



Position Description



Position Title: Director Corporate Services	Job Level: Contract	Reports to: Chief Executive Officer
Role Purpose: This Director Corporate Services is responsible to drive performance and continuous improvement across the directorate. As a member of the Executive Team the Director Corporate Services will actively participate in the strategic development of the organisation, provide leadership and foster cooperation across all directorates.		
Accountabilities: <ul style="list-style-type: none"> Contribute to the strategic development, policy formulation and management of the organisation as a member of the Executive Team Provide effective leadership and support to the Finance and ICT business units Ensure the long term sustainability of the organisation through the development and maintenance of a long term financial plan Coordinate and prioritise directorate resources to achieve the strategic objectives and policies of Council Oversee the timely and accurate preparation and adoption of the annual financial statements and budget Foster and support a culture of continuous improvement and business excellent, recognising achievement and innovation Identify strategic threats and opportunities which could impact on the community and organisation Provide specialist advice to the Councillors, Executive and the Directorate Ensure that all directorate activities are in accordance with statutory requirements and Council policy 	Internal Relationships: <ul style="list-style-type: none"> Mayor and Councillors All Town of Port Hedland employees Executive Management Group 	External Relationships <ul style="list-style-type: none"> Residents and Ratepayers Commonwealth and State Government authorities, particularly the Department of Local Government Auditors Western Australia Local Government Association Local Government Municipal Association Banking Institutions Other Local Governments
	Financial Accountabilities and Delegations: <ul style="list-style-type: none"> Purchase orders up to \$99,000 Other delegations as per the register 	
Essential Experience: <ul style="list-style-type: none"> Bachelor of Accountancy or similar Extensive experience in a Senior Management role in Local Government Comprehensive knowledge of the Local Government Act in relation to Financial Management and Corporate Governance and the associated compliance requirements Demonstrated ability to coordinate the provision of high quality customer service to both internal and external customers High level knowledge of contemporary accounting practices and standards including budgets, and AAS27 reporting requirements Demonstrated experience in developing systems and processes that are compliant with the Local Government Act Advanced financial planning skills Advanced computer literacy 	Desirable Experience: <ul style="list-style-type: none"> CA or CPA Qualified Working knowledge of Occupational Health and Safety legislation 	
	Position Requirements: <ul style="list-style-type: none"> Current C Class Driver's license National Police Clearance 	



Position Description

