



Position Information Pack

Director Corporate Services
(12 Month Maternity Contract)





TABLE OF CONTENTS

1	Acknowledgement of Country
2	Welcome
3	Our Region
4	Our Council
5	The Role
6	How to Apply
7	Next Steps
8	Further Information



ACKNOWLEDGEMENT OF COUNTRY

Berrigan Shire Council acknowledges the Traditional Custodians of the lands on which we live and thrive. We pay respect to their elders, past, present, and emerging and extend respect to all First Nations Peoples. The people of these great Nations, their spirits and ancestors, will always remain within our waterways and lands.

WELCOME

I am excited to offer a career-defining opportunity at Berrigan Shire Council through the search and appointment for the Director Corporate Services.

This unique and impactful role forms part of the Berrigan Shire Council Executive and leads a team focused on excellence in service, reputation and engagement.

The successful candidate will work in partnership with myself, Councillors and the other members of the Senior Executive to deliver on and elevate the strategic vision and service delivery for Berrigan Shire Council. If you have strong relationships across all levels of government, business acumen and a desire to drive significant transformation this could be the role for you.

With bold aspirations and an exciting future, I am seeking a dynamic and experienced visionary to deliver on community expectations. With a key focus on building strong relationships across all levels of government, the sector and community, coupled with the ability to deliver operational excellence, the right person will be responsible for effective leadership and management of the Directorate including the following functional areas:

- Financial & Grant Management
- Governance & Records Management
- Communications & Engagement
- People & Culture
- Customer Experience
- Information Technology
- Cemeteries Management

Council is a diverse and exciting organisation and I know this is a unique opportunity for someone looking to build their local government career.





OUR REGION

Berrigan Shire is a thriving rural community on the banks of the iconic Murray River. Situated on the border between New South Wales and Victoria, only three hours north of Melbourne (270 km) and 7 hours (670 km) south-west of Sydney.

A growing population of 8,700 live in our four towns of Barooga, Berrigan, Finley and Tocumwal and the surrounding rural area. This population is expected to increase to over 10,000 by 2040.

Berrigan Shire's major industry is agriculture with most of our 2,066 square kilometre area having access to irrigation, allowing for intensive cropping and pasture with Finley and Berrigan acting as service towns.

The Murray River and associated lifestyle options also attract many tourists, especially in the river towns of Tocumwal and Barooga.



OUR COUNCIL

Berrigan Shire Council, established in 1906, is the governing body for Berrigan Shire, providing a full range of local government services.

Eight Councillors are elected to four-year terms and the Councillors elect a Mayor from among their number who serves a two-year term.

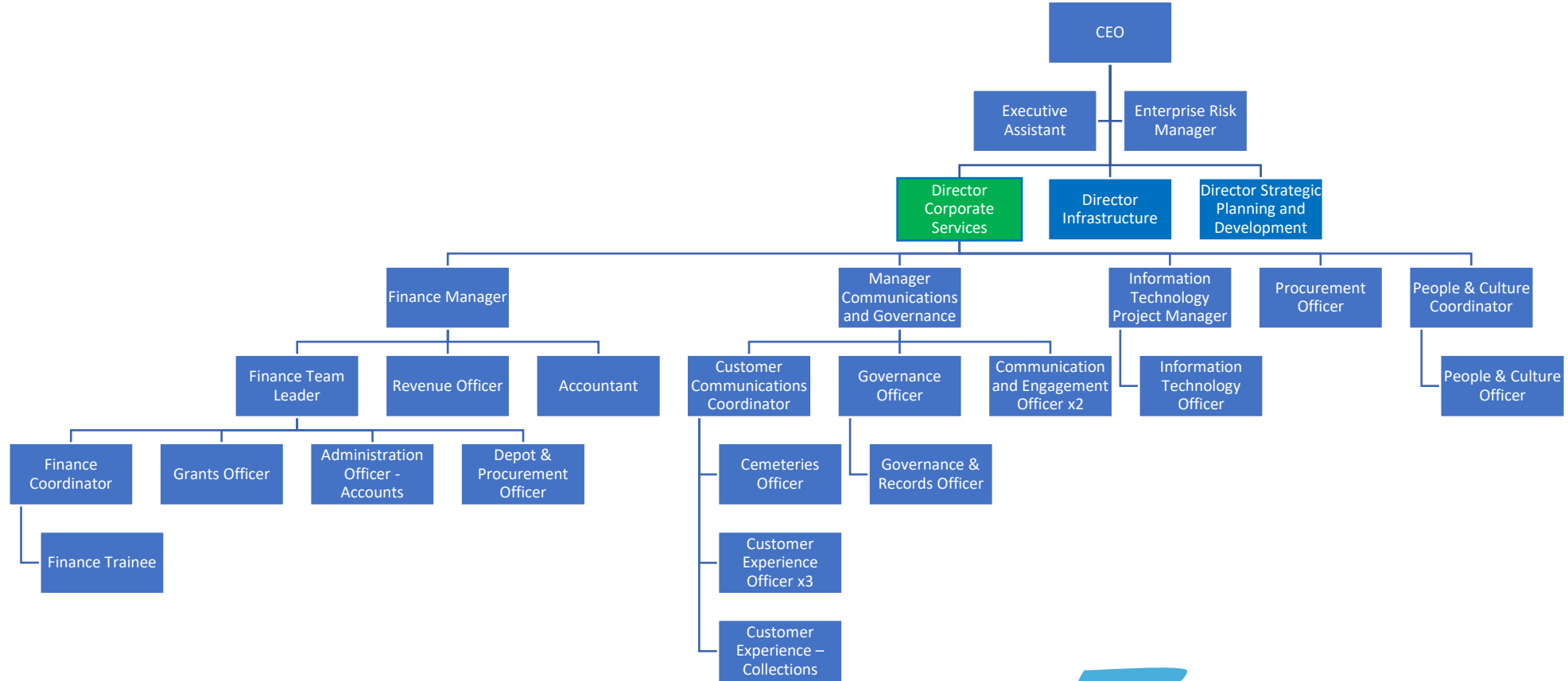
The role of the elected Council is to represent the community, formulate policy and strategic direction, oversee the implementation of Community Strategic Plan and review the performance of the organisation.

Day-to-Day management of the Council, in line with the strategic direction set by the Councillors, is the responsibility of the Chief Executive Officer (CEO).

The CEO is also responsible for providing advice to the Council, implementing the lawful decisions of the Council and appointing and managing staff in line with the resources provided in the Council's budget and organisation structure.



OUR TEAM



The above is a draft of the proposed organisational structure that is set to be implemented in early 2025.





THE ROLE

Purpose:

Provide high level strategic direction and leadership to the Corporate Services Team.

The Corporate Services team is responsible for financial management including procurement and grant management, governance, customer experience, information technology, people and culture, cemeteries management, communications and engagement.

The Director Corporate Services is required to excel in team collaboration, fostering connections with diverse departments within the council and the community.

The position will be focussed on the continuous improvement of Council's services.

KEY RESPONSIBILITIES

Within the area of responsibility, this role is required to:

- **Finance:** Report on financial changes affecting the Council, oversee financial policies, ensure the efficacy of the Long Term Financial Plan, and manage Council's financial functions, including fees, investments, and procurement.
- **Governance:** Advise on legislative changes, oversee policy reviews, manage leases and licenses, ensure grant compliance, and supervise the procurement framework.
- **Statutory Positions:** Fulfill roles such as Public Officer, Right to Information Officer, Disclosures Coordinator, Complaints Coordinator, and Privacy Coordinator.
- **Customer Experience:** Direct the management of the Customer Experience team, deliver outcomes per the Customer Experience Charter and ensure effective integration with Council operations.
- **Information Technology:** Oversee ICT framework, ensure system security, manage ICT budgets, and maintain a cloud-based, mobile-friendly environment.
- **Strategic Communications:** Align communications with the Customer Experience Charter, manage media relations, and oversee social media presence.
- **Cemetery Management:** Oversee cemetery management and support staff in this area.
- **People and Culture:** Collaborate on Workforce Strategy, assist in HR policy development, ensure compliance with employment laws, and manage HR programs.
- **Leadership:** Advise the CEO and Council, lead cross-functional projects, engage stakeholders, develop plans, and participate in the Executive Leadership Team to achieve corporate objectives.





KEY CHALLENGES

- To lead and empower our Council team to build a better future for our community
- Managing change whilst maintaining a focused and high functioning work environment
- Effective integration of strategic planning to align with long term financial sustainability
- Balancing numerous competing priorities and demands on time and attention
- Enabling cultural improvement of the workplace whilst setting clear expectations of all employees.



RELATIONSHIPS

Who	Why
<ul style="list-style-type: none"> • Chief Executive Officer • Executive Leadership Team • Councillors • Managers • Employees 	<p>The position is required to provide services, advice and make decisions which typically span across the whole organisation.</p>
<ul style="list-style-type: none"> • Residents and ratepayers • Community organisations • Government Agencies • Statutory authorities 	<p>The position has significant influence on the areas overseen. The position provides specialist professional services and advice on behalf of Council.</p>



TOTAL REMUNERATION PACKAGE

The salary range is between \$200,000 and \$230,000 depending on experience.

This includes:

- Car allowance
- Superannuation at 11.5%
- Over time allowance
- Rent assistance
- Moving expenses can be negotiated
- 9 Day Fortnight

SELECTION CRITERIA

Essential:

- Tertiary qualification in Business/Accounting acceptable for full membership of professional accounting body (CPA or CA).
- Proven senior management experience leading a multi-disciplined team.
- Demonstrated ability to align and implement strategic plans to achieve long term sustainability; with a particular emphasis on the integration of financial management systems
- Demonstrated understanding of the relevant economic, political, social and environmental issues for local government and of the role of local government in supporting communities.
- Current Australian Drivers License.



HOW TO APPLY

To apply for this position, please complete the online application www.berriganshire.nsw.gov.au/council/careers

- Cover letter (no more than 2 pages)
- An up-to-date and detailed resume

Applications close 5:00pm Friday 20 September 2024.

Prospective candidates may contact Berrigan Shire Council for more information on the position or to make an enquiry.

Tahlia Fry - Director Corporate Services or Karina Ewer - Chief Executive Officer
03 5888 5100

To learn more about Council and our beautiful shire, please visit:
www.berriganshire.nsw.gov.au





a new adventure awaits

