



McLAREN ASSOCIATES LTD

Management Consultants

JOB DESCRIPTION

VACANCY NUMBER **6396N**

ORGANISATION: **KING ISLAND COUNCIL**

JOB TITLE **MANAGER CORPORATE SERVICES**

POSITION SUMMARY

Located in Bass Strait, King Island offers a relaxed lifestyle for a person or family looking for a safe and healthy place to live. Tertiary qualified and managing a small staff, you will be a “Hands on” manager and able to work at all levels of the business. As part of the senior management team, you will have the opportunity to contribute to the strategic direction of Council.

KING ISLAND COUNCIL



INFORMATION PACKAGE

MANAGER CORPORATE SERVICES

February 2012

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**KING ISLAND COUNCIL
MANAGER CORPORATE SERVICES
POSITION**

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**KING ISLAND COUNCIL
MANAGER CORPORATE SERVICES
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1. ADVERTISEMENT

King Island Council

Come for your career and enjoy a magnificent lifestyle!

Manager Corporate Services

Package \$100k including staff house and vehicle.

Located in Bass Strait King Island, offers a relaxed lifestyle for a person or family looking for a safe and healthy place to live.

The Role

Tertiary qualified and managing a small staff, you will be a “Hands on” manager and able to work at all levels of the business. As part of the senior management team, you will have the opportunity to contribute to the strategic direction of Council.

Key Responsibilities:

- Financial Management, Administration, Records, Information Technology, Governance
- Risk, compliance, OHS, HR and customer services
- Community services, economic development and tourism



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2. POSITION DESCRIPTION

MANAGER CORPORATE SERVICES

**PART A
GENERAL INFORMATION ON POSITION**

Position Title:	Location:	Reports To:
Manager Corporate Services	King Island	General Manager
Salary Package:	Includes:	Other
Approximately \$100K	Superannuation Motor Vehicle (Pool vehicle during business hours. Private use after hours) Staff House	Regular out of hours work to attend community and council meetings

THE ROLE

This is a “hands on” role, working with a small finance, administration and community services team. In addition to being a qualified accountant of finance officer, this role is part of the leadership team and helps set the strategic direction of Council. The functions of this role encompass:

- Statutory and corporate services
- Risk, compliance, OHS and HR
- Administration and reception
- Statutory financial services and reporting
- Information management and other business support services
- Community services including youth, tourism, economic development and community grants

The role ensures that Council meets the Governance requirements of the Local Government Act. There is a strong focus on ensuring the business needs of Council are met.

The role is responsible for achieving these functions through a commitment to friendly customer service, encouraging responsibility, accountability and transparency for all parties. This should be aligned to Council’s Corporate Plan Strategic Priorities and underpinned by sound governance.

Organisational Relationships:

Within Division	Within Council	External to Council
Staff	The General Manager and other Managers	Community and business representatives and groups
	Councillors	Industry representatives and associations
		Residents, Ratepayers and general public

Staffing and Budget:

Approximately 35 permanent staff
\$5 million budget (recurrent and capital expenditure)



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Delegations:

As per legislation, policy and delegations

**PART B
KEY RESPONSIBILITIES**

KEY RESPONSIBILITIES

Leadership and Direction	Outcome expected
<p>To work together with the General Manager and other members of the Leadership Team. To lead the development and implementation of Council’s various plans and Budget.</p> <p>Be accountable at all times to the General Manager for making decisions from a whole of Council perspective, with consideration of impact on the organisation. Act in accordance with approved delegations and Council policy, under the direction of the General Manager.</p>	<p>Operational Plan and budget align with Council’s Corporate Plan, Financial Plan and budget</p> <p>Decisions made in alignment with Council policies and in best interests of Council.</p>
<p>Provide professional and ethical advice to Council, the General Manager, the Leadership Team and employees on matters impacting on organisational direction, corporate governance and policy.</p>	<p>Strategies are devised and either reported to Council or implemented, as the case may be, to ensure ongoing benefit to Council and community.</p>
<p>Foster a working environment conducive to the achievement of organisational cohesion, alignment, efficiency and flexibility. Participate in the effective operation of the Leadership Team. Establish and maintain appropriate and effective networks with internal stakeholders, external organisations and other levels of government and agencies.</p>	<p>Management team and employees operate cohesively to achieve operational and strategic objectives.</p>
<p>Ensure a current awareness of relevant political, social and legislative developments which may impact on the achievement of organisational objectives.</p>	<p>Relevant political, social, economic, environmental and legislative issues and risks are identified in a timely manner.</p>



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Technical Expertise	Outcome expected
<p>Financial Management Manage the financial framework for delivery of services at a sustainable cost with demonstrated value for money. Scrutinise and manage budgets ensuring all funding being requested is justified, appropriate and necessary. Monitoring of expenditure and revenue against budgets with regular assessment including highlighting patterns or trends affecting budget position.</p>	<p>Corporate, Operational and Financial Plans and budget are managed economically.</p>
<p>People Management Lead and facilitate strategic priority outcomes through supporting the Corporate Services Department by identifying development opportunities to enhance employee capability and assist in delivering efficient and effective processes.</p>	<p>Members of the Corporate Services Department reach a high level of competency in their designated positions through continual development and skills training</p>
<p>Management of Internal Services Manage the delivery of improved customer service, efficiency gains and advanced service standards wherever practical through delivery of a flexible and responsive service whilst taking into account organisational and external constraints, functional responsibility, corporate and other priorities, employment market and legislative frameworks.</p>	<p>Council’s administration, accounting, finance and information technology functions operate effectively and comply with Council policy and local government procedures.</p>
<p>Community Services Manage the delivery of community services, including youth, economic development, tourism, grants etc</p>	<p>Deliver of community services programs. Source grants funding to deliver enhanced services. Achieve a high degree of community satisfaction through Council’s support of their aspirations.</p>



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PART C – SELECTION CRITERIA

Essential Selection Criteria

1. Tertiary qualifications in accounting, financial management or related field
2. Experience in a similar position with responsibility for the full range of Corporate responsibilities
3. Proven strengths in financial analysis, planning and the production of financial reports and budgets
4. Thorough understanding of relevant accounting standards and the ability to communicate relevant information effectively
5. Proven ability to drive change, improve processes and motivate staff.
6. Political acumen.
7. Strong written and oral communication skills, good interpersonal skills and ability to negotiate and influence.
8. Demonstrated ability to establish and maintain a friendly, positive and professional work culture within a shared leadership environment
9. Current drivers license

Desirable Selection Criteria

10. Current membership of CPA Australia or Institute of Chartered Accountants in Australia
11. Post graduate qualifications in business, management or relevant discipline
12. Local government experience or sound understanding of the local government industry and the range of services delivered
13. Experience with the Authority (Civica) software

Name: _____
(Print) (Print)

Name: _____

Signature: _____
(General Manager)

Signature: _____
(Manager)

Date: ____/____/____

Date: ____/____/____



**KING ISLAND COUNCIL
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3. ABOUT KING ISLAND

The Island is situated at the western entrance to Bass Strait midway between Victoria and mainland Tasmania, being approximately 100 kilometres and about forty-five minutes' flight time in either direction.

King Island has a population of approximately 1,700 permanent residents of which about half live in and around the main township of Currie situated on the west coast. There are two other townships, Naracoopa on the east coast and Grassy to the southeast.

The Island, which is 64 kilometres north to south and 25 kilometres east to west, enjoys a reputation for excellence in the production of fine beef and superior dairy products as well as magnificent seafood. National Foods is the owner of King Island Dairies Pty Ltd a producer of fine cheese and Swift Australia operate the King Island Abattoir an exporter of prime beef, the Kelp Industry is a major part of the Island economy and tourism has become the growth industry over recent times.

In the township of Currie you will find the King Island Hospital & Health Centre and the King Island District High School, Australia Post, a hotel, two licensed Clubs, two supermarkets a pharmacy, newsagency, several speciality shops and hardware supplies. Currie also has a Westpac Bank branch, and agency for the Commonwealth Bank at Australia Post, Elders Rural Bank at Elders, and an ANZ bank agency at the King Island Regional Development Office.

King Island Council employs approximately 35 permanent employees. Casual employees are engaged on occasions as the need arises.

There are nine elected Councillors including the Mayor and Deputy Mayor and Council meetings are held on the third Monday in every month commencing at 4.30 pm. Working Groups made up of elected members and employees meet regularly on a wide range of important issues.

Representing and serving a small and remote community, the King Island Council often becomes involved in areas outside the normal charter for local government. It is a diverse and very busy organisation.



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4. STRATEGIC PLAN

The King Island Vision 2005 sets the direction of Council with the objective of ensuring the community's needs and expectations are met in a planned and cost effective manner. This Plan is currently being revised. Council's mission statement and key principles are:

Mission Statement:

To maintain and improve the quality of life of the King Island community.

Statement of Key Principles:

To achieve our mission we will-

- *Strive to provide a safe, clean and healthy environment in which all people have equal rights.*
- *Have integrity and be consistent in all dealings with other government agencies and the community generally.*
- *Promote the team approach to management as we strive to meet the reasonable expectations of the community.*
- *Work in harmony with other local organisations and recognise their service and support.*
- *Represent the interests of all residents in dealings with other spheres of government and agencies.*
- *Balance the level and range of services to be provided against the ability of the community to afford them.*
- *Enforce all statutory obligations, rules and regulations in a professional and consistent manner.*
- *Work to clear principles, goals and objectives and develop policies which can be clearly understood and consistently applied.*

In recent times Council has noticed that the community is changing in social structure. Therefore to ensure social, economic and environmental viability and vitality into the future, Council are committed to a process of community consultation to define the guidelines for future directions.