

# POSITION DESCRIPTION



## General Manager Corporate Performance

### Position Summary

The General Manager Corporate Performance will be responsible for developing and maintaining all corporate support services to ensure a culture of strong corporate governance and transparency, including implementing a robust and sustainable long term financial plan and providing contemporary systems and tools to support the organisation in delivering services efficiently and effectively.

The General Manager Corporate Performance will lead a team made up of: Council's Finance, Governance, Risk & Property, People & Culture, IT & Business Transformation, and Customer Experience, Communications and Advocacy business units.

As a key member of Council's executive leadership team, the General Manager will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments. The position will contribute to the long term strategic and financial direction of Council, drive organisational performance and culture.

### Position details

Directorate	Corporate Performance
Department	Executive
Appointment Type	Full-time – 5 year fixed term contract
Location	Maryborough Office. All employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements
Reports to	Chief Executive Officer
Supervises	Manager Finance, Manager Governance, Property & Risk, Manager People and Culture, Manager IT & Business Transformation, Manager Customer Experience, Communications & Advocacy
External relationships	Auditors, Council Land Valuer and Valuer General, Financial Institutions, State and Federal Government departments, other local Councils
Date PD approved	June 2025

### Key responsibilities and duties

#### LEADERSHIP

- Drive sustainable, transformational change in organisational culture and behaviour.
- As a member of the Executive Management Team, display exemplary leadership that models collaboration, commitment to excellence and innovative thinking
- Participate in Council briefings and meetings and provide high level authoritative and strategic advice and leadership to Councillors and Mayor
- Provide leadership and direction to the Division ensuring that it is appropriately resourced and skilled to allow the completion of all set objectives
- Embed a culture of continuous improvement across the Division
- Develop and maintain strategic partnerships with relevant stakeholders to promote engagement and mutual benefit
- Foster teamwork and reward collaborative behaviour
- Provide guidance and advise on all governance matters especially in relation to the Local Government Act
- Ensure that the Audit and Risk Committee operates well and is supported in the delivery of its Charter
- Ensure Council's participation and adherence to relevant auditing processes and completion of the annual financial and performance statements

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- Lead the organisation to uphold the Customer Service Charter
- Sponsor and provide organisational leadership during Enterprise Bargaining discussions and negotiations
- Provide mechanisms to ensure Council's governance and legislative obligations are met
- Maintain a current comprehensive Risk Register
- Actively lead and implement organisational development opportunities to develop a professional, flexible and capable workforce
- Conduct Council elections in line with the Local Government Act
- Deliver robust information systems and technology that deliver effective desktop, mobile information services to all staff

## STRATEGY

- Contribute to the longer term direction of Council through the development, and ongoing review, of the Council Plan and related corporate plans
- Plan, manage and monitor Council's budget, operational finances, long term financial plan and reporting requirements
- Review and oversee the long term financial sustainability strategy
- Actively pursue opportunities for shared services
- Initiate, develop and implement relevant policies and strategies to meet changing legislative and regulatory obligations
- Contribute to other Divisions/departments policies and strategies
- Oversee the development of the Council Plan and related action plans including key deliverables and appropriate reporting on progress and outcomes

## NETWORKING

- Maintain a network of contacts, both across local government and other government departments and authorities to ensure currency of knowledge and awareness of new initiatives or potential changes that may impact on Council
- Represent Council at relevant external meetings, functions, or on committees
- Maintain relevant industry memberships to allow further networking and awareness of industry developments relevant to local government

## Organisational responsibilities

Council values	<ul style="list-style-type: none"><li>• Demonstrate and encourage behaviour in line with the Council's adopted values</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Accountable for the department complying with the Customer Service Charter.</li></ul>
Leadership	<ul style="list-style-type: none"><li>• Position will be a role model to staff and the community actively demonstrating Council's values. Position will guide the Directorate ensuring the ongoing achievement of our Council plan objectives.</li><li>• Excellence in governance and achieving all legislative and regulatory obligations.</li></ul>
Behaviour	<ul style="list-style-type: none"><li>• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.</li><li>• Abide by the Code of Conduct</li></ul>
Strategy and policy	<ul style="list-style-type: none"><li>• Position will develop Directorate strategies and policies and contribute to the long term strategic and financial direction of Council. Position will write Council reports; participate in Council reporting requirements including Council plan, annual report and regulatory/statutory requirements.</li></ul>
Budget	<ul style="list-style-type: none"><li>• Position will develop, monitor and report on budgets relevant to the Directorate and across the organisation as required</li></ul>
Internal meetings	<ul style="list-style-type: none"><li>• Position is required to attend and participate in all Executive Management Team meetings, Council briefings and Council meetings and to conduct regular team meetings.</li></ul>

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External collaborations	<ul style="list-style-type: none"><li>Position will be required to represent Council, and at times act as the CEO, at a range of forums including community meetings, industry networks, government/agency workshops etc.</li></ul>
Risk management and OHS	<ul style="list-style-type: none"><li>Identify, manage and minimise risk to Council.</li><li>Contribute to the Council's Risk Register.</li><li>Ensure that all OH&amp;S obligations are met</li></ul>
Corporate records	<ul style="list-style-type: none"><li>Ensure the department maintains Council records:<ul style="list-style-type: none"><li>within the approved record management system; and</li><li>in an accurate and timely manner.</li></ul></li></ul>
Legislative framework	<ul style="list-style-type: none"><li>Accountable for all legislative and regulatory obligations relevant to the department.</li></ul>
Emergency management	<ul style="list-style-type: none"><li>Position will be required to take a key role in municipal emergencies as detailed in Council's Municipal Emergency Management Plan.</li></ul>

## Accountability and extent of authority

- Position has direct responsibility for Council's financial activities, including annual budget, and for ensuring that those activities comply with the Local Government Act, relevant regulations and accounting standards.
- Position has authority to liaise with Councillors, state government officials, community groups, ratepayers and other key stakeholders.
- Decisions and actions taken will have a significant effect on the organisation and the image of Council.
- Act within the operational and financial guidelines and provision of relevant Acts, Regulations, Codes, Council policies, local laws and professional standards.

## Judgement and decision making

- This is an executive position that will be required to deal with complex problems on a regular basis. Position will contribute to the long term strategic direction of Council.
- The position is also a specialist in their field of expertise and may need to seek guidance from outside of the organisation.
- Requires a high level of independent decision making and professional and supportive approach to issue resolution
- Understanding and interpretation of legislative requirements related to the Directorate

## Specialist skills and knowledge

- Highly developed, superior skills and knowledge in the areas of financial management, business transformation, change management, corporate planning and a particular emphasis on governance in the local government environment
- Position requires an understanding of the long term objectives of the organisation and the legal and political context in which it operates.
- Demonstrable success in the delivery of continuous improvement across a corporate Directorate
- Thorough knowledge of the Local Government Act is highly desirable
- Research, analytical and investigative skills are required to enable the sound development of policy, strategy and solutions to complex problems.

## Management skills

- Position must be able to manage a complex set of tasks, prioritise, organise and plan own work and that of their team.
- Understanding of human resources practices and policies is required.
- High level capacity to develop solutions to complex finance challenges and to communicate those effectively.
- Ensure that all human resource and organisational development obligations are enforced and adhered to.

## Interpersonal skills

- Self-awareness and capacity to build trust with a diverse range of stakeholders including Councillors, committees and community
- Proven ability to build trust across the Directorate and the organisation, and demonstrate empathy, and a collaborative approach.
- Position must be able to communicate effectively at all levels within the organisation.

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- Highly evolved written, verbal and presentation skills
- Ability to represent Council to a range of external stakeholders, government departments, other Councils and in the media.

## Qualifications/experience

- Tertiary qualifications in Business, Management and/or Accounting is required along with significant experience in the local government, corporate services or financial services industry.
- Relevant qualifications to allow membership to the Australian Society of Certified Practicing Accountants or Institute of Chartered Accountants is essential
- Graduate of the Australian Institute of Company Directors is desirable
- Working with Children's Check

## Selection criteria

1. Tertiary qualifications in Business, Management or Accounting is required along with significant experience in the corporate services or financial services industry.
2. Relevant qualifications to allow membership to the Australian Society of Certified Practicing Accountants or Institute of Chartered Accountants is essential
3. Graduate of the Australian Institute of Company Directors is desirable
4. Knowledge of corporate services, particularly in relation to ongoing legislative, regulatory and budgetary obligations
5. Significant experience in a corporate environment, with local and/or state government experience an advantage, including an understanding and appreciation of the political factors that impact Council business
6. Demonstrated ability and desire to contribute to an effective Executive Management Team and support the ongoing development of a high performing Leadership Team
7. Ability to work collaboratively with a range of stakeholders both internally and externally
8. Demonstrable experience in developing/contributing to long term corporate strategies, policies, annual reports
9. Ability to communicate and present complex issues clearly and effectively both verbally and in writing
10. Demonstrable ability to provide leadership to a diverse workforce; to motivate staff; to resolve conflict; to encourage innovation and to actively demonstrate Council's values at all times
11. Hold a current Working with Children Card prior to commencement
12. Willingness to undertake a National Police Check.

Note: Appointment is subject to the successful completion of this check.

## Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

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## Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

## Signatures

Veronica Hutcheson Manager People and Culture	Date
Name General Manager Corporate Performance	Date