by the CEO against written Key Performance Indicators. | |
| Annual Leave | Employee will be entitled to four (4) weeks Annual Leave. | |
| Housing | Preferred that Officer be resident in the District. If required, Council will provide a fully maintained four-bedroom brick and colourbond residence for the Officer. Officer to be responsible for all utilities consumed. This residence is provided at a subsidised negotiated rental as reviewed by Council annually. Assessed value of Council Subsidy on Council Housing \$9,775 per Annum. | |
| Motor Vehicle | The Council shall provide a Motor Vehicle for Business Use and Negotiated Private Use as Authorised by the CEO. Motor Vehicle will not be provided for Periods of Annual Leave, Long Service Leave or Extended Sick Leave. Assessed value of \$10,000 per Annum. | |
| Telephone | Mobile phone supplied for work and emergency private usage. | |
| Uniform/Clothing Allowance | Assessed value of \$400 per Annum | |
| Relocation | Assistance with relocation expenses to a maximum value of \$3,000, subject to written evidence of expenses incurred and subject to satisfactory completion of the probation period. | |
| Job Location | Quairading, Western Australia, 6383. | |
| Professional Development | Registration to attend Relevant Conferences and Training Assessed value of \$3000 per Annum | |
| Total Remuneration Package | \$138,375 to \$143,850 | |