

Position Description

General Manager, Strategy and Corporate

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Working as **One Team**, we put people first. We take responsibility to build solutions for the future.

Our Values

As a values-based organisation, we demonstrate our values through our behaviours. These values guide everything we do.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	General Manager, Strategy and Corporate
Position Number(s)	CHB003
Classification	Executive
Reports to	Chief Executive Officer
Division	Office of the Chief Executive Office
Department	Strategy and Corporate
Direct reports	Manager Strategy and Governance Manager Finance Manager People and Culture Manager Development Services Manager Innovation and Technology Services

Position Purpose

Responsible for the strategic leadership, development and management of the Strategy and Corporate Division to fulfil Council's strategic and business objectives, including business transformation. Critical role in leading strategic planning, culture development, financial and budget processes, business transformation and Council corporate governance. In addition acts as the Data Governance Transformation Manager and forms part of the Senior Leadership Team.

Key Relationships/Interactions

Internal

- Senior Leadership Team
- Management Team
- Audit and Risk Committee
- Executive Committee
- Projects Steering Committee
- Data Governance Committee
- Elected Members

External

- Local Government Association
- Local Government Professionals
- Local Government Risk Services
- Local Government Workers Compensation Scheme

Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours.
- In line with council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

The General Manager, Strategy and Corporate is responsible for

- Champion and steward transformational strategic and financial planning and lead enterprise-wide change and ICT innovations that support the delivery of customer centric services.
- Take carriage of ensuring Council's long-term financial sustainability and meeting highest level of ESCOSA standards and simultaneously lead the engagement of Elected Members to support their financial literacy for decision making.
- Contribute strategically to Corporate Planning and reporting, budget processes to enable the delivery of quality corporate initiatives that support community services and outcomes.
- Executive Leadership of strong strategic and corporate planning, governance and risk practices that strives to deliver highest standards and transparency to our community.
- Oversee the delivery of organisational culture through inspirational leadership, leading to build both capacity and capability through collaboration.
- Ownership of the overall employee relations direction of the organisation in consultation with the CEO to mitigate industrial risk and financial exposure.
- Officer responsibilities for WHS for a PCBU. Manage, monitor and review compliance with WHS and Return to Work obligations.
- Delivery of strong Development Planning Services and engagement with independent groups that ensure compliance with regulatory requirements and ensures alignment with Council Members.
- Actively fulfils the role of Data Governance Transformation Manager by leading the Data Governance office and providing data strategy oversight. Regularly providing data governance and data quality updates and reports to the Data Governance Committee.
- Leadership and engagement of the Strategy & Corporate function to ensure priorities are aligned to strategic planning and Council agreed outcomes.
- Leadership and engagement with Elected Members through workshops in preparation for Council Meetings and decisions.

Essential Selection Criteria

Qualifications	<ul style="list-style-type: none"> • A tertiary qualification in a relevant discipline (eg Strategy, business, Accounting, Management) or significant experience in a similar role. • Masters of Business Administration (Highly desirable)
Technical Knowledge & Experience	<ul style="list-style-type: none"> • Experience in resource management, mentoring and coaching individuals to deliver quality outcomes • Knowledge and understanding of legislation and regulations related to the functional accountabilities • Experience in value-driven financial outcomes • Demonstrated ability to influence digital management and transformation • Understanding of Industrial Enterprise Bargaining and Employee Relations Management • Experience in Corporate Governance practices and strategic planning • Understanding of Data Governance and reporting
Leadership Capabilities	<ul style="list-style-type: none"> • Accept Responsibility – take responsibility and deliver on our promises • Relationship Driven – build positive relationships • Innovate & Change – lead change and embrace new ideas • Strategic Focused – create and communicate a clear vision • Empower Others – support people to be at their best
Personal Capabilities	<ul style="list-style-type: none"> • Strong influencing skills at Executive, Board or Council level with the ability to drive thinking, challenge norms and pivot to requirements. • Ability to facilitate thinking and drive results through other leaders and key stakeholders. • Ability to connect more broadly to the business to understand operating and service requirements. • Ability to lead multi-level leadership teams to support the delivery of outcomes. • Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community • Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals • Ability to support both Council wide priority management and support leaders to meet requirement of outcomes. • Ability to be resilient, innovative, flexible and readily lead change • An adept problem solver and innovative thinker
Collaboration & Communication	<ul style="list-style-type: none"> • Demonstrated commitment to leading teams and maintenance of a supportive culture • Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, in all communication forms.
Customer Service & Continuous Improvement	<ul style="list-style-type: none"> • Demonstrated commitment to customer service and continuous improvement • Actively participate and maintain a customer focused culture • Actively seek and suggest ways to improve work practices and outcomes
Corporate	<ul style="list-style-type: none"> • Working knowledge of the Microsoft Office suite and use of corporate technology • Experience in the use of Technology One suite of applications
Government	<ul style="list-style-type: none"> • Experience working in a government environment

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular **Leaders** are responsible for:

- Abide by and enforce through supervision, safe work practices in line with policies and procedures;
- Develop, implement and continuously improve safe work systems, such as developing and review of operational level procedures, to control risks and manage emergencies in consultation with workers;
- Ensure that the workplace is safe and risk controls are implemented and monitored as required;
- Provide information, instruction, training and resources to ensure workers can carry out their work safely including discussion at meetings and tool box meetings;
- Investigate health and safety hazard and incident reports, record and implement identified corrective actions and close out the reports in a timely manner;
- Ensure work health and safety activities like work area inductions, workplace inspections, emergency exercises and worker mandatory training are completed and that the mandatory training reflects current needs;
- Consult with workers and Health and Safety Representatives on proposed changes to the workplace, work practices, policies or procedures that may affect their health and safety (meeting agendas and ad hoc);
- Seek opportunities to participate and promote health and safety related activities and engage with workers; and
- Promptly and effectively manage employees through work-related injury by participating in the rehabilitation process.
- Ensure contractors comply with Council and legislative requirements
- Provide and maintain appropriate personal protective equipment.

Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the councils established policies and procedures regarding information governance and records management, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role. Additionally, leaders will ensure PDR are completed on an annual basis for direct reporting staff.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name:	_____	Chief Executive Officer:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____