

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	General Manager, Corporate Services & Sustainability	Designation and Classification Level	Executive – 3 Years' Contract \$259,900 Remuneration Package
Position No	2192	Division	Corporate Services & Sustainability
Business Unit	Finance, Human Resources, Information Technology, CDP, Information Systems, Grants	Reports To	Chief Executive Officer
Location	Katherine	Date Created	19 May 2022
2. POSITION CONTEXT			
Position Summary/ Purpose	Enable Roper Gulf Regional Council to deliver timely, efficient, effective and strategic corporate support to the communities with focus on solution based sustainability and risk mitigation.		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Focus on the future of the organisation by aligning both business operations with corporate strategies, and considering and encouraging input from multiple perspective to create a shared vision; • Investigate and apply contemporary best practice approaches for operations relating to Finance, Human Resources, Information Systems and Sustainability whilst thinking conceptually about long-term opportunities and emerging trends; • Monitor resourcing pressures and implement strategies to relieve the pressures to ensure the best results are obtained for the organisation • Challenge the status quo by looking for ways to improve effectiveness, harnesses the potential of technology, and implement continuous improvement activities. • Drive multiple change initiatives, oversees implementation, and ensures focus on the end goal is maintained whilst maintaining a flexible approach • Commit to targets, strive to achieve results while encouraging and inspiring others to do the same • Communicate messages in a way that facilitates the desired outcomes whilst using techniques to illustrate the argument or idea persuasively, anticipate likely reactions and adjust approach to gain maximum impact. • Protect the health and safety of workers and others by leading practices for risk identification, risk assessment and risk control. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Build and sustain a diverse range of relationships with internal and external stakeholders to facilitate collaboration, cooperation amongst stakeholders whilst harnessing different viewpoints to enhance outcomes. • Manage awareness of diverse personalities, motivation and other various qualities of people within the division and use this to enhance interactions, relationships and employee engagement. • Act with respect and accountability, lead by example, maintain high standards of professionalism, delegate as appropriate and ensure decisions are made with the interest of the organisation in mind. • Represent the organisation in public forums whilst supporting and promoting the organisation agenda appropriately • Ensure WHS is a priority across the organisation and all legislative requirements are being met <p>3. Quality and Continuous Improvement</p> <ul style="list-style-type: none"> • Understand and operate within legal and Council policy constraints and limitations • Provide forthright and impartial specialised advice in a constructive manner that facilitates the achievement of Council's outcomes 			

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualification in a related field and a minimum of five (5) years' management experience in relevant senior executive role.
2. Demonstrated understanding of the cultural, social, historical and political factors affecting the region in which RGRC operates.
3. Demonstrated expertise, research skills and innovation to resolve complex and multi-faceted problems.
4. Demonstrated ability to plan at a strategic level with long term goals in place across a large multidisciplinary organisation.
5. Demonstrated organisational skills to develop, manage, motivate and control work teams to achieve a diverse range of contractual and organisational objectives.
6. Highly developed interpersonal skills to influence, persuade, motivate and advocate on behalf of others.
7. Excellent oral and written communication skills, with demonstrated ability to write complex non-standard correspondence, reports, submissions and proposals that require original content and specialised knowledge.
8. Demonstrated financial management knowledge and skills, with ability to develop annual and strategic budgets and be accountable for expenditure across multiple business units.
9. Demonstrated ability to be a safety leader and maintain a safe workplace.
10. Demonstrated ability to deliver excellent results for each key responsibility.

DESIRABLE

1. Previous experience in a Local Government environment.
2. Post Graduate Qualification in a related field.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.

3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
5. Provide evidence of COVID-19 Vaccinations

TRAVEL REQUIREMENTS

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

6. ACKNOWLEDGEMENT

CHIEF EXECUTIVE OFFICER		Date Approved: 20.5.2022	Signature: M. A. GARDNER
Employee Name		Date:	Signature:

