



DIRECTOR CORPORATE

CANDIDATE BRIEFING DOCUMENT

AUGUST 2021



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Message from our CEO



“The City of Onkaparinga is South Australia’s largest metropolitan Council. Our size provides great opportunity to lead the sector in a range of projects, programs and services. Our aspiration is to embrace these opportunities and truly make our communities and the broader Local Government sector proud of the things we do.

Our elected Council is currently set about defining our strategic vision and talking with our communities about how they want us to shape their City. For us, this is an exciting opportunity to innovate our service delivery methodologies and drive long term efficiency improvements.

I’m looking for an engaging, outcomes focussed Director who will work with me to develop and deliver organisational strategy, effective systems of work and strong internal and external governance.

Defining vision and responding to our stakeholder needs comes with the need for fiscal responsibility. We are the custodians of our community’s money and their assets and we are looking forward to working with our new Director Corporate on innovative ways in which we can respond to limit the annual financial burden on our ratepayers.

Finally, I’m looking forward to working with a strong, resilient and passionate people person who brings with them great governance skills and impeccable interpersonal judgement.

If this sounds like you, we can’t wait for you to complete our team!”

Scott Ashby
CEO

The Advertised Role

DIRECTOR, CORPORATE

- ▶ Strong, vibrant communities
- ▶ One of the world's most liveable regions

An exciting opportunity exists to join the City of Onkaparinga, South Australia's largest metropolitan council and one of the State's fastest growing regions. Onkaparinga is a city of great heritage and history, renowned for its pristine coastal and rural landscapes and home to world class wine, fantastic food and strong vibrant communities.

Our client is seeking a high performing candidate for the role of Director, Corporate reporting to the CEO, with a proven track record for leading transformational change and embedding a culture where innovation is nurtured and supported and where employees feel empowered and motivated.

As the successful candidate, you will have extensive experience in a corporate environment (especially finance, risk and audit, governance) and excellent, proven, enterprise-wide project management skills. You will have the financial acumen to consider and respond to budgetary implications for the department and position the organisation to meet financial challenges.

Your career history will include demonstrated leadership managing a complex portfolio and a team with diverse skills and responsibilities across a number of technical disciplines and proven ability in leading motivating and developing people through the creation of a high performing, responsible and accountable culture.

Essential to the role are highly developed project management skills, demonstrated commitment to internal and external customers and a strategic thinker with the proven ability to analyse operational systems and processes to support continuous improvement and drive innovation.

A tertiary qualification in law, commerce, business or a relevant discipline is essential and post graduate studies desirable. Your exemplary professional integrity and excellent interpersonal skills will enable you to develop constructive cross functional relationships and deliver results as a key member of the executive team.

For full details of the Position Description and Candidate Briefing Document visit www.vuca.com.au and click on the Services & Products tab. For further enquiries, contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 for a confidential discussion during business hours. Please forward your letter of application and CV in MS Word format to dccs@vuca.com.au by **COB Friday 10th September 2021**.

Position Description

About Council

The City of Onkaparinga is South Australia's largest metropolitan council with just over 10 per cent of the state's population and is continuing to grow rapidly. We are a high performing; responsive, innovative organisation that meets our communities' needs and strives to achieve excellence in all areas. We are an equal opportunity employer and employ people who share our passion for creating a better place to live and work. Our professional and friendly workplace offers a great working environment in which individuals are accountable and supported to continually develop to be the best they can be.

Workplace Health Safety and Return to Work

We are committed to a healthy safe work environment, including systems of work, plant, equipment and substance management that minimises the risk of injury or illness while at work.

Equity and Diversity

We aim to provide a workplace environment committed to the delivery of equity and diversity principles and procedures and other workplace regulations.

Our Values and Behaviours

In the workplace organisational values support the culture of our organisation. They are the 'glue' that brings us all together to support our corporate goals.

COURAGEOUS	What will I do to make a difference today?	INSPIRATIONAL	What will I be remembered for?
CURIOUS	Why?	POSITIVE	What can be done?
		CONNECTED	What do I need to know?
ACCOUNTABLE	What impact will I have?		

Summary

Position title:	Director, Corporate	Reports to:	Chief Executive Officer
Direct reports:	Manager People & Culture, Manager Governance, Manager Organisational Effectiveness, Manager ICT, Executive Assistant.		

Position Overview

Council's administration is arranged in 5 divisions; City Operations, Community Relations, Planning & Regulatory Services, Strategy and Engagement and Corporate. Corporate provides the Council's administration with essential corporate support functions including Human Resources, Finance, Payroll, Work Health Safety, Governance, Audit and Risk and Information Technology. Corporate also supports the elected Council through the provision of civic governance services; including council and committee meeting management and elected member enquiry management.

The Director, Corporate is a critical and influential member of the Director's Group which demands strategic, active and supportive participation in ensuring our vision, objectives and behaviours are met and modelled as an Organisation. The director will maintain our focus on delivering our long-term financial objectives, balancing critical service delivery with available resource allocations. In addition, the director will deliver critical corporate projects including, but not limited to, our OneCouncil ICT reform project, Strategic Workforce Plan and Local Government Act reforms project.

Key Relationships / Interactions

The Director, Corporate will have strong working relationships with all other areas of the organisation, including the Chief Executive Officer, Directors and Managers.

Critical to the success of the incumbent will be a strong and productive relationship with Elected Members. The Director will provide advice, support and assistance to members where necessary and will continue to develop a proactive, supportive Elected Member liaison service.

The position also requires positive working relationships with all direct service providers, internal/external customers, working parties and cross functional teams as appropriate.

Workplace Health Safety and Return to Work Responsibilities

- ▶ Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements
- ▶ Creates a safe working environment within their department and ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities
- ▶ Leads by example to promote the organisations aim to achieve maximum level of recovery and facilitate an early return to work for an injured worker

Financial Responsibilities

The Director Corporate has an annual budget consisting of approximately \$20 million. In addition, the Director is responsible for leading the finance Section, overseeing all of Council's operational and capital budgets, strategic financial plans, rating policies and procurement services.

Special Requirements

Due to the nature of the position regular out of hours work will be required, including routine attendance at council and committee meetings.

Key Focus Areas

The key focus areas for the Director, Corporate are:

- ▶ Providing strong measurable leadership and direction to the department
- ▶ Delivering Council's OneCouncil ICT reform project
- ▶ Maintaining an organisational focus on the long-term financial plan, budget control and financial responsibility
- ▶ Delivering a supportive and effective Elected Member enquiry and liaison service
- ▶ Measurable responsibilities/accountabilities are assigned to direct reports
- ▶ Corporate strategies and effective change management programs are implemented

Position Accountabilities

The Director, Corporate is responsible for:

- ▶ accountable leadership to the department ensuring the achievement of strategies and strategic management plans, key performance indicators and strategic performance objectives are met or exceeded.
- ▶ creating an environment where people are challenged, inspired, stretched, empowered and encouraged to realise their potential
- ▶ fostering innovation and a culture of continuous improvement
- ▶ ensuring that each manager is supported to deliver the City of Onkaparinga's key strategic plans in providing services to the community and internal customers.
- ▶ developing positive and proactive people management strategies
- ▶ fostering and establishing a safe, honest, open and respectful culture
- ▶ managing the corporate, operational and budgetary activities and responsibilities of the department developing and implementing effective communication strategies within the department to ensure that employees make all stakeholders aware of council's actions and initiatives and to facilitate informed decisions and responsiveness
- ▶ ensuring that appropriate risk management strategies are implemented within the department to identify and mitigate risks in accordance with corporate requirements
- ▶ participating in the leadership and development equity and diversity principles and procedures and other workplace regulations/guidelines and contribute to their implementation.

Leadership and Management Capabilities

Leadership Competency Framework – Directors

Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> Creates a safe working environment which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the department 	<ul style="list-style-type: none"> Creates departmental structure that enables the delivery of strategies Empowers direct reports to deliver results and holds them accountable for the effectiveness of their managerial leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies opportunities to develop own leadership capability and supports development for direct reports Personally demonstrates and holds workforce accountable for living our values and associated behaviours 	<ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to political query and scrutiny and can influence political debate at a local, state and national level Considers and responds to budgetary implications for the whole of department and positions the organisation to meet financial challenges Analyse and leverage new markets, new ventures and alliances with high quality results Considers and responds to relevant risks to ensure effective decision making Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> Supports the development of the organisation's strategic intent Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture Sets clear departmental goals and measures aligned to organisation's strategies and values Identifies links between social trends, community concerns and organisational delivery and consider the impact on the delivery of the organisation's strategies Develops direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> Builds relationships across the local government industry and other political levels that seek to assist in the achievement of organisational objectives Builds a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the department and wider organisation Builds and maintains effective working relationships with CEO, Elected Members and internal stakeholders Personally demonstrates and holds workforce accountable for customer service principles Considers actions and outputs and how they impact other areas in the business and the wider community

Selection Criteria

Leadership & People Management	<ul style="list-style-type: none"> • Demonstrated leadership managing a complex portfolio and a large team with diverse skills and responsibilities across a number of technical disciplines, in a manner that supports professional development. • Leading, motivating and developing people through the creation of a high performing, responsible and accountable culture. • Effective and strategic member of a diverse leadership team. • Communicating and influencing organisational safety culture within their department and the wider organisation. • Knowledge of contemporary management practices including the principles of delegation, performance management, succession planning, staff development and quality management. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Collaboration & Communication	<ul style="list-style-type: none"> • Interpersonal skills which are inclusive and encourage the development, cooperation and support of others and which emphasise and encourage a professional service delivery focus. • Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and employees, government agencies, stakeholders and the community, both verbally and in writing. • Enables and encourages collaboration of the workforce across the department and wider organisation. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Resource Management & Decision Making	<ul style="list-style-type: none"> • Significant experience in the effective management of staff and resources by managing and ensuring compliance with human resources, document management, performance management, WHS, financial and procurement requirements in line with associated policies and procedures. 	<p>Essential</p>
Project Management	<ul style="list-style-type: none"> • Highly developed project management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration. 	<p>Essential</p>
Customer Service	<ul style="list-style-type: none"> • Demonstrated commitment to internal and external customers through the provision of timely, reliable and expert advice on matters within the area of responsibility. 	<p>Essential</p>

Continuous Improvement & Innovation	<ul style="list-style-type: none"> • Proven ability to analyse operational systems and process to support continuous improvement and drive innovation. • Experience in modern technologies and their application enterprise wide. 	Essential
Financial Skills & Acumen	<ul style="list-style-type: none"> • Deep experience and accountability for effective management of financial controls, budgetary systems, financial forecasts and strategic planning within a complex operating environment • Considers and responds to budgetary implications for the whole of department and positions the organisation to meet financial challenges 	Essential Essential
Qualifications	<ul style="list-style-type: none"> • Tertiary and post-graduate qualifications in management, business administration, law or commerce. 	Essential
Government	<ul style="list-style-type: none"> • Experience working with an elected body or elected board. 	Essential

Corporate Systems and Information Assets

Manage projects and business activities to ensure that all corporate information and records are captured and managed in the appropriate corporate systems in accordance with the organisation's corporate policies and procedures on information governance and records management (electronic and physical).

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees, Procurement Policy, Public Interest Disclosure Policy, Employment in Addition to Council procedure, E-Communication procedure, Managing for Improved Performance procedure and Disciplinary Procedure.

Performance and Development Review Process

The City of Onkaparinga is committed to a performance and development management process (My Plan).

A well-functioning performance and development review process is a critical part of our organisation's drive to attain and sustain organisational and individual excellence. This is a mandatory activity for every employee in the organisation to ensure that each individual is provided the best opportunity to succeed. In addition to performing your role in accordance with this job description, there are primary and secondary goals defined within the My Plan process which will be used to measure annual performance and delivery against expectations.

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence

Governance: elected members

The City of Onkaparinga is committed to conducting business in an accountable, transparent and open manner. We work with our communities, businesses and other spheres of government to ensure we are well placed to meet the needs of our communities now and in the future.

Elected members

Our Council comprises a mayor and 12 councillors who are responsible for a variety of functions in accordance with the *Local Government Act 1999* and regulations. Council elections are held every four years in accordance with the Local Government (Elections) Act 1999. The next general election will be held in November 2022.

The City of Onkaparinga is made up of six wards, each with two elected members plus a mayor.

MAYOR

- ▶ Erin Thompson

KNOX WARD

- ▶ Heidi Greaves
- ▶ Alayna de Graaf

MID COAST WARD

- ▶ William (Bill) Jamieson
- ▶ Beau Cowan

PIMPALA WARD

- ▶ Sandra Brown
- ▶ Michael O'Brien

THALASSA WARD

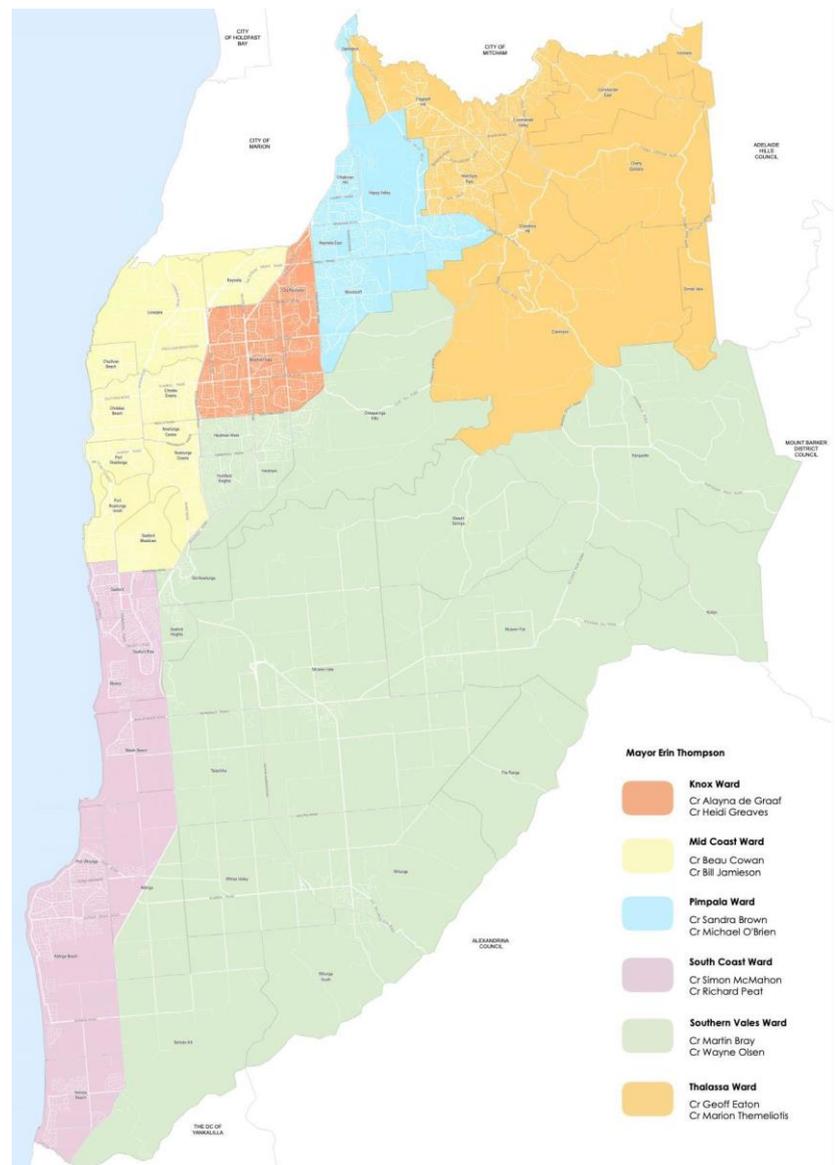
- ▶ Marion Themeliotis
- ▶ Geoff Eaton

SOUTHERN VALES WARD

- ▶ Martin Bray
- ▶ Wayne Olsen

SOUTH COAST WARD

- ▶ Simon McMahon
- ▶ Richard Peat



City of Onkaparinga: key statistics



Living and working in the City of Onkaparinga, South Australia

Adelaide is one of the most liveable cities on the planet. It is well known for its arts festivals, fine foods and wine, retail and dining experiences, and spirit of entrepreneurship and innovation. It has an advanced economy, world class universities and a flourishing multicultural heritage. Adelaide is the traditional home of the Kurna people and has a strong indigenous culture today.

One of South Australia's fastest growing areas, and only 40 minutes south of Adelaide, the City of Onkaparinga provides an enviable lifestyle and is a dynamic place to do business and invest.

Underpinned by 9100 local businesses and a resident worker population of 74,873 people supporting a \$5.3 billion economy, many of the city's businesses are family businesses employing local people and supporting local communities.

The region offers an unmatched combination of affordable housing options, available land for development, Mediterranean climate and immediate access to 31 kilometres of clean, pristine coastline.

The region is home to some of South Australia's most inspirational and recognisable tourism experiences, with over 1 million visitors annually. Tourism is centred on our acclaimed McLaren Vale wineries, gourmet food production, festivals, events, arts and culture, and the spectacular coastline and beaches.

Residents and visitors alike enjoy:

- ▶ exploring our world class vineyards and cellar doors in the McLaren Vale wine region
- ▶ discovering our emerging craft beer producers and liquor distilleries
- ▶ unearthing our food scene with our multi award winning restaurants and cafes
- ▶ hand selecting local fresh ingredients at our famous and superb local farmers markets
- ▶ experiencing our 31kilometres of breathtaking coastline, reefs and surf beaches
- ▶ immersing themselves in our arts and cultural experiences, as our city boasts one of the highest concentrations of artists per capita in South Australia
- ▶ having a round of golf at one of the five picturesque golf courses across our city
- ▶ indulging in the world class events we host and deliver.

For more information, refer to our website: <https://www.onkaparingacity.com/Around-me>



Contact Information

For a confidential discussion regarding the Director Corporate position, please contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 during business hours.

Applications, including your current CV and a letter of introduction are to be forwarded in Word format to dccs@vuca.com.au

Applications close 5pm Friday 10th September 2021.

Important Information

Please note that VUCA Trusted Advisors believes that while the information contained in this document is true to the best of the Company's knowledge at the time of writing, such information may change without notice. Further, the information herein is the property of the Company and must not be published or attributed unless explicitly agreed.