



DIRECTOR CORPORATE SERVICES

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal and banking services, aged care and child care provision.

Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This position is a residential role based in Aurukun.

This position reports direct to the Chief Executive Officer and will take responsibility for the efficient and effective delivery of all corporate services to the Aurukun Community and Council including financial services, information technology services, human resource services, administrative services, risk management, Council stores, property management, governance and records management.

Overseeing the Aurukun and Cairns Offices, you will be expected to lead these employees, ensuring effective working relations between the two offices.

Key Accountabilities

- Council Policies and procedures including the Code of Conduct followed with no oversights.
- Ensure Councils Workplace Health and Safety Policies and Procedures are followed and carried out.
- Contribute to the ASC Management Team in a proactive and constructive manner
- Participate in the information of the budget for the department and to monitor performance of the department against the adopted budget
- Ensure the delivery of all services that the department is responsible for in an efficient and effective manner and in accordance with the Council's adopted annual operational plan
- Oversight of Property management including but not limited to commercial properties, staff accommodation and all associated legal compliance
- Pursue the goals and objectives of ASC's 5-year Corporate Plan
- Ensure ASC meets legislative requirements and all contract or grant conditions in the delivery of service

- Ensure ASC complies and is correctly aligned with the Corporate Governance principles
- Ensure the meaningful timely reports are provided to the Council and CEO as required to enable Council decision making
- Monitor the performance of all staff within the department to ensure a positive culture of staff development, support and performance
- Contribute and assist the CEO in the development of strategy to build a better community of Aurukun and to build a strong, responsive and agile Council organisation
- Ensure compliance with all ASC policies including the Code of Conduct
- Ensure that Corporate Service personnel are delivering a high level of Customer service and support to all agencies, stakeholders and residents
- Ensure all records management is secure and in line with legislative requirements
- Undertake other duties as directed by the CEO.

Selection Criteria

1. Tertiary qualifications in an appropriate discipline as Business, Accounting or Local Government
2. Experience in successfully communicating, negotiating and interacting with Aboriginal people and demonstrated knowledge of Aboriginal culture and customs.
3. Proven ability to develop effective and inclusive relations with Indigenous and / or diverse communities and stakeholder groups in a way that recognises their diversity and cultural values, and at the same time aligning with organisational and community values.
4. Strong leadership and management skills within a complex, multi-disciplinary environment
5. Demonstrated experience in leading teams to achieve agreed outcomes and meet compliance requirements of quality and timeliness
6. Demonstrated ability to develop and implement plans, and measure results
7. Demonstrated commitment to continuous improvement and a passion for improving service delivery and business performance
8. Proven change management skills
9. Demonstrated successful experience in managing corporate services in a public sector environment, including managing human, financial and capital resources to provide efficient and effective service delivery
10. Excellent communication and interpersonal skills with a proven track record in developing effective leadership within a diverse range of internal and external stakeholders
11. A sound knowledge of Local Government legislation and regulations, and commitment to updating skills and knowledge to meet changing trends and legislative compliance
12. Proven conflict management and negotiation skills
13. Experience of living and working in a remote community
14. Hold a current C Class Motor Vehicle Licence
15. Ability to pass a criminal check

Benefits

Joining Aurukun Shire Council means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community. You will be offered;

- A salary of \$155,000 to \$185,000 depending on qualifications and experience plus superannuation
- Company vehicle with approved personal use within Queensland
- Mobile phone
- Subsidised accommodation provided
- 5 weeks annual leave with 17.5% Leave Loading
- Flights to Cairns from Aurukun in accordance with council policy
- Isolation Leave in accordance with council policy
- Relocation expenses in accordance with council policy
- Access to our Employee Assistance Program

How to apply

Click the link below and include a copy of your current resume and a cover letter **which addresses the above selection criteria**.

<https://www.seek.com.au/job/73968707>

Applications close 4pm Friday 15th March 2024.

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date.

Applications which do not address the selection criteria will not be progressed.

Only shortlisted applicants will be contacted.

Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

To apply, you must have the legal right to work in Australia.