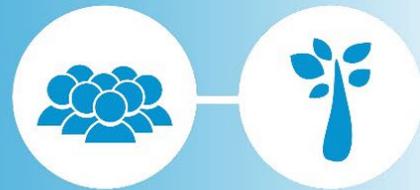


# APPLICATION PACKAGE

## Director – Bendemere (0005)

Reference: SF22/39



### About:

- Yuleba, Wallumbilla, Jackson and surrounds, QLD
- Contract (2 years)
- Category 3 Council
- Executive leadership position
- Managing local operations
- Diverse Directorate functions areas
- Strategic input to regional functions
- Salary sacrifice facilities

### Purpose:

As a member of Council's Executive Leadership Team (ELT), the Director – Bendemere, provides strategic leadership across the organisation. This position performs a key role in communicating and engaging with team members to achieve Council's vision, mission, goals, priorities and expected standards of service delivery. The Director is responsible for coordinating the Directorate's functions in accordance with legislation to ensure high quality services for communities within their local area and the broader Maranoa region.

As the primary link between the CEO, employees and the local communities of Yuleba, Wallumbilla, Jackson and surrounds, the Director - Bendemere is responsible for:

- Implementing Council's corporate model of operating locally and identifying and driving opportunities to increase efficiencies and cost savings at the local level;
- Leadership and strategic planning at a local and regional level;
- Financial, operational, service planning, and management;
- Relationship building with key stakeholders at the local and regional level e.g. Government, businesses and community groups;
- Developing the capability of the directorate's workforce;
- Managing risks and ensuring that operations and processes comply with all relevant statutory requirements;
- Receiving and resolving local service delivery issues and customer requests with a key focus on customer service and community satisfaction.

### A strong candidate for this role will have:

- Tertiary qualifications in relevant management, business, engineering, planning, commerce, economics, or other disciplines and/or Public Sector Administration or experience that is transferable and would value-add to local government service and project delivery;
- Advanced qualifications in a leadership, business or management field would be highly desirable;
- Current C (Car) Class Driver Licence.

### To apply:

Upload your application (including Covering letter & Resume) to Council website [www.maranoa.qld.gov.au/careers](http://www.maranoa.qld.gov.au/careers).

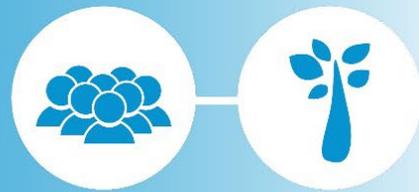
Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

For more information, you can visit Council's careers site by searching [www.maranoa.qld.gov.au/careers](http://www.maranoa.qld.gov.au/careers) or contact the Organisational Development and Human Resources Team on 1300 007 662.

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



### About the position

#### Profile

Position title	Director – Bendemere
Position number	0005
Department	Bendemere Directorate
Current location	Yuleba
Classification	Contract
Reports to	Chief Executive Officer
Date last reviewed	25 February 2022

#### Purpose

As a member of Council's Executive Leadership Team (ELT), the Director – Bendemere, provides strategic leadership across the organisation. This position performs a key role in communicating and engaging with team members to achieve Council's vision, mission, goals, priorities and expected standards of service delivery. The Director is responsible for coordinating the Directorate's functions in accordance with legislation to ensure high quality services for communities within their local area and the broader Maranoa region.

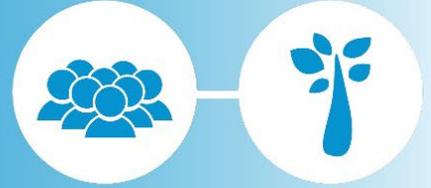
As the primary link between the Chief Executive Officer (CEO), employees and the local communities of Yuleba, Wallumbilla, Jackson, Noonga and surrounds, the Director - Bendemere is responsible for:

- Implementing Council's corporate model of operating locally and identifying and driving opportunities to increase efficiencies and cost savings at the local level;
- Leadership and strategic planning at a local and regional level;
- Delivering organisational performance and strategy;
- Financial, operational, service planning, and management;
- Relationship building with key stakeholders at the local and regional level e.g. Government, businesses and community groups;
- Developing the capability of the directorate's workforce;
- Managing risks and ensuring that operations and processes comply with all relevant statutory requirements;
- Receiving and resolving local service delivery issues and customer requests with a key focus on customer service and community satisfaction.

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



### Context

- Maranoa Regional Council is currently a Category 3 Council.

#### Functional areas

Bendemere Directorate functional areas of responsibility include the delivery of local services to the communities of Yuleba, Wallumbilla, Jackson and Noonga:

- Local economic and community development
- Parks and open space (including cemeteries)
- Rural roads and urban streets
- Rural lands
- Local Council facility cleaning and maintenance
- Workshop (Yuleba) and field servicing
- Water services
- Waste facilities
- Customer service and Post Office (Yuleba)
- Libraries (Wallumbilla, Yuleba and Jackson)
- Wallumbilla swimming pool

Some of the unique functions within the Bendemere Directorate include:

- Yuleba Post Office located at Yuleba customer service center
- Calico Cottage Heritage Complex located within the township of Wallumbilla

#### Regional (Head Office) functional stakeholder inputs

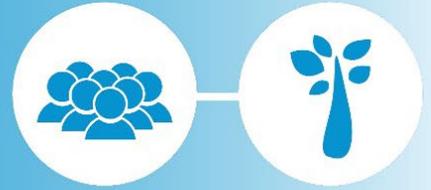
Although not directly responsible for the below regional (head office) functions, this position is a key stakeholder and as such provides strategic input at the executive leadership level to ensure that Council priorities, projects and services are delivered consistently across the region.

- Strategic water, sewerage, and gas (including laboratory)
- Strategic road management, design services and project and contract management
- Animal control and community safety
- Building control and pool safety
- Environmental and public health
- Town planning
- Rural lands
- Council's facilities
- Street lighting and public space lighting
- Emergency management and flood mitigation
- Financial planning and reporting
- Revenue collection
- Elected members and governance
- Information and communications technology
- Communication and consultation
- Accounting
- Procurement
- Regional Customer service
- Information management
- Human resources and leadership
- Airports and regional compliance
- Regional tourism
- Regional economic development and business
- Regional sport, recreation, and community wellbeing
- Plant, fleet, workshops, and depots
- Regional Arts and culture
- Continual improvement
- Quarry and quarry pits

# POSITION DESCRIPTION

## Director – Bendemere

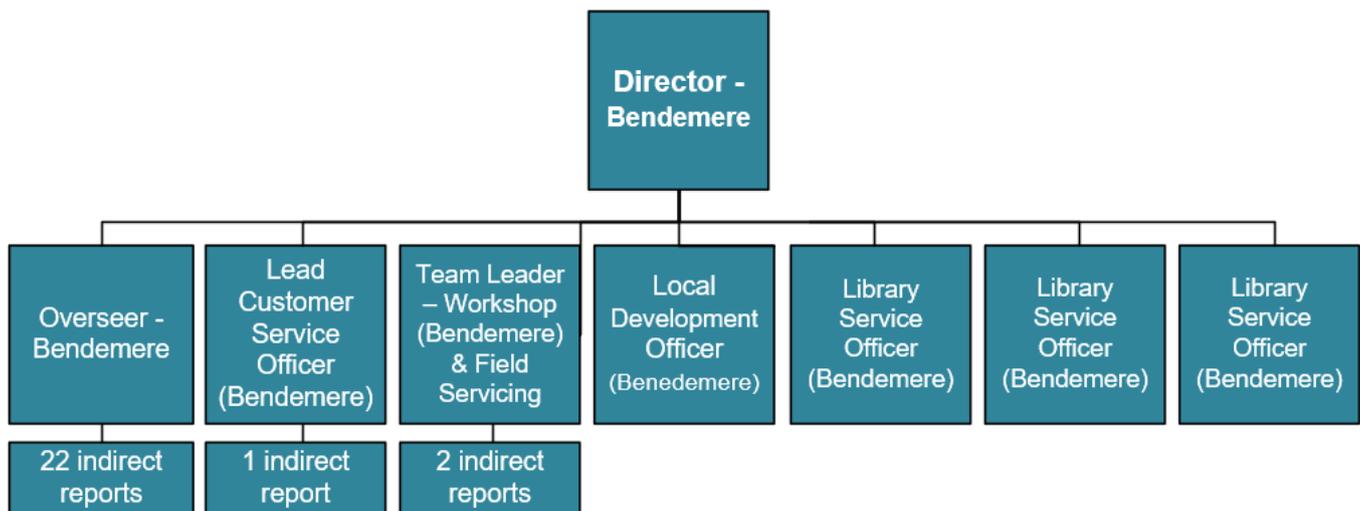
(Yuleba – Wallumbilla – Jackson – Noonga)



### Directorate workforce

Employee numbers vary depending on the number of projects underway and positions vacant at any point in time. Council's organisational structure incorporates both a permanent and temporary staff establishment, the latter dependent on each year's funded capital works program.

The number of employees directly and indirectly reporting to this position is outlined below.



### Budget

Local Area budget allocation for the 2021-2022 financial year is:

Local Area - Bendemere	2021-2022 Budget
Annual services	\$ 3,032,638
Capital projects <sup>(1)</sup>	\$ 5,368,152
<b>Total</b>	<b>\$ 8,400,790</b>

<sup>(1)</sup> Capital projects identified for the local area are planned and managed by Engineering Services in consultation with Local Area Director.

## Key accountabilities

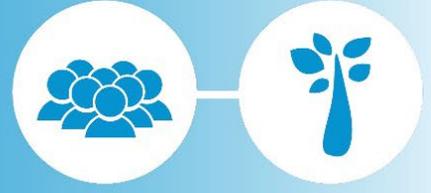
### Leadership and planning

- Provide strong leadership and direction to Directorate staff at all levels;
- Lead and foster a high performing culture within Council by translating Council's strategy and vision and creating an environment where innovation and new ideas that improve service delivery can be constructively explored, encouraged and implemented;
- In partnership with the CEO and ELT members, prepare and review Council's strategic plans in accordance with legislative requirements, identify key success factors, new opportunities and strategies for managing growth and implementing objectives;

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



- In conjunction with the CEO and ELT members, develop annual operating business and resourcing plans to achieve Council's strategic goals and present them to Council for consideration;
- Execute key strategic initiatives at the local level and work with the management team to ensure that annual operational plans are implemented and effective;
- Build constructive relations with and between management across different departments and functions to foster a cohesive leadership team;
- Keep abreast of political, economic, industry and social trends and developments which may impact on current operations both within the local area and the broader Maranoa region;
- Uphold the ethical tone of Council,

### Financial, operational and service management

- Engage with Council as a member of the ELT on strategic budgeting and develop annual local area operational and capital budgets for Council consideration and approval;
- Prudently manage directorate expenditure within budget constraints and funding guidelines and ensure all management team members manage their own approved departmental budgets;
- Through effective engagement with the ELT and departmental management team, develop long-term budgeting and planning documents which meet Council's vision and objectives, while ensuring timely compliance with all statutory long-term budgeting, planning and asset management requirements;
- Drive operational efficiencies and service delivery models;
- Continue to develop and monitor customer engagement across Council, ensuring that services are delivered in compliance with all statutory and contractual obligations and in accordance with agreed service delivery standards and timeframes;
- All funding applications are reviewed in consultation with the ELT and Council to ensure projects align with Strategic and Community plans and how it will impact the bottom line short and/or long term;
- Ensure that all service contracts with third party suppliers are implemented in accordance with Council's Integrated Maranoa Management System (IMMS) i.e. approved quality, safety and environment systems and have high service performance and safety standards.

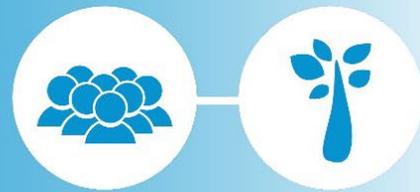
### Community development and stakeholder relations

- Foster strong working relationships with existing and potential government, industry and community stakeholders as well as funding agencies to continue to promote the local area and broader region, and attract investment and funding to improve services to the community;
- Cultivate and maintain positive relationships with regulators and industry stakeholders;
- Develop effective communication and engagement processes to actively promote the policies and decisions of Council to employees, residents, community groups and other relevant bodies;

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



- Represent Council at meetings and other forums, as directed by the CEO;
- Positively contribute to key regional planning forums, special interest groups and professional / industry bodies;
- Ensure continued resource sharing across the Maranoa region, engage in a consultative manner to ensure positive and productive relationships are maintained with the ELT and workforce across Council, and regularly monitor the benefits of resource sharing.

### Workforce capability

- Lead and motivate staff and manage human resources fairly and effectively, in accordance with statutory requirements. Contribute to staff recruitment, retention, and resource adjustment. Ensure that Council is resourced to meet operational needs and service growth within budget constraints;
- Manage the recruitment, on-boarding, induction and performance management of Directorate team members, and oversight of performance reviews of employees more generally. New positions are developed and vacant positions are reviewed in line with business needs and the purpose of the vacant role is understood by all stakeholders, the organisation, and the impending incumbent;
- Ensure that all employees are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites are well understood and observed by the relevant employees;
- Oversee the investigations of any major safety or other contract compliance matters to ensure lessons are learned, procedures improved and appropriate employee training needs are implemented;
- Establish and regularly review directorate structures, communications and decision making delegations to ensure productive, efficient, and accountable work practices and sound workforce relations are formed.

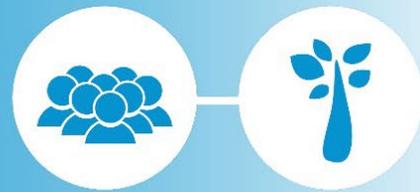
### Risk and compliance

- In conjunction with the CEO and ELT, develop and implement a professional and thorough approach to identifying and managing operational, business, financial and reputational risks;
- Report to the CEO on the management and mitigation of risks as required by the Risk Management Policy and sound business practices;
- Monitor the work of all direct reports and operations generally, to ensure that all Council's activities comply with legislation, regulations, licenses / approvals, and sound business management practices;
- Actively oversee IMMS and financial audits of the Directorate and ensure that any minor non-conformances are quickly addressed and reconciled;
- Ensure that local disaster management and recovery plans and resources are in place for rapid mobilisation in times of flood, fire, and other major natural disaster events or critical incidents.

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



### Governance and reporting

- Contribute to the development, regular review and implementation of the suite of Council policies, by-laws, and governance protocols ensuring relevance and currency;
- Monitor and report on the Directorate's financial position and performance, and provide information and advice to Council through well considered reports;
- Prepare business cases for Council approval for the purchase of major equipment, the development of new or enhanced services or the need to partner with third parties to deliver on new services or innovations;
- Attend relevant Council meetings; provide advice to Council and report fully on progress against all Directorate strategic or major projects and initiatives;
- Ensure that accurate records are kept of all decision making and operations, and ensure that they are secure and retained in line with statutory provisions;
- Manage relationships and interests to ensure the highest levels of governance and accountability and compliance with Council's Employee Code of Conduct and statutory requirements;
- Work closely with the CEO and the ELT to ensure that information on all key operational matters, organisational performance, and progress on new initiatives is shared across the organisation.

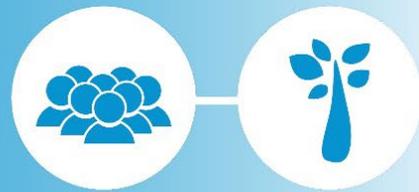
### Decision making authority

Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegations Register.

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



## About the person

### Qualifications and licences

- Tertiary qualifications in relevant management, business, engineering, planning, commerce, economics or other disciplines and/or Public Sector Administration or experience that is transferable and would value-add to local government service and project delivery;
- Advanced qualifications in a leadership, business or management field would be highly desirable;
- Current C (Car) Class Driver Licence.

### Required skills and experience

#### 1 Leadership

Experience in leading positive change within an organisation aligned with Council's vision, mission, values, team goals and priorities – including nurturing a culture that values safety, continual improvement, and customer focus. This includes:

- Proven leadership experience at a Chief Executive Officer / Senior Professional level;
- High level strategic planning skills and knowledge of corporate management;
- Delegation skills to ensure the achievement of outcomes, accountability of management, staff and development of workforce abilities and capacity to deliver;
- Excellent interpersonal and communication skills focusing on maintaining good political astuteness, networking relationships with all stakeholders;
- Proven time management skills.

#### 2 Governance and compliance

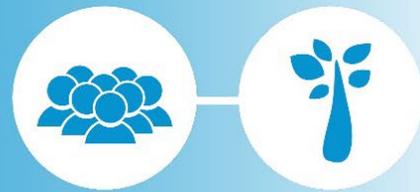
Well-developed knowledge of the legislative framework applicable to the role:

- Demonstrated capacity to administer the provisions of the *Local Government Act 2009* and associated legislation relevant to the local government sector;
- Proven provision of professional, comprehensive and timely advice to support Council in making informed decisions;
- Demonstrated knowledge of statutory, legal and contractual obligations of local government.

# POSITION DESCRIPTION

## Director – Bendemere

(Yuleba – Wallumbilla – Jackson – Noonga)



### 3 Financial management

Experience in contributing to the sustainable development and management of assets, services and projects – including corporate and asset management plans, operational plans, budgets and reporting, sustainable policies and financial management for the short, medium and longer term.

- Extensive experience in financial management within a public sector environment;
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans, and Annual Budgets;
- Demonstrated experience in applying the relevant accounting standards and legislative requirements regarding the accounting activities and reporting;
- A developed understanding of outside works in local government for asset management, including road construction and maintenance, parks and gardens, water and sewerage, and waste management.

### 4 Policy implementation

- Comprehensive knowledge of public policy requirements and issues as they impact on local government;
- Demonstrated knowledge of local government local laws, policy, and procedures.

### 5 Strategic thinking

- Ability to identify, explore and seize opportunities that are aligned to Council's Strategic Plan;
- Demonstrated experience in developing and maintaining strategic relationships and partnerships with key government and non-government agencies, businesses, organisations and the community;
- Ability to articulate the community's vision and interests in a committed and influential manner;
- Well-developed problem-solving skills;
- Demonstrated understanding of the issues facing regional and rural communities;
- Ability to maintain strategic relationships with resource sharing opportunities to ensure delivery of strategic and corporate outcomes and service delivery.

### 6 Community and stakeholder engagement

Ability to develop positive and productive relationships with internal and external stakeholders including elected members, executive leadership team, employees, government/regulators, customers and the broader community. This includes a track record of working collaboratively within and across all departments within a local government.

- Demonstrated experience in encouraging, promoting and facilitating economic and tourism development and fostering investment opportunities;
- Demonstrated experience in engaging with community members, organisations and stakeholders;
- Demonstrated history of building and maintaining positive strategic relationships with the community;
- Appreciation of the culture and heritage of the local communities within the Maranoa region and how it integrates with planning and policy.