

DIRECTOR CORPORATE SERVICES

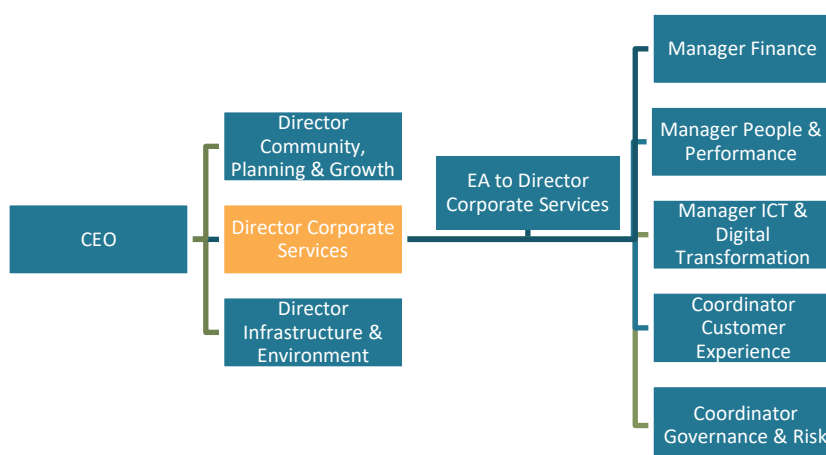
Position No.	1002
Classification	Executive Senior Officer – Full Time 5 year contract (1.00 FTE) The Executive is classified as a Senior Executive Officer (Level 11) for the purposes of the <i>Victorian Local Government Award 2015</i> .
Directorate	Corporate Services
Departments	Finance, People & Performance, Governance & Risk, ICT & Digital Transformation, Customer Experience
Divisions	N/A
Teams	Finance, Procurement, Fleet, Rates & Property, People & Safety, Learning & Capabilities, Performance & Change, Governance, ICT, Digital Transformation, Records Management, Customer Experience

Department Context

The **Corporate Services** directorate is responsible for developing and leading corporate support services that ensure Council's probity, transparency, high performance and accountability.

The directorate oversees the sound financial position of the Council, ensuring governance and reporting obligations are met and leads Council to the forefront in service delivery for: Finance, People and Performance, Governance and Risk, ICT and Digital Transformation and Customer Experience.

The organisational structure for the directorate is as follows:



Position Purpose

The **Director Corporate Services** is an integral member of the Executive Leadership Team and contributes to the effective delivery of Council's strategic and operational plans, policies and procedures. The position also provides high level strategic and operational advice to Council and the Chief Executive Officer on a range of complex issues that face large rural Councils, whilst engaging with internal and external stakeholders to deliver key outcomes through strong leadership and management across Council.

COUNCIL CONTEXT

Golden Plains Shire is one of Victoria's fastest-growing regional municipalities, strategically located between Melbourne, Geelong and Ballarat. Our communities are growing, our region is evolving and the opportunities ahead are significant.

At Golden Plains Shire Council, we are committed to creating a healthy, vibrant, prosperous and sustainable community. We are driven by a clear vision: Where people matter, communities are connected and the future is bright.

As an organisation, we are focused on delivering exceptional outcomes for our communities through strong leadership, transparent governance, innovation and a culture that puts people at the centre of everything we do. We are building a high-performing organisation that embraces continuous improvement, customer focus and collaboration to meet the needs of a rapidly changing region.

Working closely with local communities, businesses, government partners and regional organisations including G21, the Greater Ballarat Region Councils and Peri Urban Councils Victoria, we are helping shape the future of one of Australia's most exciting growth regions.

A Council on a Journey

Our Council Plan and Community Vision set an ambitious agenda for the future. We are committed to:

- Strengthening the liveability and connectivity of our communities.
- Delivering sustainable infrastructure and services.
- Supporting economic growth and investment.
- Protecting and enhancing our natural environment.
- Building an organisation that is innovative, financially sustainable and customer-focused.

This is an exciting time to join Golden Plains. We are investing in organisational capability, digital transformation, customer experience and long-term financial sustainability to ensure we continue to deliver value for our community now and into the future.

Our Organisation

Golden Plains Shire Council is structured around three directorates:

- Corporate Services
- Community, Planning and Growth
- Infrastructure and Environment

Together, these directorates work to deliver quality services, strong community outcomes and responsible stewardship of public resources. Our people are united by a shared commitment to excellence, collaboration and making a meaningful difference in the lives of our residents.

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Executive Leadership and Strategy

The principal purpose of the role is to apply visionary thinking and exemplary leadership, management and influencing skills to the development and implementation of key Directorate and organisational outcomes. The Director Corporate Services is responsible for:

- Providing expert technical advice to the Chief Executive Officer in the fields of corporate governance, finance, information technology and services and human resources and organisational development.
- Preparing and implementing policies, procedures and systems which ensure sound financial control.
- Coordinating “whole of Council” strategic planning processes such as the Council Plan, Budget and Strategic Resource Plan.
- Providing advice and input into other long term plans and strategies for the Council.
- Providing leadership and strategic direction toward Council’s human resources and the successful implementation of human resource programs, guidance to managers on the most productive use of people, recruitment, performance evaluation, training and development, influencing and fostering workplace culture and monitoring organisational performance.
- Preparing and monitoring the Corporate Services budgets.

- Applying modern management practices in providing leadership and direction to a multi-disciplinary team ensuring that challenging targets are set and achieved.
- Ensuring adherence to risk management and health and safety legislation to ensure the welfare of all staff and the public.
- Supporting the Chief Executive Officer in the management of governance functions of the organisation including elections and Council meetings.
- Providing strategic direction in relation to the property and rating functions of the organisation.
- Providing leadership and strategic direction in the area of information technology, ensuring effective, advanced information systems and appropriate records management.
- Advising the Chief Executive Officer in relation to the setting of the annual budget and borrowings program.
- Managing Council's insurance and advising the Chief Executive Officer in relation to all matters relating to litigation pertaining to the Council.
- Coordinating internal audit and control systems.
- Provide strategic direction and ensure compliance with Privacy and Data Protection Act principles.

Leadership

- Contribute to high level discussion and decision making as a member of the Senior Management Team.
- Participate in monthly Council meetings and Council briefings and provide high level advice and leadership to Councillors and Mayor.
- Build and establish productive and collaborative relationships with internal and external stakeholders, developing and maintaining a true partnership approach with Councillors, all levels within the organisation, clients and externally with the community, other organisations and spheres of government.
- Provide leadership and direction to Directorate ensuring that it is relevantly resourced and skilled to allow the completion of all set objectives.
- Effectively communicate with influence, the vision and strategic direction of Council and the Corporate Services Directorate, as well as its key programs, policies, strategies and other key initiatives to relevant stakeholders to influence and gain support.

Operations

- Set, monitor and report on Council's annual budget.
- Deliver financial report component of Annual Report.
- Ensure Council's participation and adherence to relevant auditing processes.
- Provide relevant Information Management, Governance, Finance, Human Resources, Culture, OHS, Risk and Customer Experience services to allow the daily conduct of Council business and to ensure Council's governance and legislative obligations are met.

Planning and Management

- Identify, plan and determine the strategic direction and approach for the Directorate including identifying and introducing best practice for strategies, policies, procedures and plans.
- Ensure departments within the directorate develop business plans and associated budgets that are reflective of the strategic direction of Council and address current and future needs of the community and organisation.
- Manage the Directorate in accordance with Council's established policies and practices, financial and budget requirements, accountability requirements, internal control and administration for sound stewardship of Council's resources.

- Lead the development and implementation of an organisational financial plan which ensures the viability of Council.
- Continually review and develop policy through awareness, monitoring, research and understanding of issues, activities and events in society, so that strategies and service delivery can adapt to changing circumstances.
- Maximise the use of technology to enable and continually improve knowledge management and service delivery.
- Foster innovation and develop, suggest, adopt and implement new ideas and practices that improve the overall financial viability and efficiency of Council.
- Learn, develop, grow and participate in decision making, using a management approach which facilitates high levels of inspiration, motivation, passion, satisfaction, cooperation, innovation, trust and strong team work.

Specialist Advice

- Provide advice to the Executive Leadership Team, Chief Executive Officer and Council through the development of plans, relevant policies and service models and by monitoring State and Commonwealth legislation and policy directions.
- Provide specialist advice and guidance to the CEO, Councillors and staff so that they are fully informed about all issues and able to make decisions based on all the facts and any other relevant information.
- Uphold Council's commitment and legal responsibilities in ensuring children are safe in our community and organisation through complying with, promoting and advocating for Child Safe practices.

Staff Management

- Provide strong leadership and management to the Directorate ensuring effective development of staff capabilities, quality and constructive conversations and feedback.
- Implement the Annual Performance Review process with Managers and relevant staff within the Directorate, ensuring that all employees are aware of expectations in relation to their key result areas, values, behaviours and development plans.
- Ensure that staff understand their responsibilities in terms of EEO, Gender Equality and OH&S obligations.
- Ensure that newly recruited staff and volunteers possess the appropriate capabilities and values, are effectively inducted into the organisation and provided with ongoing support and development.
- Communicate the vision and long term goals of the organisation to staff, and establish and communicate a clear sense of direction and purpose for the Directorate.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objectives, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and identify, review and implement strategies to improve the customer experience quality and efficiency.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence, and training, relevant to the position band, as directed.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	• Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	• Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	• Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	• Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Advanced
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Advanced
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Advanced
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Advanced
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Advanced
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Advanced
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Advanced
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Advanced
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Advanced
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Advanced

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority

- This position must ensure the effective and efficient operation of all services and programs of the Corporate Services Directorate.
- Maintaining and oversee Corporate Services strategic business plans.
- Maintenance and integrity of systems and processes to ensure compliance in governance principles.
- Ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.
- Responsible for compliance with the Local Government Act and all other relevant legislation.
- This position is responsible for delivering on all action items that have been identified within Council's Corporate Plan that are attributed to the Corporate Services Directorate.

Judgement and Decision Making	• Must be able to research, analyse and interpret complex issues relating to the delivery of sound work practices, thorough and contemporary planning and related technical advice and project performance/management. • The ability to use sound judgment to provide corporate-wide advice, compliance and enforcement functions and related project coordination including scoping, resource management, cost control and variance management. • Empower people to achieve or exceed the organisation's goals by delegating sufficient authority, responsibility and accountability and by providing support and appropriate levels of guidance to all employees within the Corporate Services Directorate. • The ability to approach all situations with a clear perception of the political context and reality surrounding the situation. • Must be able to respond promptly to changed circumstances and make sound decisions to ensure the ongoing efficiency of the directorate.
Specialist Skills & Knowledge	The Director Corporate Services shall have: • Demonstrated knowledge of human resource management practices and principles, particularly in relation to employee performance management, development and motivating staff, employment equity, anti- discrimination and workplace health and safety requirements. • Strong political and business acumen. • Skills in interpreting and understanding behaviour and a concern for shaping the behaviour and attitudes of others through example, leadership and relevant strategies. • Demonstrated knowledge and understanding of change management strategies. • Significant experience linking strategy to delivery and leading teams that include a focus on at least one of the following functions: ○ Finance ○ People, Performance & Governance ○ ICT & Digital Transformation ○ Customer Experience
Management Skills	The Director Corporate Services shall have the ability to: • A focus on achieving results, with an ability to establish clear, specific goals and objectives and to monitor progress towards those ends, taking corrective action when necessary. • Ability to think in an analytical manner, to use deductive reasoning and to systematically examine and improve Council operations. • Through leadership encourage internal and external collaboration and build partnerships to achieve business and personal objectives. • A management style that encourages continuous review of our service culture and the implementation of policies and procedures valued by our customers.
Interpersonal Skills	The Director Corporate Services shall have: • Leadership skills, particularly in the areas of strategic partnership development, community development and organisational change. • Ability to represent the organisation in a range of situations and environments. • Capacity to develop networks with key representatives from business, community and Government organisations.

- High level communication and public relations skills, with the ability to consult and negotiate with internal and external customers to achieve the best outcomes for Council and the community.
- Support and promote the “culture” and “values” of Council, evidenced through personal commitment, personal behaviour, language and the achievement of results.
- Excellent time management skills, with the stamina and adaptability to maintain work output and calmness in times of pressure.

Qualifications & Experience

The position requires an experienced, team focused and motivating leader who can drive organisational and people performance and enhance the organisation’s culture and reputation whilst demonstrating strong leadership capabilities. This position requires strong strategic thinking with the ability to influence the Council, the Chief Executive Officer and the Executive Leadership Team.

- Proven experience in a senior role with financial/budget accountability.
- Qualifications in Business, Management or Accounting is required along with significant experience in the broader corporate services functional areas.
- Postgraduate qualifications will be highly regarded.
- Demonstrated general management skills and experience in leading risk management along with developing organisational capability.
- Knowledge of the political environment in which local government operates and an appreciation of the external factors that impact Council business.
- Demonstrated knowledge of contemporary leadership and management practices with the ability to develop high performing teams.
- Demonstrated ability to effectively and sensitively introduce and manage change initiatives.

KEY SELECTION CRITERIA

1. Tertiary Qualifications in Business, Management or Accounting are highly desirable to the role. Relevant postgraduate qualifications in relevant areas will also be highly regarded.
2. Proven senior leadership record with high level achievement and demonstrated experience in developing organisational capability, leading and implementing change and risk management.
3. Excellent problem solving and analytical abilities, with a demonstrated capacity to think strategically and conceptually to identify challenges; consider differing perspectives and refine complex information to create viable options that address the organisations current and future needs.
4. Excellent interpersonal, communication, negotiation and advocacy skills with the ability to use discretion and sound judgement in complex environments.
5. Demonstrated ability to develop, manage and maintain strategic plans, annual budgets, occupational health and safety framework, along with associated budgetary and financial management reporting.
6. Highly developed knowledge of the legislative, ethical and corporate management reporting requirements of Local Government.

Other Requirements

- The remuneration package contains payment for all other hours worked or attendances at meetings or functions outside the Council's usual office hours, being the reasonable additional hours required and agreed to by the Officer.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check

APPROVAL

Approved By (Department): Office of CEO

Reviewed By (P&C): Manager People & Performance

Date: July 2026

Employee Acceptance:

(Name and signature)

Date: