



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Manager Corporate Services



1. **TITLE and POSITION NUMBER:** Manager Corporate Services (041)
2. **LEVEL:** 10 as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Permanent - Full Time
4. **DEPARTMENT/SECTION:** Corporate Services

5. POSITION OBJECTIVES

The Manager Corporate Services (MCS) reports directly to the Executive Manager Corporate Services (EMCS) and as a senior staff member will actively engage across all directorates, to support the development of strategic, financial, and corporate plans for the benefit of the community.

This role will ensure the Shire meets industry standards and is compliant with relevant legislative and reporting requirements across its financial, governance and business practices.

The MCS is responsible for the delivery of Financial, Human Resources, Procurement, Risk, Internal Audit and Customer Services for the Shire. The role is required to work across both the strategic and operational elements of the business, with the role being developed and refined over time.

6. REQUIREMENTS OF THE POSITION

EXPERIENCE and QUALIFICATIONS:

- Significant experience working in Local Government at a management level (tertiary qualifications in accounting or business required if limited experience)
- Experience in undertaking accounting and financial management functions at both the strategic and operational levels in local government.
- Business budget development and reporting capability.
- Experience in the interpretation and application of the Local Government Act 1995, Regulations and other relevant legislation including the Australian Accounting Standards within a Local Government, or similar environment.
- Experience working in a consultative and customer focused environment.
- Exposure to Corporate Governance and strategic planning functions.
- Experience in the use and development of reporting systems and processes that are compliant with the Local Government Act or similar.
- Experience in the management of people and demonstrated understanding of modern Human Resources practices.

KNOWLEDGE and SKILLS

- Effective liaison, consultation and negotiation skills with local community groups, external government, and funding bodies.
- Sound interpersonal, public relations and customer service skills, with the ability to

work in a team environment.

- Strong project, time management and planning skills.
- Financial planning skills.
- Practical knowledge of contemporary accounting practices and standards including budgets, and AAS27 reporting requirements.
- High level computer literacy skills and proficiency in the use of software such as the SynergySoft (financial management) and Microsoft suites of products, along with graphics and internet applications.
- Well developed written and verbal communication skills.
- Sound analytical, research, evaluation and problem-solving skills.
- Working knowledge of the Local Government Act 1995, Regulations and other relevant legislation including the Australian Accounting Standards.
- Detailed knowledge of local government practices and procedures, along with Federal and State Government structures, where appropriate.

7. KEY DUTIES AND RESPONSIBILITIES

- Participate in the strategic development, policy formulation and operational management of the organisation.
- Proactively drive effective business processes that ensures compliance with relevant legislative and reporting requirements across the Shires financial and business practices, including the Financial Management Review (FMR) and improvement plan.
- Develop internal audit processes to meet compliance and reporting obligations.
- Provide effective management of direct reports and assist with operational finance as required.
- Liaise across all directorates and assist in the coordination and prioritisation of resources to achieve the strategic objectives of the Shire.
- Coordinate the timely and accurate preparation and monitoring of the Shire's financial statements and budget, including budget reviews.
- In conjunction with Executive Management and relevant officers, coordinate the development, monitoring, and reporting for the Long-Term Financial Plan, Capital Works plan, and Asset Management Plans, and assist with other elements of the Integrated Planning Framework as required.
- Ensure the long-term sustainability of the Shire through involvement in the strategic financial planning as part of the Integrated Planning and Reporting framework (IPR).
- Prepare relevant financial reporting on grants and their acquittals.
- Assist the EMCS with the management of the Shire's Human Resources functions, including recruitment and industrial issues. Where required, and in consultation with the relevant Manager, assist in the coordination and facilitation of performance appraisals.
- Monitor the Shire's workforce planning and management of training needs across directorates and reporting on same.
- Undertake and manage projects as directed by the EMCS.
- In conjunction with the Senior Finance Officer, prepare the Corporate Services Council Agenda items and Reports and ensure they are submitted in a timely manner.
- Manage the Shire's Records Management function.

- In conjunction with Executive Management, manage risk and reporting on the Shire's Risk Management Framework.
- Support the EMCS to manage the Shire's insurance portfolio and ensure all claims are progressed and reporting completed.

8. ORGANISATIONAL RELATIONSHIPS

Responsible to: Executive Manager Corporate Services

Supervision of: Finance and Administration Staff

Internal and External Liaison:

Internal: Chief Executive Officer
 Executive Manager Development Services
 Executive Manager Engineering Services
 Executive Manager Strategy and Community
 Other Staff and employees

External: Creditors/Debtors
 Ratepayers
 General Public
 Government Departments

9. EXTENT OF AUTHORITY

Operates under the direction of the Executive Manager Corporate Services within established guidelines, procedures, and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

10. SELECTION CRITERIA

Essential

- Formal tertiary qualifications in a relevant discipline OR extensive experience in local government financial management and reporting.
- Current experience in the use of financial management systems and software, particularly in the development of budgets and long-term financial plans.
- Highly developed leadership skills which facilitate cooperation, trust and teamwork.
- Well developed verbal and written communications skills, with the ability to convey technical information across a range of levels.
- Knowledge of local government legislation relevant to the role, including accounting principles and accounting standards.
- Experience in the development and delivery of plans under the Integrated Planning and Reporting Framework.
- Experience in corporate risk management and demonstrated understanding of asset management principles.

- Demonstrated political acumen, sensitivity to community dynamics and ability to maintain confidentiality in all situations.
- Current valid C Class Driver’s Licence.

Desirable

- Bachelor’s degree in accounting, finance or business.
- Current experience in the use of Synergysoft software.

11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination including drug and alcohol testing as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire’s Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Current Incumbent</i>	Incumbents Signature:	Date:
<i>Current Manager</i>	Managers Signature:	Date:
<i>Chief Executive Officer</i>	CEO’s Signature:	Date: