

POSITION DESCRIPTION

Position Title:	Executive Services Manager
Position Number/s:	OCEO-003
Employment Type:	Executive Contract
Directorate:	Office of the Chief Executive Officer
Location:	Charters Towers

POSITION OBJECTIVE

Under limited direction, the Executive Services Manager is responsible for the provision and delivery of high-level multifunctional advice and management of executive administration services, media and communications governance and compliance and risk functions of Council.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Directly supervises:	Executive Services and Disaster Management Officer, Executive Services Officer/s, Marketing and Communications Officer/s, Media and Communications Officer, Governance Advisor, Risk and Compliance Officer, Community Engagement Officer and Short-Term Administrative Relief Staff.

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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KEY RESPONSIBILITIES

1. Coordinate and manage the Office of the Chief Executive Officer by providing high level assistance where required to Councillors, Chief Executive Officer, and Executive Leadership Team.
2. Responsible for the strategic direction, objectives, and operational management of the Media and Communications, Governance, Compliance and Risk, General and Executive Services Administration functions of Council.
3. Manage the preparation and delivery of all General Meeting, Audit and Risk Committee, and Special Meeting agendas and minutes including the monitoring and reporting on all post meeting actions across Council.
4. Facilitate the coordination and delivery of the Council's Community Strategic Plan (Corporate Plan), Delivery Program, Annual Operational Plan, Internal Audit Plan and Register, Strategic Risk Register, Corporate Risk Appetite Statement, Risk Assessments, Operational Risk Registers and Associated Action Plans, and Annual Report inclusive of reporting and liaising with key stakeholders.
5. Facilitate the coordination and development of an organisational wide Business Continuity Plan (BCP) via a targeted working group to ensure robust consultation and execution.
6. Maintain and deliver Council's Community Engagement Strategy in conjunction with relevant stakeholders.
7. Management and coordination of marketing, media and communication methods for and on behalf of Council.
8. Implement, and monitor Council's administrative support framework, including policies, training programs, and procedures.
9. Manage Council's in house leasing arrangements for relevant contract staff.
10. Preparation of reports relevant for areas of direct responsibility.
11. Preparation of budget submissions in accordance with Council Budget Guidelines for areas of direct responsibility.
12. Manage the preparation of minutes, agenda's, reports, documentation, correspondence and presentations for all relevant stakeholders, committees, and meetings.
13. Effective liaison and communication with all relevant stakeholders to achieve outcomes.
14. Ensure the Chief Executive Officer is informed of political and sensitive operational issues that may require direct attention and represent the Office of the CEO at the Management Leadership Team.
15. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
16. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

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POSITION REQUIREMENTS

Leadership:

Successful experience in providing strong, decisive leadership and management in one or more of the following:

- Media and Communications
- Governance
- Compliance and Risk
- Executive Services Administration functions of Council.

Participate as an active member of Council's Management Leadership Team (MLT).

Strategic Management:

Experience in developing and coordinating an Organisational Unit and contributing to Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks, and the development of appropriate policies and systems.

Change Management:

Experience in implementing successful change and continuous improvement to build our reputation as an employer of choice and a high performing Council.

Community and Customer Service:

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service. Participate in the review, development and improvement of work systems and practices to enhance customer service and meet customer needs in an accurate, responsive, timely and courteous manner.

Workforce Management:

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

Managing Resources:

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.

Representing Council:

Experience in representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment, and build and maintain positive working relationships.

Time Management:

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

Financial Management:

Prepare or provide input into the development of Office of the Chief Executive Officer department budgets. Monitor and advise CEO on progress against budgetary expenditure in areas of financial responsibility.

Records Management:

Responsible for making and keeping records in accordance with legislation, information standards, and other relevant guidelines and procedures, and ensuring records are captured in the authorised recordkeeping system.

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Qualifications, Training and Development:

- Qualifications in a relevant discipline (business administration, local government, governance, law etc.) and/or significant relevant experience in a governance related role.
- Possession and maintenance of a Queensland 'C' Class Driver Licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

Standard office setting; exposure to computer screens; may be required to work irregular work hours including evenings and weekends. Sufficient physical ability to work in an office setting and operate office equipment; to walk, stand, or sit for prolonged periods of time; to perform moderate or light lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

CEO: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____