

Position Title	General Manager Corporate Services
Position Number	1003
Classification	Senior Leadership Team / Package
People Leader	Chief Executive Officer
Direct Reports	Finance, Customer Experience and Engagement, Digital Transformation and IT Operations, and Shared Procurement (with City of Charles Sturt and Port Adelaide Enfield)
Department	Corporate Services
Key Relationships	Chief Executive Officer, Elected Members, Service Providers
Key Internal Liaisons	Elected Members, Executive Leadership Team (ELT), Senior Leadership Team (SLT), People and Culture
Key External Liaisons	State and Federal Government agencies, members of parliament, Local Government Association (LGA), other councils, non-government organisations, external service providers
Key Metrics	Total FTE: 66.0; Budget Revenue: \$87.146m; Total budget: \$22.914m

WE LIVE OUR VALUES

Respect

Treating everyone as we want to be treated, where all contributions are valued

Integrity

Fostering trust and honesty in all of our interactions

Achievement

Enhancing our knowledge and performance to reach our shared goals, while being dedicated to supporting one another

Innovation

Encouraging new ideas, and learning from our experience to do things better

Our Purpose

To improve our residents' quality of life; continuously, smartly and efficiently.

Six themes in our Community Vision represent the shared value and aspirations that will guide how our city develops – liveable, valuing nature, engaged, prosperous, innovative and connected.

City of Marion Values

Our values are critical to us as they help drive behaviours that will enable us to achieve the Council's vision.

With the community and safety at the forefront of everything we do, Marion values:

Respect, Integrity, Achievement, Innovation

OUR COMMUNITY VISION



Purpose

The General Manager Corporate Services will have the full end to end primary accountability for the leadership, operations, and management of Council's Corporate Services Division whilst working across Council and with other Councils to deliver on an ambitious agenda.

Key Responsibilities and Outcomes

Strategic Leadership

- Provision of a future focused contribution through collaboration with partners, stakeholders, government, customers and the community.
- Provide high level thinking and advice to the Council, CEO, and fellow senior leadership team members to support the development and implementation of key strategies, policies and budgets.
- Accountability for initiation, development and achievement of strategic and operational deliverables within the Corporate Services Department's scope of services.

People Management

- Lead, coach and mentor staff in the delivery of high quality community and customer services.
- A focus on the engagement of the workforce.
- Provide leadership and direction by fostering collaboration, communication, innovation and excellence with all stakeholders to contribute to operational and strategic results.
- Influence and coach others by modeling high performance and alignment with the organisation's values, which in turn support the attainment of the organisation's strategic vision.

Operational Leadership

- Commitment to building uncompromising standards with regard to Work, Health and Safety.
- Leads and promotes digital leadership with a focus on information security, cyber literacy and allocates sufficient resources in line with Council policies.
- Drive high performance standards across all operational areas and encourage ownership, dedication, integrity, professional growth and continuous improvement.
- Achieve, in conjunction with the Senior Leaders within the Division, effective budgetary planning and control, and the management of physical resources.
- Ensure that the policies and lawful decisions of Council are implemented in a timely and efficient manner.
- Ensure the existence and implementation of operational human resource plans based on service delivery objectives, and actual and forecasted performance.
- Ensure that all systems, processes and procedures are adhered to and continually refined in line with Council's strategic objectives.
- Drive the development of new practices, procedures and processes with the objective of improving service quality and productivity.
- Identify, manage and report on areas of risk.

Person Specification

Essential Requirements

- Australian residency.
- Advanced communication skills both written and verbal.

Qualifications

Degree level qualification in business management (or equivalent experience in key areas of this role's accountability), supported with a minimum of five years strategic leadership experience.

A relevant post graduate qualification is desirable.

Experience and Traits

Skills & Knowledge

- High levels of business acumen and political nous.
- Excellent leadership with experience in creating high-performing teams, and initiating and implementing change in a complex and politically sensitive environment.
- Ability to communicate powerfully and persuasively, to engage diverse stakeholders and achieve trust, engagement and desired outcomes.

Experience

- Demonstrated capacity to think, plan and act strategically and to engage and influence across an organisation with diverse stakeholders.
- Business and project management practices at a senior level.

Attributes

- Sound leadership capability with ability to plan operationally and strategically for infrastructure and community service delivery.
- Self-confident with a high level of emotional and social awareness and the willingness to be assertive by questioning and challenging in the best interest of the organisation and its stakeholders.
- Affinity with the values and vision the City of Marion, and a strong customer / resident service focus.

Desirable Requirements

- Breadth and depth of experience in senior management positions having responsibility for complex organisational reform and improvement.

Position Description Confirmation and Acknowledgement

New Employee Acknowledgement

By signing the 'City of Marion Employment Acceptance Statement in your Letter of Offer, you are agreeing to the Position Description attached to your Offer.

Employee Name:	Signature	Date
Leader Name:	Signature	Date
People & Culture Name:	Signature	Date