



POSITION DESCRIPTION

Director of Community

Local Government — Generic Template

Prepared by GEM Executive

Executive Search & Recruitment — Local Government & Not-for-Profit

Position Details

Position Title	Director of Community
Reports to	Chief Executive Officer
Directorate	Community (title varies by organisation)
Position Type	Full-time, ongoing
Classification	Executive / Senior Officer — Employment Agreement
Term	Contract in line with s.42 of the Local Government Act 2020 (typically up to 5 years)
Location	[Council Name] — travel throughout the municipality as required

Position Objective

The Director of Community provides strategic and operational leadership across Council's community-facing services, ensuring the organisation contributes to a vibrant, healthy, safe and connected community. The role brings together functions such as community wellbeing, family and early years services, active and connected communities, creative venues and libraries, and emergency management and safe communities.

As a member of the Executive Leadership Team (ELT), the Director contributes to organisation-wide strategy and governance, and provides the Chief Executive Officer and Council with timely, expert and evidence-based advice to support well-informed decision-making. The role is accountable for driving service performance, financial discipline, innovation and continuous improvement across the Directorate, while fostering a positive, inclusive and high-performing workplace culture.

Key Responsibility Areas

Community Wellbeing and Family Services

- Lead the strategic direction and delivery of community wellbeing, family services, and early years operations, including childcare, maternal and child health, and early learning reform.
- Develop and maintain a comprehensive, integrated policy framework to advance Council's social justice, health and inclusion agenda.
- Ensure services are responsive to community need and support positive outcomes for children, families and vulnerable community members.

Active, Connected and Safe Communities

- Oversee the planning and delivery of leisure, recreation, sport and active community programs that support health and participation.
- Lead safe communities functions, including local laws, community safety initiatives and animal management, where applicable.
- Foster social connection and community strength through place-based programs, events and partnerships with local organisations.

Creative Venues, Libraries and Culture

- Provide strategic leadership for libraries, galleries, theatres and other creative and cultural venues operated or supported by Council.
- Champion arts, culture and heritage as contributors to community identity, liveability and economic vitality.
- Ensure venues and cultural programs are accessible, well patronised and financially sustainable.

Emergency Management

- Lead Council's emergency management functions, ensuring compliance with relevant legislation and Council's role in municipal emergency response and recovery.
- Chair or support Council's Municipal Emergency Management Planning Committee (or equivalent), as required.
- Ensure the Directorate maintains current business continuity and emergency response plans.

Financial Management

- Develop and manage the Directorate's annual budget in accordance with Council policy and statutory requirements.
- Ensure the effective, efficient and transparent use of resources across all functions of the Directorate.
- Monitor financial performance against budget and business plans, and report accurately and in a timely manner to the CEO and Council.
- Identify and pursue grant funding and external revenue opportunities relevant to the Directorate's objectives.

General Leadership

- Provide inspiring, values-based leadership to a multidisciplinary team, fostering collaboration, mentoring and coaching to build leadership capability and support succession planning.
- Model Council's vision and values, and ensure they are communicated and embedded throughout the Directorate.
- Champion organisational change, innovation and continuous improvement initiatives alongside the CEO and ELT.
- Ensure effective structures, delegations and performance management systems are in place so staff clearly understand their roles and accountabilities.
- Participate as a member of the Executive Leadership Team in the advocacy and promotion of Council's goals and services to the community, government and industry.

Risk, Governance and Compliance

- Foster a positive risk-aware culture and ensure effective implementation of Council's risk management framework within the Directorate.
- Ensure compliance with all relevant legislation, including the Local Government Act 2020, Child Wellbeing and Safety Act 2005 and Victorian Child Safe Standards, Equal Opportunity Act 2010, and Occupational Health and Safety Act 2004.
- Ensure the Directorate acts compatibly with the Charter of Human Rights and Responsibilities and gives proper consideration to human rights in decision-making.
- Champion Council's commitment to being a child safe organisation, including embedding the Victorian Child Safe Standards across all relevant services.

Organisational Relationships

Relationship	Details
Reports to	Chief Executive Officer
Direct reports	• Manager Community Wellbeing / Family Services • Manager Active and Connected Communities • Manager Creative Venues and Libraries • Manager Safe Communities / Emergency Management Coordinator • Executive Assistant, Community (title and structure vary by organisation)
Internal relationships	• Mayor and Councillors • Chief Executive Officer and Executive Leadership Team • Other Council Directorates and staff
External relationships	• State and Federal Government departments and agencies • Local Members of Parliament • Community organisations and special interest groups • Emergency management organisations • Libraries, galleries, museums and cultural bodies • Local Government Associations and peak bodies • Residents, businesses and visitors

Accountability and Extent of Authority

- The Director has full authority to manage the Directorate in accordance with Council policy, delegations and the direction of the Chief Executive Officer.
- The Director is accountable for the effective and efficient operation of the Directorate within available resources, and for achieving agreed performance objectives.
- The Director is expected to apply initiative and innovative thinking in pursuit of organisational objectives and long-term strategic direction.
- Expenditure outside an approved budget requires consideration and approval by the Chief Executive Officer.
- The Director is not authorised to appoint or dismiss employees outside of Council's delegated authority framework.

Judgement and Decision Making

The role principally involves problem solving and policy development in a demanding operating environment, drawing on specialist knowledge, prior experience and evidence-based practice. Innovative and collaborative solutions are often required.

The incumbent must be a strategic thinker who demonstrates sound judgement across a diverse and sometimes sensitive range of community, political and organisational issues. Decisions may carry broad social, financial, legal and reputational consequences, and must have regard to Council objectives, policy, relevant legislation and statutory requirements.

Specialist Skills and Knowledge

- Sound knowledge of Council functions and the provision of community services within a local government context.
- Knowledge of emergency management frameworks and Council's role in municipal emergency response.
- Understanding of child safety obligations, human rights considerations and relevant legislative frameworks.
- Sound understanding of policy development and legislative interpretation.
- Understanding of human resource management and employment law.
- Knowledge of community engagement principles and customer service expectations across a diverse community.
- Sound financial management and budgeting skills, with the ability to manage complex, multi-year programs.
- Understanding of the political, legal and socio-economic context in which local government operates.

Qualifications and Experience

Mandatory

- Tertiary qualification relevant to the position (e.g. community services, social science, public administration, business or a related discipline).
- Significant experience in a senior management role, ideally within local government or a comparable multi-functional organisation.
- Demonstrated experience managing a large, diverse workforce, budgets and complex stakeholder relationships.
- Current Driver's Licence.
- Satisfactory National Police Check and Working with Children Check.

Desirable

- Post-graduate qualifications in business administration, management or a related field.
- Experience leading community wellbeing, family services, libraries, recreation or emergency management functions.
- Experience presenting to Council and engaging with elected representatives.

Key Selection Criteria

Leadership and Management

- Highly developed leadership and people management skills, with the ability to build capability, drive performance and lead through change.
- Strong strategic planning and corporate management skills, aligned to organisational goals and financial parameters.
- Demonstrated ability to contribute to the strategic direction of Council as part of the Executive Leadership Team.

Interpersonal and Communication Skills

- Superior written and oral communication skills, including the ability to present persuasively to Council, the community and external stakeholders.
- Excellent negotiation and conflict resolution skills, and the ability to chair meetings effectively.

- Ability to build and maintain professional relationships with elected Councillors, staff, industry and the community.
- High level of enthusiasm, maturity and sound judgement, particularly in complex or sensitive situations.

Judgement, Financial and Risk Management

- Demonstrated ability to exercise sound judgement, foresight and initiative in problem solving.
- Corporate-level financial management skills, including budget development and cost control.
- Understanding of risk management principles and their application within a community services environment.

General Information

- Council is an equal opportunity employer, committed to a safe, harmonious and inclusive workplace, and to eliminating all forms of discrimination.
- Council is a child safe organisation with zero tolerance for child abuse, and adheres to the Victorian Child Safe Standards and related legislation.
- Pre-employment checks may include a National Police Check, Working with Children Check and/or medical assessment, as relevant to the position.
- Successful applicants must provide proof of eligibility to work in Australia prior to commencement.
- This is a generic template position description. Details including reporting lines, direct reports, remuneration and specific accountabilities should be tailored to reflect the requirements of the individual council and role.

Acknowledgement

I have read and understood the responsibilities, duties and expectations outlined in this Position Description. I acknowledge that this document may be reviewed and updated to reflect changes in the role or organisational requirements.

Employee Name	
Employee Signature / Date	
Manager Name	Chief Executive Officer
Manager Signature / Date	