



Shire of Derby / West Kimberley

Director Corporate Services

Residential – Derby | Full-Time, 5-year Maximum Term

What's on Offer?

- Kimberley adventure and lifestyle
- Attractive Isolation Allowance
- Housing or Rental Allowance
- Relocation expenses
- Yearly Utility and Travel Allowances
- Communications allowance
- 6 weeks Annual Leave
- Up to 17% superannuation
- Professional development
- Health & Wellness Program (Employee Assistance Program etc.)

Salary package:

\$140,000pa to \$180,000pa (*plus allowances and a generous superannuation*) depending on qualifications and experience

What an exciting time to join the Shire of Derby West Kimberley team. We are on an exciting journey with a number of key projects and exciting developments occurring over the next few years. We are looking to appoint a strategic and visionary applicant with a make-it-happen approach.

About the Position:

The Shire of Derby/West Kimberley is seeking an enthusiastic Director Corporate Services to provide strategic advice and people leadership in the delivery of internal services contributing to the Shire's strategic objectives and key community outcomes. This position reports directly to the Chief Executive Officer and works closely with Council and other internal and external stakeholders.

The Director Corporate Services will play a key role in the executive leadership team, guiding and implementing the strategic direction for the organisation.

Our ideal candidate will lead a multidisciplinary team and bring a planned and structured approach to the management of the Shire's Corporate Services Directorate including finance, governance, information technology, record keeping and customer service.

You will be a seasoned professional, with experience of having provided strategic advice at executive level within Local Government in Australia, and preferably hold a CA, CPA or equivalent tertiary qualification, with substantial and effective people management experience. Your demonstrated experience in enabling contemporary finance and governance practices will set you up for success.



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If you are a values-led, resilient people leader with an agile approach, then we would like to hear from you.

For further information regarding this exciting opportunity, please contact Amanda Dexter, CEO, Shire of Derby/West Kimberley on 0429 911 433.

Submitting your Application

Applications must be submitted online via the Shire of Derby/West Kimberley website: www.sdwk.wa.gov.au by 9:00 AM Wednesday 30th, November 2022.

Please note: *Shortlisting may commence immediately.*

The Shire of Derby/West Kimberley encompasses the towns of Derby, Fitzroy Crossing and Camballin. Our employees enjoy a relaxed lifestyle in the Kimberley region of Western Australia. The Kimberley is one of Australia's very special regions, set amongst the backdrop of world renowned Geikie Gorge, Windjana Gorge, Tunnel Creek National Parks and the Wunaamin Miliwundi Ranges the Kimberley is home to the world's last wilderness frontiers. Home to prolific wildlife, majestic canyons, freshwater swimming holes and the biggest barramundi in the world!

The Shire of Derby/West Kimberley is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.

Please Note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of all claimed qualifications prior to commencing employment.





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POSITION DESCRIPTION

Director Corporate Services

October 2022



Shire of Derby / West Kimberley

Position Title:	Director of Corporate Services
Establishment Number:	CS
Classification:	3 – 5 year fixed term Contract
Unit:	Corporate Services
Department:	Corporate Services
Responsible to: (Immediate Supervisor)	CEO
Incumbent:	Vacant
Prepared By:	CEO October 2022
PD Reviewed and/or Updated:	October 2022

SDWK Vision: A place where people want to live, invest, visit and return to.

Our Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY.**

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene



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1. Position Objectives

Reporting to the Chief Executive Officer (CEO), this role is a key member of the executive team and leadership group. Delivering across a wide geographical area, this role is responsible for the leadership and management of a range of corporate services, contributing to the Shire of Derby West Kimberley's strategic objectives and key community outcomes.

2. Key Outcomes

- Coordinate highly effective and engaged financial management practices that ensure corporate financial and governance compliance across the organisation;
- Liaise and work with the State Governments' Office of the Auditor General to ensure modern contemporary finance and governance practices are in place across the organisation;
- Provide strategic and effective leadership and management of the directorate to achieve overall organisational strategic objectives and strategies, delivering expert advice and reporting to the CEO and Council;
- Lead and manage multi-disciplinary teams including finance and administration, information technology, governance and compliance, record keeping, Fitzroy Crossing Visitors Centre, and customer service, ensuring applicable legislation and regulations are adhered to;
- Develop and maintain strategic partnerships and engagement with Council, the local community, resource companies and relevant external agencies, including State and Federal Government as required;
- Develop and maintain strategic and operational plans for the directorate in line with the Shire's strategic community plan and corporate business plan;
- Overall budgetary management and control relating to programs, services and operations within the directorate, including training of staff and council
- Lead a culture of collaboration, through the effective management of staff to ensure timely and quality delivery of departmental services and operations, including, but not limited to recruitment and selection, performance monitoring and management, coaching and development, delegation and project oversight, budget management, team effectiveness and organisational cultural alignment. Leading a healthy and safe workforce by driving a safe work culture.
- Ensure organisation confidentiality is maintained at all times.
- Any other duties consistent with the scope and level of this position as required and directed by the Chief Executive Officer



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Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations.

All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

3. Core Organisational Competencies & Behavioural Capabilities

The following competencies are required of all roles in the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shires Values of Respect, Knowledge, Relationships, Legacy, Community, Integrity, Committed & Proud.

Core Competencies

Workplace Health and Safety - Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits and trains others in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.

Accountability - Highly Proficient: Management and leadership accountability. Will have scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has management responsibility. Has a high level of independence in setting and achieving outcomes.

Judgement and Decision Making - Highly Proficient: Establishes and oversees the framework (strategy, work plans, organisational priorities) for decision making and problem solving. Decisions made impact multiple areas within the business and external stakeholders. Judgement is guided by objectives and applied at strategic or departmental level.

Customer Service - Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.

Time Management - Highly Proficient: Develop and implement short-, mid-, and long-term outcomes for the work area(s).

Financial Management - Highly Proficient: Manage budget for the Division (and the Organisation), including formulating budget and monitoring expenditure. Will have scope to reset priorities or resources of functional areas to achieve budget requirements.

Leadership - Highly Proficient: Focus of the role is to provide leadership and influence over a number of significant functions at a senior executive level.



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Role Specific Competencies

Problem Solving - Highly Proficient: Solve problems at a strategic or department level. Solutions developed may have wide ranging effects, acting at all times in accordance with management directives, policies of Council and legislative requirements.

Supervision Skills: - Highly Proficient: Control and coordinate the Division using leadership, evaluation, and monitoring skills. Lead and motivate employees in different teams and locations.

Conflict Management: - Highly Proficient: Able to identify potential conflict ahead of time and put strategies in place to prevent conflict occurring between stakeholders, or to resolve conflict where there is little common ground.

Planning and Organising: - Highly Proficient: Management of professional/technical resources and large or complex projects. Report monthly to assess achievement of Councils' budgeted objectives.

Policy or Legislative Interpretation: - Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.

Professionalism: - Highly Proficient: Demonstrates behaviours consistent with the shire's values. Upholds the highest standards and maintains the required skill and knowledge levels.

Communication Skills: - Highly Proficient: Communication skills are attuned to the underlying messages, political nuances, and minor subtleties of complex communications. Presentations may be made to large public forums. Highly developed interpersonal skills, including leading and motivating.

Report Writing: - Highly Proficient: Provide expert advice, decision making, and oversight of reports produced in work area.

Administration Skills: - Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use of systems, including outside of the immediate work area.





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4. Organisational Relationships

Responsible to: CEO

Internal/external liaison:

Who	Why
Internal	
CEO and Executive Services Team Senior Management Group Employees	<ul style="list-style-type: none">• The Director is responsive to the CEO, and an effective working relationship with the CEO providing proactive, timely and reliable advice with complete and accurate reporting.• Provides high level strategic advice and guidance to the CEO, Executive and Senior Management teams on all corporate services matters.• Provide advice and guidance to all staff members.
Council	Strategic Directions are followed, and the Division is delivering high quality operational outcomes for the community in line with the specific expectations of the CEO and Council.
External	
Residents and Rate Payers	The Director maintains ongoing open and transparent engagement with key community groups, ratepayers and residents ensuring that the Shire provides a high level of customer service across the directorate.
External Stakeholders	The Director maintains proactive and professional relationships with the executive staff of other local governments within the region, relevant organisations that support the Shire, relevant regional and community organisations, legal professionals and business industry groups.
Government Agencies	The Director has proactive and effective dealings with those government agencies necessary for the work of the Council. The Director is well considered by senior government personnel.



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5. Licenses, Registrations, Memberships or Qualifications Required Of Role Preferred, but not essential

- CPA/CA or Business Management tertiary qualified.
- Substantial senior management experience gained within Australian Local Government.
- Post-Graduate management education commensurate with the role and responsibilities of the position.
- Professional association affiliation.
- Advanced project management skills.
- Current National Police Clearance (dated within 6 months).
- Current 'C' class driver's licence.

6. Selection Criteria

Knowledge, Skills and Experience:

- Demonstrated experience in enabling corporate financial and governance compliance;
- Proven skills and experience in a senior local government financial management position including the preparation of organisation budgets and responsibility for budget control;
- Ability to promote commitment of all staff to organisation goals, objectives, and decisions by providing high standards of professional conduct and leadership and fostering a team spirit across the organisation.
- Values-driven people leader with demonstrated capability in the effective management of complex staff matters and the ability to lead, motivate and inspire staff to achieve organisational and directorate values, goals, and objectives through the modelling of high standards of professional conduct and leadership;
- A community and outcomes minded professional with well-developed knowledge of the principles of equal opportunity, diversity and occupational health and safety;
- Demonstrated strategic planning and budgetary planning experience and previous experience in leading a corporate services team;
- Sound knowledge of Australian Accounting Standards and legal and financial requirements to comply with the Local Government Act 1995 and Local Government Financial Management Regulations 1995
- Ability to apply local government legislation from Local Government Act 1995 and other relevant Acts, Regulations and By-Laws:
- Extensive experience in liaising with and reporting to various stakeholders, (e.g. members of the public, Council) to identify, interpret and advise on key issues relating to the directorate's programs and services;
- High level verbal and written communication skills, including excellent negotiation, conflict resolution and problem-solving skills and the capability and experience in building and maintaining healthy and positive relationships;
- Demonstrated ability to provide effective compliance which focuses on the provision of leadership, direction and control aimed at meeting Council and community needs, including financial, statutory and legal requirements;
- Well-developed interpersonal skills including the capacity to perform effectively in diverse, high pressure, complex and political climates;



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- Experience in strategic and corporate planning including an understanding of the integrated planning and reporting framework and operational management;
- A community and outcomes minded professional with well-developed knowledge of the principles of equal opportunity, diversity and occupational health and safety.

Confirmation

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

***Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process*

Confirmation

I have received, read, and familiarised myself with this position description:





Employment Conditions & Benefits

Remuneration Package

	Min
Annual salary (cash component) (130 – 160,000) <i>**Dependent on skills and experience</i>	\$140,000.00 **
Use of Shire vehicle (Restricted private use)	\$ 16,640.00
Utility Allowance	\$ 3,675.00
Professional Affiliation	\$ 1,000.00
Professional Development Allowance	\$ 2,300.00
Communications Allowance	\$ 1,470.00
Regional Location allowance	\$ 11,000.00
Annual travel allowance	\$ 4,410.00
Total Cash and Allowances	\$180,495.00
Housing net of rental paid	\$ 10,320.00
Annual superannuation 10.5% (SC)	\$ 17,204.00
Council Matching contribution up to 7%	\$ 11,469.00
Total annual package	\$209,168.00

Note:

Subsidised Shire housing is assigned to this position at \$90.00 per week. The housing value as indicated above is for package illustration purpose only, and therefore does not form part of the salary component. In addition relocation support of up to \$8,000 will also apply.



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Superannuation

Along with 10.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 7), with salary sacrifice options.

Annual Leave

Six (6) weeks annual leave per annum with no additional leave loading applicable.

Long Service Leave

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

Uniform and PPE

Corporate uniforms are provided as per policy MG19 – Provision of Corporate Uniforms to Local Government Officers. Uniforms considered PPE will be provided upon commencement and will be replaced as required.

What do you need to do before applying?

Covering Letter

The covering letter should include the title of the position you are applying for. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

Resume

Your resume should be current and provide personal details such as your name, address, and telephone number as well as relevant work history, education, training, courses attended, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give only a brief summary of the duties and responsibilities for each of the positions.

Referees

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to contact referees from positions you have held which are related to the role you are applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

Submitting Your Application

Applications must be submitted online via the Shire of Derby West Kimberley website: By 9am on Wednesday 30th November 2022.

Derby

 (08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

 (08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing