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| Position Description **Executive Manager Community & Governance** |  |

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| **Department**  | Governance & Community Development |
| **Reports to** | General Manager |
| **Position Code** | EMCG1 |
| **Classification** | Band 4 Level 4, negotiable |
| **Employment Status** | Permanent (35 hours per week) – option of hybrid working conditions |
| **Other conditions & benefits** | Accommodation and the opportunity for a leaseback motor vehicle (both incl. in TRP) |
| **Pre-employment checks/legislative requirements** | Qualifications, Police and Medical Checks. |
| **Location** | 70 Market Street Balranald, NSW. |
| **Date position description approved** | 22 May 2025 |

# **Council overview**

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1-hour drive from the regional city of Swan Hill and 1¾ hours’ drive from the major centre of Mildura.

Mildura has QANTAS and REX airlines offering flights to and from Sydney and Melbourne, and beyond. Balranald is well located to take advantage of these flights.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

# **Council values**

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

# **Primary purpose of the position**

As a member of the Executive Leadership Team, to provide ongoing high-level leadership, strategic direction, management and coordination of the Community & Governance Department to ensure delivery of the Department’s key objectives and the provision of high-quality services to the Balranald community.

Key accountabilities

1. Effective leadership and management of the Department including the following functional areas:
	* Governance
	* Communications
	* Bidgee Haven Retirement Hostel
	* Human Resources & WH&S
	* Risk Management
	* Customer Service
	* Community Services
	* Tourism and Business Development Services;
	* Caravan Park; and.
	* Corporate Planning (IP&R)
2. Ensure Department compliance with all statutory requirements as prescribed by the Local Government Act 1993, relevant State and Federal legislation and Council policies and procedures.
3. Act as Council’s Public Officer in accordance with section 343 of the *Local Government Act, 1993*.
4. Ensure all decisions are in accordance with sound professional practice within delegated authority.
5. Prepare and review well considered Executive Leadership Team and Council reports and develop and deliver presentations as required.
6. Provide expert and timely advice to the General Manager, Mayor and Councillors regarding the Department’s functions and ensure effective execution of Council and organisation decisions within designated timeframes.
7. Establish and maintain strong and effective working relationships with the Executive Leadership Team to achieve Council’s vision and strategic direction.
8. Participate in long term planning initiatives to ensure the organisation is well managed.
9. Assist the General Manager in dealing with the administration of legal matters including liaising with legal representatives as required.
10. Oversee the development of Council’s Integrated Planning and Reporting Plans and related documentation.
11. Monitor and report on progress of Council’s Integrated Planning and Reporting Plans, including the Delivery Program and Operational Plans.
12. Develop strategies, policies and procedures to ensure effective planning, implementation and monitoring of all programs and services within the Department.
13. Ensure all functions and activities of the Department are aligned with Council’s strategic director to deliver services, projects and initiatives identified in Council’s Operational Plan.
14. Ensure sound financial and business management of all Department activities including operating plans and budgets, asset management planning and effective business systems.
15. Provide expert knowledge and guidance to the functional areas of the Department and the broader delivery of services to the community.
16. Provide leadership, guidance and professional advice to nurture initiative, capability, job satisfaction and productivity of staff within the Department whilst building leadership knowledge for the future.
17. Lead, coordinate and manage projects to achieve the required outcomes.
18. Apply sound financial management in accordance with applicable legislation, policies and codes and as determined by Council and contribute to the preparation of Council’s budget.
19. Develop and implement change management and continuous improvement activities.
20. Identify opportunities and translate them into practical outcomes that will benefit the Balranald community.
21. Promote Balranald as an economy worthy of investment business growth and tourism opportunities to secure maximum exposure and growth.
22. Role model Council’s values and the provision of excellent internal and external customer service.
23. Ensure that a safe and healthy workplace is provided through proper management of Council’s Risk Management Plan.
24. Provide overall leadership and mentoring to the Manager of the Bidgee Haven Retirement Hostel.
25. Ensure financial and physical resources are planned and managed effectively and efficiently and ensure that all statutory requirements are met.
26. Attend all Council Meetings, Committee Meetings, Workshops, Forums and other meetings as required.
27. Additional duties as required within the limits of the employee’s skill, competence and training.

Key challenges & complexities

1. Ensuring the Department is well managed to deliver positive results and good outcomes for the organisation and the community.
2. Clear, well resourced, and future focussed plans are developed and implemented.
3. The attributes of a high performing, collaborative culture is promoted, developed and consistently maintained.
4. Internal and external customers consistently enjoy excellent customer experiences.

# **Key relationships**

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|  **Internal** | **Why** |
| General Manager, Executive Leadership Team, Councillors, Coordinators, Employees | The position is required to provide services and advice and make decisions which typically span across the whole organisation. |
|  **External**  | **Why** |
| Residents and ratepayers, community organisations, Government Agencies and statutory authorities.  | The position contributes to the organisation’s overall direction and has significant influence on the areas overseen. The position provides specialist professional services and advice on behalf of Council.  |

# **Autonomy and Decision Making**

The role requires the employee to manage important sections of Council and act as the most senior subject-matter-expert. Significant judgement and independent research will be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the General Manager and/or elected Council. Please see delegations list for full description of authority.

# **Code of Conduct, Policies, Protocols and Procedures**

All employees must adhere to Council’s Code of Conduct, Policies and Procedures.

# **Fraud and Corruption Prevention**

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

# **WHS & Risk Responsibilities**

1. Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
2. Maintain a safe work environment in accordance with Balranald Shire Council’s Workplace, Health and Safety Policies and Procedures.
3. Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
4. Actively participate in the rehabilitation of employees injured at work.
5. Participate in mandatory Health and Safety training sessions.
6. Identify, analyse and treat hazards in the workplace.
7. Be responsible and accountable for taking practical steps to minimise Council’s exposure to risk in so far as it reasonably practicable.
8. Understand and adhere to the principles of Risk Management relevant to the job role.
9. Provide input into various risk management activities.
10. Report all emerging risks, issues and incidents.

# **Selection Criteria**

# **Essential Experience and Qualifications**

1. Bachelor’s degree in leadership, business, community services or related field.
2. Extensive work experience in the key functional areas of the Department.
3. Exceptional leadership, advocacy, negotiation and interpersonal skills.
4. Excellent written communication skills and demonstrated ability to prepare complex and detailed reports, proposals and submissions.
5. Demonstrated success in attracting grant and other funding.
6. Demonstrated experience in effectively developing and maintaining strategic relations with stakeholders including all levels of staff, community and elected representative.
7. Demonstrated ability to deliver balanced outcomes in a political environment and foster positive working relationships with elected members and the community.
8. Demonstrated ability to address the Advanced Sections of the Local Government Capability Framework.
9. Class C licence.

# **Desirable Requirements**

1. Experience in working in a community development role, particularly aged care and related services
2. Sound understanding of the relevant State and Federal Government legislation applying to local government.
3. Post Graduate Qualifications.
4. Senior leadership experience in local government or other public sector organisation.

# **Acceptance of Position**

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature: Date:

# **Attachments:**

* Local Government Capability Framework.

Attachment 1

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

| Local Government Capability Framework |
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| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Adept |
| Display Resilience and Adaptability | Adept |
| Act with Integrity | Adept |
| **Demonstrate Accountability** | **Advanced** |
| **Relationships** | Communicate and Engage | Intermediate |
| Community and Customer Focus | Intermediate |
| **Work Collaboratively** | **Advanced** |
| Influence and Negotiate | Adept |
| **Results** | **Plan and Prioritise** | **Adept** |
| Think and Solve Problems | Adept |
| Create and Innovate | Intermediate |
| Deliver Results | Adept |
| **Resources** | Finance | Foundational |
| Assets and Tools | Intermediate |
| **Technology and Information** | **Adept** |
| Procurement and Contracts | Foundational |
| **Workforce Leadership** | Manage and Develop People | Adept |
| Inspire Direction and Purpose | Adept |
| Optimise Workforce Contribution | Adept |
| **Lead and Manage Change** | **Advanced** |

# Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework |
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| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Demonstrate Accountability | Advanced | * Is prepared to make decisions involving tough choices and weighing of risks
* Addresses situations before they become crises and identifies measures to avoid recurrence
* Takes responsibility for outcomes, including mistakes and failures
* Coaches team members to take responsibility for addressing and resolving challenging situations
* Oversees implementation of safe work practices and the risk management framework
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| **Relationships**Work Collaboratively | Adept | * Contributes to a culture of respect and understanding in the organisation
* Creates an atmosphere of trust and mutual respect within the team
* Builds cooperation and overcomes barriers to sharing across teams/units
* Relates well to people at all levels and develops respectful working relationships across the organisation
* Identifies opportunities to work together with other teams/units
* Acts as a resource for other teams/units on complex or technical matters
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| **Results**Plan and Prioritise | Adept | * Consults on and delivers team/unit goals and plans, with clear performance measures
* Takes into account organisational objectives when setting and reviewing team priorities and projects
* Scopes and manages projects effectively, including budgets, resources and timelines
* Manages risks effectively, minimising the impacts of variances from project plans
* Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
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| **Resources**Technology and Information | Adept | * Selects appropriate technologies for projects and tasks
* Identifies ways to leverage the value of technology to achieve outcomes
* Ensures team understands their obligations to use technology appropriately
* Ensures team understands obligations to comply with records, information and knowledge management requirements
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| **Workforce Leadership**Lead and Manage Change | Advanced | * Translates change initiatives into practical strategies, including the role of staff in implementing them
* Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders
* Develops appropriate approaches to involve staff and stakeholders at various stages of the project
* Implements structured processes to manage structural, system, process and cultural barriers to change
* Provides coaching and leadership in times of uncertainty and difficulty for staff
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