




Director Finance & Corporate Services

CONTACT

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Manager Corporate Services

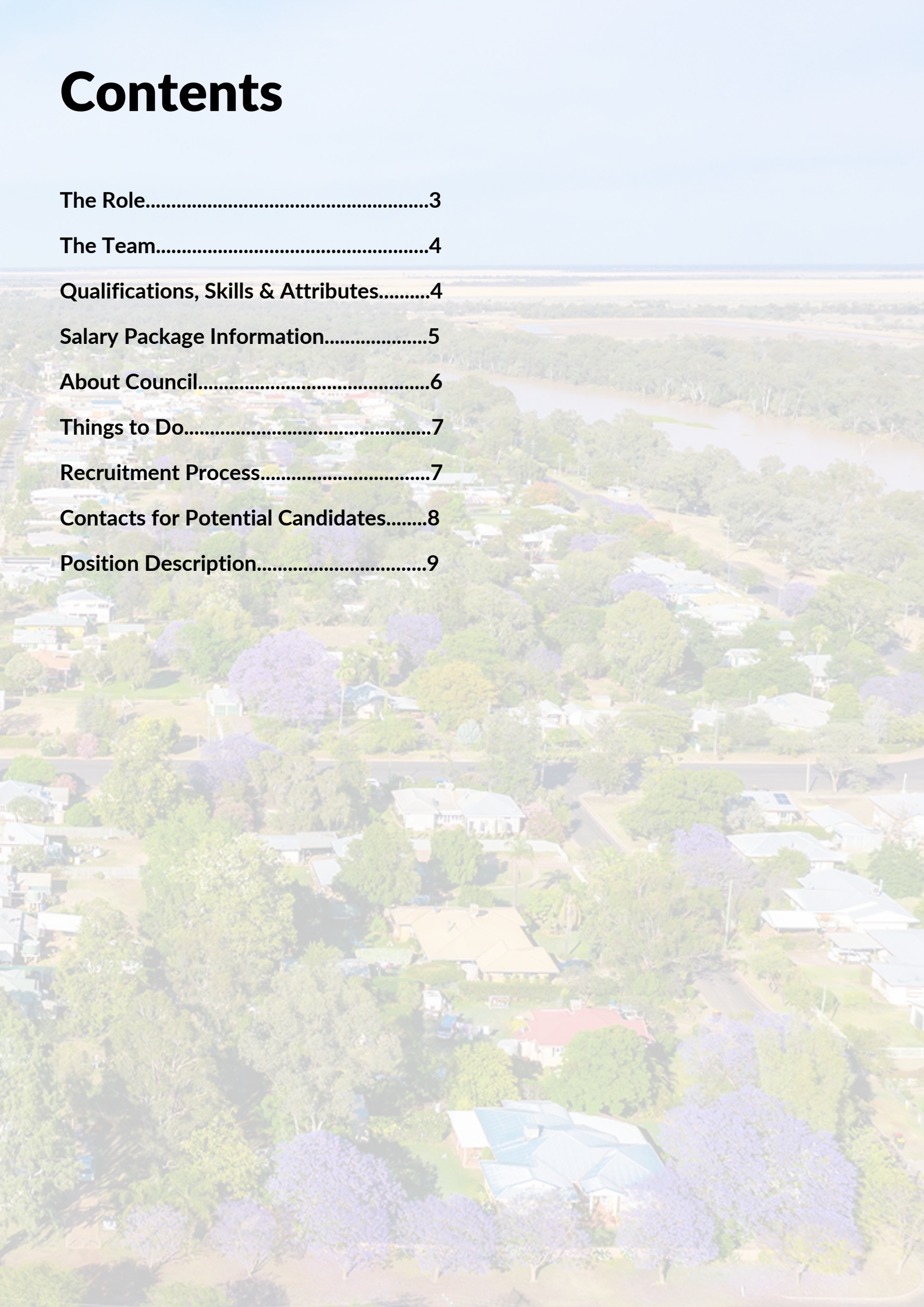
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The Role

Council is seeking a Director Finance & Corporate Services that will play a pivotal role in the success of the Balonne Shire Council.

Reporting directly to the Chief Executive Officer, the Director must display strong leadership, be an innovator and deliver on the core values of the Balonne Shire Council.

Building relationships with internal and external partners is essential. Having a background in executive leadership, financial management and human resource management is considered a pre-requisite for this position.

Balonne Shire is a progressive Council, always looking at opportunities to grow and develop our staff. This is an outstanding opportunity to take a leading role in a progressive organisation.

Leadership

The ideal candidate will be a highly organised leader who can provide guidance to a team managing multiple projects and tasks concurrently. Excellent time management and work prioritisation skills are essential, with the ability to track work in progress and build the capacity of the team.

Stakeholder Engagement

The Director Finance and Corporate Services is required to be a confident communicator as the position requires substantial stakeholder engagement.

Stakeholders can include, but are not limited to:

- Community groups
- Customers
- The Mayor and Councillors
- Internal Management
- Internal Teams – including significant interaction with all other departments



The Team

The Team consists of 24 full and part time team members and is comprised of finance services and corporate services. The team is dynamic, passionate, capable and work well as a team, stepping in to help each other when required.

Finance Services

Accounting, grants, rates, debtors, creditors, front counter reception.

Corporate Services

HR, payroll, records management, governance, cemeteries administration. Information technology, risk management, corporate performance reporting, policies and procedures.

Direct Reports

The role has 3 direct reports being, Manager Finance Services, Manager Corporate Services, and Grants Officer.

Qualifications, Skills and Attributes

Essential

- Tertiary qualifications in a relevant discipline.
- Ability to lead and influence people and organisational culture.
- Ability to lead organisational change
- Highly developed communication and interpersonal skills
- Staff management skills, with exposure to performance management and planning
- Analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions
- Strong organisation and time management skills.
- Extensive experience in an executive leadership role in a diverse and dynamic organisation with a strong record of achievement
- Extensive knowledge of and demonstrated experience with contemporary financial management and reporting, human resource management, governance and customer service practices

Desirable

- Masters Business Administration or Accounting
- CPA or CA membership



Salary Package Information

- \$205,000 – cash component
- Superannuation 13.5%
- Vehicle private use: maximum 20,000km p.a
- Accommodation: A Council house will be available for a nominal rental which can be salary sacrificed
- Annual Leave – 5 weeks per annum
- Personal Leave – 15 days per annum
- Long Service Leave – 13 weeks after 10 years
- Relevant industry memberships will be supported
- Council is committed to professional development with a structured approach



About Council

The Balonne Shire is in Qld, approximately 600kms southwest of Brisbane with the Shire boundary in the south, sitting on the NSW border. It covers an area of just over 31,000km² and has a population of approximately 4,500.

Town communities within the shire include, St George, Dirranbandi, Hebel, Bollon, Thallon, Nindigully, and Mungindi (Qld side).

Neighbouring regional centres are:

- Toowoomba – 4-hour drive to the east
- Dalby – 3-hour drive east
- Roma – 2-hour drive north
- Goondiwindi – 2-hour drive southwest

We currently have approximately 115 staff members. The elected Council consists of the Mayor + 6 Councillors with administration led by the Chief Executive Officer.

This position is based in St George which is the largest town in the Shire and is located on the banks of the beautiful Balonne River. There are many waterways throughout the shire with a number of these converging before flowing south into the Murray Darling system.

There are several schooling options in Balonne with 2 primary schools, and one high school readily accessible in the St George Township.

Tertiary education is also nearby with the Country University Centre in St George with access to TAFE, University of South Australia, Whyalla Campus, and the University of Adelaide Rural Clinical school.



Things to Do

Living in the Balonne Shire offers a unique blend of rural living and modern conveniences. Located in the southwestern part of Queensland, this region is home to stunning landscapes, picturesque towns, and a welcoming community.

Agriculture is a significant part of the local economy, and the region is known for producing some of Australia's finest beef and cotton. The region has surprising diversity and unique attractions and is rich in native bird, animal life and vast waterways. Every town is situated beside a river or creek.

A major attraction of the region is the giant silos featuring stunning "Watering Hole" mural which are landmarks of the nearby town of Thallon.

There is a large range of sporting clubs available for both children and adults including swimming, rugby union and rugby league, golf, cricket, netball, squash, and tennis to just name a few.

The great outdoors is popular pastime, with swimming on the Balonne River, fishing, boating, water-skiing, and camping.

There are also hot springs in Mungindi and St George and splash park at our local pool.

Recruitment Process

How to Apply

Submitted applications must include:

- Cover Letter
- Resume
- Responses to the Selection Criteria - found under Position Requirements within the Position Description

Applications may be submitted via email, hand delivered or posted as follows:

Email: recruitment@balonne.qld.gov.au
Hand Delivered: 118 Victoria Street, St George QLD 4487
Post: PO Box 201, St George QLD 4487



Contacts for Potential Candidates

To assist any potential candidates, we have provided a list of contact points that might be helpful for Candidates considering the move to St George.

Visitor Information Centre - 07 4620 8877

- 112-114 St Georges Terrace, St George QLD 4487
- Welcome Pack for new residents, maps & helpful resources
- <https://www.stgeorgeregion.com.au/>

St George Noticeboard on Facebook

- May be helpful to post if looking for anything locally and for connecting with local organisations.
- <https://www.facebook.com/groups/stgeorgenoticeboard/>

Connect Southwest QLD website

- Helpful website for Events and for Employment opportunities.
- <https://www.connectsouthwest.com.au/Employment/Education>

NCC Early Learners St George (Daycare) - 07 4625 1830

- <https://nccearlylearners.com.au/centres/st-george/>

Schools

- St George State School – 07 4620 8333
- St George State High School – 07 4620 8222
- St George St Patrick's Primary School – 07 4625 3058

Google can also be a helpful tool for researching and sourcing contacts and information.



Position Description

Position Description – Director Finance & Corporate Services



POSITION DETAILS			
DEPARTMENT:	Finance and Corporate Services		
POSITION:	Director Finance & Corporate Services		
REPORTS TO:	Chief Executive Officer		
DIRECT REPORTS:	Manager Financial Services Manager Corporate Services Grants Officer		
PRINCIPAL LOCATION:	112-118 Victoria Street, St George		
POSITION PURPOSE:	Deliver enabling services to the Council to ensure value provided to the residents and stakeholders of the Council. All Departments within Council are supported to respond and deliver the required value through increasingly strong financial performance, demonstration of visionary and inspirational leadership, innovation in products and services, a focus on customer service and satisfaction, creation of effective business planning processes, raising productivity and reducing operating costs, engaging teams in the process of improvement, increasing staff satisfaction, improving decision-making capabilities and increasing capacity to manage change.		
POSITION REQUIREMENTS			
TYPE	ESSENTIAL		DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Tertiary qualifications in a relevant discipline Current C Class open drivers licence 		<ul style="list-style-type: none"> Masters Business Administration or Accounting CPA or CA membership
SKILLS	<ul style="list-style-type: none"> Ability to lead and influence people and organisational culture Ability to lead organisational change Highly developed communication and interpersonal skills Staff management skills, with exposure to performance management and planning Analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions 		
EXPERIENCE	<ul style="list-style-type: none"> Extensive experience in an executive leadership role in a diverse and dynamic organisation with a strong record of achievement Extensive knowledge of and demonstrated experience with contemporary financial management and reporting, human resource management, governance and customer service practices 		
IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

POSITION KPI's
Annual key performance indicators for the position will be incorporated into the Operational Plan and performance appraisal.
AUTHORITY/DELEGATION
Works independently under general guidance, guidelines and objectives provided by the Chief Executive Officer. This position has delegated purchasing authority in accordance with Council's Delegation Register .
RESPONSIBILITIES
MINIMUM RESPONSIBILITIES
<ul style="list-style-type: none"> • To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. • Work in a safe manner at all times and report any workplace risks. • To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. • Communicate all health and safety matters to supervisors where applicable. • Abide by and assist in maintenance of the Council's Safety Management System • To be punctual and reliable • To report problems or difficulties encountered • Contribute to the Council with suggestions for improvement • Monitor personal qualifications and licences to ensure currency • All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. • Communicate reliably and regularly, especially when working alone. • Be environmentally responsible by minimising wastage without compromising safety or effectiveness
KEY CRITICAL PROCESS RESPONSIBILITIES
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Departmental Strategy & Planning Management • Visionary and inspirational leadership • Innovation in products and services • Customer service and satisfaction • Effective business planning processes • Productivity and reduced operating costs • Engaging teams in the process of improvement • Staff satisfaction • Decision-making capabilities • Capacity to manage change <p>Finance & Corporate Services Management</p> <ul style="list-style-type: none"> • Lead, control, coordinate and manage staff and functions of the Finance & Corporate Services department: <ul style="list-style-type: none"> ○ financial management and reporting ○ financial administration – creditors, debtors, taxation returns, banking and investments ○ Procurement services ○ Rates management – levy of rates, water billing and rate recovery ○ information and communication technology including cyber security ○ records management including Right to Information and Information Privacy ○ customer service and complaints management ○ human resource management including:

- payroll
 - enterprise bargaining
 - recruitment & selection services
 - disciplinary action and performance management
 - implementation of the Workforce Plan and Mental Health Strategy
 - training & development
- governance including:
 - policies & procedures
 - land matters including leases or sale and acquisition of land
 - audit and risk management
 - insurance portfolio
- Provide strategic advice to the Chief Executive Officer and Council on matters relating to policy, planning and operations of the Council
- Co-ordinate legal services to ensure that Council obtains appropriate advice on contractual and legal matters
- Development of Council’s Corporate Plan and its review including community engagement
- Ensure that quarterly and annual reporting requirements are met for Council
- Ensure that financial sustainability framework is reported
- Development and maintenance of strategic financial planning, management and performance reporting as well statutory reporting
- Develop the financial budget and operational plans for the department in accordance with policies and procedures
- Oversee the financial budget, operational plans and rate modelling associated for the Council in consultation with council and Departments to meet legislative timeframes and aim to achieve operating surplus
- Investigate and respond complex administrative action complaints
- Oversee the governance of Councillor Services
- Actively contribute to the Executive Management Team
- As a Council Director, you must participate in weekly Senior Leadership Group (SLG) meetings to provide strategic and operational leadership to Council. The Senior Leadership Group (SLG) is responsible for making executive decisions to improve Council performance.

Perform other duties within your capabilities as directed

Disaster Management

- The position is appointed as the Deputy Local Disaster Controller
- Attend all relevant Local Disaster Management Group meetings
- Prepare situation reports and escalate to District Disaster Management Group
- Ensure relevant staff receive training on use of the IMS Guardian system
- Create and maintain all activation data within IMS Guardian system
- Ensure the Emergency Dashboard is maintained and kept up to date

MANAGEMENT SYSTEM RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council’s values
- Willingness and ability to advocate a positive and constructive organisational culture

- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

MANAGEMENT RESPONSIBILITIES

Departmental Corporate Management

- Provide strategic leadership, project and performance management and direction to the Infrastructure Services department to ensure the effective delivery of policy, planning and service functions on behalf of Council and the community
- Initiate, develop, implement and continually improve sound business practices for the department, supported by sustainable financial practices for the long term benefit of the community and the organisation
- Research, develop and implement department-wide strategies, policies and procedures that provide the department with an operating environment that reflects integrity and consistency in actions and decisions
- Ensure that expert and timely financial advice is provided to Council and employees as required in accordance with Council and statutory requirements
- Represent the Chief Executive Officer and Council in discussions and negotiations with Federal and State agencies, other local authorities, private sector proponents and other stakeholders in relation to issues pertaining the department
- Prepare timely and well-researched advice, briefings, reports, submissions and correspondence to the Chief Executive Officer and Council on key issues
- Develop and implement a strategic model for the identification, assessment and management of risks to the operations of the department
- Provide executive management for the prioritisation of major projects and encourage continuous improvement, innovation, initiative and best practice approaches in the department
- Perform other duties within your capabilities as directed

Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Adopt a management style that encourages continuous review of service culture and the implementation of policies and practices valued by customers
- Adopt a leadership style that rewards a culture of service excellence, problem resolution and innovation
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Comply with Council's Code of Conduct

Staff Management

- Provide leadership and strategic direction to direct report employees

Position Description – Director Finance & Corporate Services



- Model high levels of professionalism and leadership
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required in consultation with the HR department
- In consultation with the HR department, encourage direct report employees to maintain their professional development and industry currency through appropriate and relevant training courses, conferences and/or further education
- Liaise with the HR department on recruitment requirements
- Build positive relationships through the various level of Council, both politically and operationally

ADMINISTRATION RESPONSIBILITIES

- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Chief Executive Officer circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Keep the Chief Executive Officer appropriately and adequately informed on the current state of activities and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

ORGANISATIONAL STRUCTURE

