



Position Description

JOB TITLE	General Manager	AGREEMENT / AWARD	Agreement
DEPARTMENT	Corporate	REPORTS TO	Council
CLASSIFICATION	Permanent	SUPERVISION OF	22 FTE staff
AUTHORISED BY	Mayor Annie Revie	DATE AUTHORISED	Sept 2019

OVERVIEW

The General Manager has the responsibility to Council for the overall administration, planning and management of the organisation, in compliance with the Local Government Act (TAS) 1993, other relevant legislation and the objectives, decisions and delegations of Council.

The role also involves fostering and supporting a positive culture within the workforce, in line with the Council's vision, as well as a cohesive relationship with the Council and the Community.

FUNCTION	TASK DESCRIPTION
Statutory Requirements	Compliance with the Function and Powers of General Manager as provided by Section 62 of the <i>Local Government Act 1993 (as amended)</i>
Strategy	<p><i>Ensures the achievement of Council's Strategic Plan:</i></p> <ul style="list-style-type: none"> Working with Councillors, community and staff to establish and communicate the organisation's purpose, vision, values and goals. Continually reviewing short, medium- and long-term commitments to meet strategic requirements. Implementation of strategy and reporting on the achievement of strategic outcomes.

Authority	<p>The authority of the General Manager is extended to all decision making, which does not require a direct decision of the Council, and without limiting the generality of this authority, the General Manager can, within budgetary constraints:</p> <ul style="list-style-type: none"> • Human Resources Management including: <ul style="list-style-type: none"> - Appoint, direct, manage and dismiss staff - Ensure roles and responsibilities are clearly understood. - Manage direct reports regarding performance. - Ensure human resource management plans, systems, policies, procedures and guidelines are developed and implemented. - Manage industrial relations, including compliance with industrial instrument, enterprise agreement negotiations and relationships with unions. • Contract Negotiations • Procure resources, services, materials and equipment • Delegate to any employee the authority to make decisions and implement action • Engage with Councillors and staff in a collaborative manner to develop trust and achieve strategies and goals. • Monitor and deal with organisational performance and issues. • Review Council's organisational structure to ensure alignment with and capability to achieve strategic goals and desired outcomes. • Provide leadership and promote team work across the organisation.
Attributes	<ul style="list-style-type: none"> • Be of good character and able to exercise good judgement demonstrating manners, respect, loyalty, honesty and high integrity • Be unwavering in his/her dedication to the role with a strong work ethic • Be willing to actively promote the Flinders Island brand • Create a culture of a "great place to work" • Maintain a strong professional network • Have a positive and "can do" attitude and is approachable
Business Efficiency and Effectiveness	<p><i>Manage Council's resources and operations in an efficient and effective manner:</i></p> <ul style="list-style-type: none"> • Ensuring plans are resourced appropriately to enable effective implementation and achievement of agreed outcomes. • Ensuring systematic improvements in productivity and quality by regularly reviewing and monitoring existing policies, processes, controls, systems and delegations. • Proactively ensuring all policies and decisions of Council are implemented and monitored for compliance. • Effectively managing meetings in line with appropriate protocols and procedures. • Preparing, implementing, monitoring, controlling and reporting on annual and long term financial and asset management plans. • Completing the annual planning and budgeting process in consultation with Councillors, staff and stakeholders as appropriate. • Ensuring the efficient and effective management and monitoring of Council's operating revenue and expenditure, including monitoring and control of cash flow. • Ensuring all activities and major projects include decision-making processes that assess risk appetite. • Identifying, assessing and managing risks in line with clearly defined budgets, which are monitored for compliance according to sound fiscal management. • Proactively leading a culture of strong customer service, including monitoring and responding to customer service requests and complaints. • Continually improving Council's operational performance. • Developing a culture of continuous improvement by defining and implementing appropriate systems and processes as well as managing and engaging staff within

	<p>such a culture.</p> <ul style="list-style-type: none"> • Ensuring procurement systems are achieving cost effective results, in both time and money terms. • Keeping and maintaining Council records in compliance with legislative requirements.
Community Engagement, Development and Well Being	<p><i>Establish and maintain effective relationships with community groups and members, gaining an understanding of the relevant issues and priorities for the municipality by:</i></p> <ul style="list-style-type: none"> • Managing relationships with a diverse range of stakeholders, government and non-government organisations, and demonstrating excellent public relation skills; • Ensuring community consultation programs are initiated, conducted and analysed for strategic planning, emergency management and policy development/review. • Developing relationships with a range of appropriate media organisations to positively promote and communicate Council activities and initiatives. • Representing Council at meetings and events to maintain and enhance the profile and reputation of Flinders Island Council, within the community and with other stakeholders.
Relationship with Council	<p><i>Develop and maintain a positive working relationship with the Mayor and all Councillors.</i></p> <ul style="list-style-type: none"> • Liaise effectively with the Mayor on the activities of the council organisation and the performance and exercise of its functions and powers. Regularly and formally reporting to Council on significant issues and on the progress of current initiatives, potential projects, committees and strategic and operational outcomes. • Assist Council to develop and review services and practices, that ensure decision-making is in the best interest of the municipality. • Ensure timely and accurate advice is provided to Council, so that Councillors are equipped to make informed decisions in line with their statutory responsibilities.
Leadership Behaviour	<p><i>Demonstrates professional and ethical behaviour at all times:</i></p> <ul style="list-style-type: none"> • Building trust and respect between councillors and staff and vice versa at all times. • Communicating (and listening) effectively. • Role modelling desired behaviours including teamwork • Ensuring sound governance.

SELECTION CRITERIA

Skills	<ol style="list-style-type: none"> 1. Demonstrated skills in Integrated Planning and Reporting, in Financial Management and in meeting Local Government Governance requirements. A track record in developing strategies and delivering results that enhance organisational performance and service delivery. 2. Excellent communication skills with a demonstrable ability to negotiate and resolve conflict to achieve desired outcomes. High level written communication skills, with experience writing high quality submissions, reports and correspondence to diverse audiences; 3. High level people management skills, with the ability to delegate
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	<p>while monitoring performance (without micro managing) and the ability to have difficult conversations in a respectful and diplomatic manner;</p> <ol style="list-style-type: none"> 4. Ability to be accountable for the continuous improvement and performance of a multi-functional organisation, including succession planning and ongoing professional development; 5. Strong time-management and organisational skills, and competence in the use of a variety of technology and computer programs; 6. Demonstrated strong leadership ability, motivating a cohesive and unified team that fosters the development of a common vision to achieve results, thus building the organisation's capacity and capability; 7. Demonstrated ability to think from a holistic perspective, as well as to use analytical skills, and, where appropriate, to turn this into actionable and demonstrable outcomes for the benefit of the community
Knowledge and Experience	<ol style="list-style-type: none"> 1. Experience in local government at a senior level (not necessarily a former LG GM) is desirable but not essential; 2. Understanding of the social, political and legal framework of government as well as various funding models; 3. Ability to forward plan with the experience to consult, develop, implement and monitor effective planning strategies, to capitalise on economic and social development opportunities for the community; 4. Knowledge of accounting regulations and practices, as well as experience dealing appropriately with budgets, reporting systems, asset management, HR and risk management; 5. Understanding of Local Government legislation including the capacity to research, implement and comply with the Local Government Act (TAS) 1993 and including, but not limited to, equal employment opportunity, anti-discrimination, industrial relations and occupational health and safety legislation; 6. Understanding of the challenges that a small community with a bright future face.
Qualifications and Other Requirements	<ol style="list-style-type: none"> 1. Tertiary qualification in an appropriate discipline (highly desirable) 2. Proven ability to communicate regularly with media to ensure a professional, positive image of Council is portrayed at all times 3. Current Drivers Licence (Standard Car)