



ROLE DESCRIPTION

POSITION	Director Commercial Services & Industry Engagement
AWARD CLASSIFICATION	Senior Staff Contract (maximum 5 years)
DIVISION	Commercial Services & Industry Engagement
SECTION	Commercial Services & Industry Engagement
REPORTS TO	General Manager
DIRECT REPORTS	Group Manager Commercial & Business Services; Group Manager Economic Development; Group Manager Financial Services; Laboratory Manager; and Executive Assistant
INDIRECT REPORTS	TBA

POSITION PURPOSE

To manage the operation of the Commercial Services & Industry Engagement Division of Council and to participate in the Executive Team managing Port Macquarie-Hastings Council in alignment with the overall strategic intent of Council.

SELECTION CRITERIA

Essential Requirements:

1. High level financial management experience.
2. Sound commercial experience with the ability to negotiate excellent outcomes.
3. Tertiary qualifications in Accounting, Business Management or related discipline.
4. Proven experience in the development and implementation of corporate strategic plans and seeing them translate into meaningful and measurable actions.
5. Successful executive level experience in a Local Government or similar diverse organisation.
6. High level knowledge of the NSW Local Government Act 1993 and other relevant legislation.
7. Highly developed communication and interpersonal skills and the ability to positively influence / change organisational culture.
8. High level problem solving skills with the ability to influence outcomes.
9. Demonstrated ability to meet deadlines and work under constant pressure to meet business planning and statutory requirements.



10. The ability to provide your Management team and divisional staff with clear and achievable objectives.
11. Extensive organisational and people management skills including the ability to plan, budget and evaluate service levels.
12. Demonstrated ability to be a solutions-focussed leader with the ability to work with cross-functional teams.

Desirable Requirements:

1. Understanding of the Australian Accounting Standards and the Local Government Code of Accounting Practice.
2. Demonstrated ability to develop & review policies & procedures

LEGISLATION AND POLICY REQUIREMENTS

You are required to comply with Council's policies & procedures and relevant legislation as outlined in your letter of offer, both as an employee and in your capacity as a manager.

CURRENT POSITION DIMENSIONS

- Direct Reports
- Total Staff
- Annual budget
- Assets Managed

KEY RESULT AREAS

FINANCIAL ACCOUNTABILITY	
Key Performance Indicators	TARGET
To oversee and be responsible for the development and ongoing management of the annual budget as linked to the Operational Plan, plus development and management of the Long Term Financial Plan.	Annually and Ongoing
To monitor and review expenditure within the section ensuring that expenditure is in alignment with overall operational budgets.	Monthly
To define and make recommendations in the determination of annual budgets linked to the needs of the operational plan	Annually
As part of the Executive Team, ensure strong and successful financial management	Ongoing

BUSINESS ACUMEN	
Key Performance Indicators	TARGET
Creates a culture of achievement. Understands the meaning and implications of key internal and external financial indicators.	Track record in division or section of achievement.
Able to make sound business decisions based on facts and data.	Ongoing
Grasps complexity and identifies issues. Thinks through problems, and analyses them objectively.	Ongoing
Personally contributes to and shapes the organisation's vision and goals, relating these to the delivery program and the CSP.	Ongoing
Ability to understand the diverse range of political and stakeholder views and to interact effectively with Members of the Council.	Builds and maintains consistently effective relationships with Councillors.
Engage in Business Improvement strategies to improve organizational effectiveness and efficiency	Ongoing
Implementation, review and monitoring of annual business planning, measurement and reporting in the Division	Ongoing

STAFF MANAGEMENT	
Key Performance Indicators	TARGET
To review and approve timesheets for all staff within the section	Weekly
To ensure Human Resources related policies, procedures, Code of Conduct and legislation are adhered to.	Nil breaches of policies
To maintain a harmonious industrial relations environment amongst the division/section.	Nil breaches of policies
To ensure Work Health and Safety responsibilities under Council policy and legislation are met at all levels within the division/section.	Nil breaches of policy or legislation
To regularly meet with divisional/sectional staff to discuss current issues	Fortnightly
To actively manage recruitment and selection activities for the division/section	Vacancy is filled within acceptable timeframes as set by HR
To instigate and manage the Performance Management Process within the section	Six monthly
To oversee the management of ad hoc staffing issues	Resolved promptly and with limited disruption to operations
To identify and proactively address instances of unacceptable performance or behaviour	Behaviour is rectified or the performance issue is addressed either informally or via the disciplinary proceedings guidelines in the Local Government (State) Award as appropriate
To instigate, coordinate, investigate and manage disciplinary proceedings where it is deemed necessary, thus raising the bar on overall divisional/sectional performance.	Resolved promptly after a procedurally fair process has been undertaken. Establish and monitor benchmarks for performance and productivity
To identify and address leadership skills gaps within the supervisor level of the section	Appropriate and timely training or mentoring is sourced
To identify and address training needs within the section	Appropriate and timely training or mentoring is sourced
To support Council's desire to become a learning organisation	Demonstrate a willingness to entertain alternative viewpoints and provide opportunities for the team to experiment with new ideas

RISK MANAGEMENT	
Key Performance Indicators	TARGET
Develop and maintain a risk aware culture within your area of responsibility.	Ongoing
Accountable for the implementation and maintenance of the risk management practices within your section.	Annual
Ongoing development and maintenance of a divisional/sectional risk register in line with the risk management framework.	Six Monthly
Adheres to and promotes the PMHC Values and ethical framework as set out in the Code of Conduct.	Ongoing

FUNCTIONAL RESPONSIBILITIES	
Key Performance Indicators	TARGET
a) Operate and manage the Commercial Services & Industry Engagement Division efficiently and effectively.	Within Budget limits and in accordance with stated objectives
b) Carry out the duties and functions set out in the policies of Council as adopted by Council or the Executive Group from time to time during the term of this contract.	100% Compliance
c) Meet the performance criteria set out in the personal performance agreement as varied from time to time and ensure that all staff participate in the organisational performance management process. Complete performance assessments for all direct reports and promotion of the culture of individual staff performance improvement.	Annual Six Monthly
d) Oversee the development of the Divisional actions and measures for the annual Operational Plan, including regular reporting.	Annual
e) Responsible for assisting the organisation to develop and implement the Community Strategic Plan, the Delivery Program, the Operational Plan and the Resourcing Strategy.	Corporate & Business Community & Operational plans delivered annually
f) Work such reasonable hours as are necessary to carry out the duties and functions of this position.	Projects completed on time and within budget
g) Provide sound advice, information and recommendations to the Mayor and Councillors as required.	100% advice appropriately provided
h) Maintain satisfactory operation of Council's internal controls, reporting systems (including protected disclosures) & grievance procedures as well as the documentation of decision-making and sound financial management.	Nil Non-compliance issues with Annual Audit of Council's Operations
i) Implementation and ongoing review of the Customer Service Charter within the Division.	100% Compliance
j) Other duties and functions as outlined in the Contract of Employment and any relevant attachments, including Council delegations.	TBA

WORKING FOR COUNCIL	
Key Performance Indicators	TARGET
Participation and support of the Performance Management Process.	To achieve an overall rating of 3(meets expectations) or above in the annual performance review.
To support and promote the corporate culture as outlined in the Integrated Planning & reporting Framework suite of documents	That all activity be clearly and overtly linked to the strategic goals as outlined in the Delivery Program and Operational plan
To participate in all groups, forums, working parties, meetings as appropriate.	Participation is enthusiastic and productive.
To ensure there is a positive working relationship with your team and that you support your team to perform their roles.	Team feel they can rely on you and feel that there is an open environment to ask questions as needed
To be prepared for meetings with agenda items and feedback on items in progress.	Arrive prepared and raise issues and/or observations relevant to the team or the successful running of Council in a productive way
To take responsibility for my own personal and professional development and to encourage my team to do the same.	Research and identify learning and development opportunities annually and attend as scheduled
To promote ideas and innovative concepts to add value to Council from all levels	Evident in improvements of processes and procedures in your own area
To ensure that policy is well communicated and followed by all staff	Ask if they need assistance and be available to help when required
To enthusiastically approach your duties	Evidence of a 'can do' attitude on a daily basis
To attend and actively participate in training as organised	On time attendance, rescheduled no later than 2 working days before or substitute organised
To promote a positive image of Council	Appropriate personal presentation; contact with the public courteous at all times
To attend work and give 100% effort	Attendance record within Council leave policy parameters

Signed by employee: _____

Dated: _____

Signed by Manager: _____

Dated: _____