



Position Description

JOB TITLE	General Manager	AGREEMENT / AWARD	Agreement
DEPARTMENT	Corporate	REPORTS TO	Council
CLASSIFICATION	Permanent	SUPERVISION OF	22 FTE staff
AUTHORISED BY	Mayor Carol Cox	DATE AUTHORISED	August 2016

OVERVIEW

The General Manager has overall corporate responsibility for the organisation, as well as the fostering of a cohesive relationship with the Council and the Community. This role also involves fostering and supporting a positive culture within the workforce, in line with the Council's vision.

Essential duties and responsibilities

FUNCTION	TASK DESCRIPTION
STATUTORY REQUIREMENTS	Compliance with the Function and Powers of General Manager as provided by Section 62 of the <i>Local Government Act 1993 (as amended)</i>
AUTHORITY	<p>The authority of the General Manager is extended to all decision making, which does not require a direct decision of the Council, and without limiting the generality of this authority, the General Manager can, within budgetary constraints:</p> <ul style="list-style-type: none"> • Appoint, direct, manage and dismiss staff • Negotiate contracts to undertake functions • Acquire resources, services, materials and equipment • Delegate to any employee the authority to make decisions and implement action • Negotiate employment contracts and terms and conditions of employment with staff
VALUES IN ACTION	<ul style="list-style-type: none"> • Act with integrity and in an ethical manner • Foster continuous improvement initiatives • Effective networking and relationship building to deliver the best outcomes for the Furneaux community and its economy • Act decisively and with initiative to achieve progress and sustained momentum in community improvement initiatives • Formulate effective strategies and concepts to assist in effective economic

	<p>development for the Flinders Municipality</p> <ul style="list-style-type: none"> • Foster a customer service excellence ethos • Report openly and regularly to Council
SKILLS	<ul style="list-style-type: none"> • Strong networking and relationship building skills • Ability to effectively connect diverse stakeholder groups with common focus so that common outcomes, benefiting the local community and economy are achieved • Ability to effectively communicate, lobby and liaise with diverse stakeholder groups to foster sustainable growth for the region • Superior management & leadership skills • Ability to build and lead a motivated and outcomes focussed team • Effective and constructive consultation skills with all stakeholders
TASKS	<p>General</p> <ul style="list-style-type: none"> • Responsible for the efficient and effective day to day running of the Flinders Council • Implementation of Council policy directions and resolutions • Implement and maintain best practice HR management in order to foster a workforce that feels valued, motivated and safe at work • Foster a positive service culture • Promote staff training and skills acquisition • Foster a cohesive team environment via consistent and consultative management • Effective leadership of corporate strategies • Foster adherence in the application of policy and protocols • Responsible for the provision of advice on the legality of Council's decisions & activities <p>Financial</p> <ul style="list-style-type: none"> • Financial performance related to the planning & delivery of Council services • Oversee the business undertakings, financial and strategic planning of the Council to deliver results that are viable and expose Council to the least possible risk • Manage Council's finances efficiently in accordance with Council's budgets and meet all relevant statutory regulations and guidelines • The provision of regular reporting to Council <p>Council</p> <ul style="list-style-type: none"> • Maintain an effective and consultative interface with Council • Provision of high level advice and advocacy to Council • Development of cost effective service delivery strategies for Council services in line with Council Policy • Develop & maintain a cohesive & consistent corporate identity for Council that aligns with the culture of the organisation • Effective liaison with & assistance to the Mayor • The provision of astute, accurate and timely advice to Council • Ensure that Council's policies, goals and objectives are effectively

	<p>communicated & promoted to staff, the community, special interest groups, other governments and stakeholders.</p> <ul style="list-style-type: none"> Identify, pursue and promote opportunities for development of the area and the community of the Flinders Municipality.
WORKPLACE HEALTH & SAFETY	<ul style="list-style-type: none"> Oversee the ongoing compliance of Flinders Council with relevant WHS legislation Be aware of fire and emergency procedures Ensure Policies and Procedures are upheld at all times

WORK ENVIRONMENT

Office

Community visits – local business, infrastructure

Regional and state meetings

Networking events

Travel in small aircraft (19 seats)

SELECTION CRITERIA	
Essential (inc. qualifications / licences)	<ul style="list-style-type: none"> A sound understanding of the social, financial, political and legal framework within which Local Government operates Proven senior management experience Drivers Licence
Desirable (inc. qualifications / licences)	<ul style="list-style-type: none"> Appropriate tertiary level qualification Understanding of working in remote communities Relevant public sector experience

COMPETENCIES / EXPERIENCE	
Essential	<ul style="list-style-type: none"> Deciding & initiating action Relating & networking Formulating strategies & concepts Entrepreneurial thinking Staff Management/people skills
Desirable	<ul style="list-style-type: none"> Creating & innovating Planning & organising Adapting & responding to change

SCHEDULE 1

Performance Criteria

Reference the Action Plan Document written and presented to council by XXX

The document details an overview of a 180 day commitment to the Flinders Council

It is agreed that this document be the basis of the performance criteria that will be reviewed at the end of the 6 month probation period.

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