



POSITION DESCRIPTION

Director Corporate Services

Local Government — Generic Template

Prepared by GEM Executive

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

Position Overview

Position Title	Director Corporate Services
Classification	Executive / Senior Officer (5-year contract, Full Time, 1.00 FTE)
Directorate	Corporate Services
Reports To	Chief Executive Officer
Direct Reports	Manager Finance Manager People & Culture (HR) Manager ICT & Digital Transformation Manager Governance, Risk & Legal Manager Customer Experience Manager Project Management Office (as applicable)
Internal Relationships	Chief Executive Officer, Executive Leadership Team, Councillors, all Directorates and staff
External Relationships	Auditors, State and Federal Government departments, Local Government Inspectorate, financial institutions, Valuer-General, industry bodies, neighbouring councils, ratepayers and the community

Position Purpose

The Director Corporate Services is a key member of the Executive Leadership Team, providing high-level strategic and operational advice to the Chief Executive Officer and Council. The role is accountable for the organisation's financial sustainability, corporate governance and statutory compliance, and leads a multi-disciplinary directorate spanning finance, people and culture, governance and risk, information technology, customer experience and records management.

The Director drives organisational performance and continuous improvement, ensures Council meets its obligations under the Local Government Act and related legislation, and fosters a collaborative, high-performing culture across the organisation.

Key Responsibility Areas

Financial Management

- Lead the preparation, monitoring and reporting of Council's annual budget, long-term financial plan and financial statements.
- Ensure sound financial systems, controls and reporting in line with statutory and accounting standards.
- Advise the CEO and Council on financial sustainability, borrowings and medium- to long-term commercial options.
- Oversee rates and revenue functions, procurement and asset/property management.

Corporate Governance & Risk

- Ensure compliance with the Local Government Act and all relevant legislation, coordinating internal and external audit requirements and the Audit and Risk Committee.
- Maintain and embed a risk management framework, including a current risk register and business continuity planning.
- Support the CEO in the governance of Council elections and Council/Committee meetings.
- Oversee records management in accordance with statutory and organisational requirements.

People, Culture & Organisational Development

- Provide strategic leadership and direction on human resources, including recruitment, performance management, learning and development, and workplace culture.
- Lead or support enterprise bargaining and industrial relations matters as part of the Executive Team.
- Ensure compliance with occupational health and safety legislation and a positive safety culture across the organisation.
- Champion equal employment opportunity, diversity and inclusion, and a workplace free from bullying, harassment and discrimination.

Information Technology & Customer Experience

- Provide strategic direction for information technology, digital transformation and records systems that support effective service delivery.
- Promote excellence in customer experience, identifying and implementing initiatives to improve service quality and efficiency.
- Foster innovation and the use of technology to improve organisational performance.

Leadership & Strategy

- Provide visionary, values-based leadership that translates Council's strategic direction into clear priorities and outcomes for the Corporate Services Directorate.
- Contribute as a core member of the Executive Leadership Team to whole-of-organisation strategic planning, including development and ongoing review of the Council Plan, annual Budget and Strategic Resource Plan.
- Lead the Directorate through periods of organisational change, digital transformation and continuous improvement, embedding a culture of innovation, accountability and high performance.
- Anticipate emerging legislative, financial and operational risks and opportunities, providing forward-looking advice that positions Council for long-term sustainability.
- Model and promote Council's values across the organisation, building trust and credibility with staff, the Executive Team and the community.
- Represent Council and the Corporate Services function at forums, industry networks and intergovernmental meetings, maintaining currency of knowledge on sector-wide developments.
- Provide authoritative strategic advice and leadership to the Chief Executive Officer, Executive Leadership Team, Mayor and Councillors on complex and sensitive corporate matters.
- Build and maintain productive relationships with internal and external stakeholders, including government agencies, regional partners and the community.
- Deputise for the Chief Executive Officer as required.

Elected Member Relations & Support

- Build strong, professional and trusted working relationships with the Mayor and Councillors, engaging with integrity, respect and appropriate confidentiality.
- Provide clear, timely and well-briefed advice to elected members on corporate, financial and governance matters to support sound and informed decision-making.
- Support Councillors in understanding their statutory obligations, governance responsibilities and the operation of the Local Government Act and related instruments.
- Attend and actively contribute to Council briefings, Council and Committee meetings, and informal forums with elected members as required.
- Assist in the coordination of Councillor induction, professional development and ongoing support to strengthen elected member capability.
- Manage sensitive or contentious issues involving elected members with discretion, diplomacy and sound judgement, escalating appropriately to the CEO where required.
- Facilitate transparent and constructive two-way communication between the Executive Leadership Team and Council to support a positive governance culture.

Key Selection Criteria

Qualifications & Experience

- Tertiary qualifications in Accounting, Finance, Business or a related discipline; postgraduate qualifications highly regarded.
- Professional accounting membership (e.g. CA/CPA/IPA) desirable but not essential.
- Significant senior management experience, ideally within Local Government or a comparable corporate services environment.
- Demonstrated experience leading diverse, multi-disciplinary teams and complex corporate functions.

Leadership & Management

- Proven strategic leadership with a track record of driving organisational performance, culture and change.
- Strong financial and corporate management skills, with the ability to translate strategy into operational outcomes.
- Sound understanding of risk management, governance frameworks and legislative compliance.
- Demonstrated ability to develop, mentor and build high-performing teams.

Interpersonal & Communication Skills

- Superior written and verbal communication skills, including the ability to present complex information clearly.
- High-level negotiation, influencing and stakeholder engagement skills across Council, government and community.
- Sound judgement, maturity and resilience, particularly in complex or politically sensitive situations.
- Commitment to collaboration, integrity and community-focused outcomes.

Knowledge

- Comprehensive understanding of Local Government legislation, accounting principles and governance obligations.
- Appreciation of the political, legal and socio-economic context in which Local Government operates.

Other Requirements

- Current Australian driver licence.
- Satisfactory National Police Check (and Working with Children Check where required).
- Willingness to travel within the municipality and represent Council at events outside standard business hours as required.

General

This position description is intended to describe the general nature and level of work performed. It is a generic template synthesised from comparable Director/General Manager Corporate Services position descriptions across the Victorian Local Government sector and should be tailored to reflect the specific organisational structure, terminology and requirements of the engaging Council.