Position Description – *Manager Corporate and Community Services*

1. Position Details

Position Title:	*Manager – Corporate and Community Services*	**Code:**		**Classification level:**	
Division:	Corporate and Community Services			**Date Issued:**	October 2026
Reports to:	Chief Executive Officer			**Date Reviewed:**	October 2027
Supervising:	Corporate and Community Services			**Primary location:**	Port Broughton Office, Bay St, Port Broughton

2. Position Context

Summary:	The Manager Corporate and Community Services is a senior leadership position responsible for providing strategic direction, operational leadership and oversight of Council's corporate and community services functions. The role is accountable for ensuring the effective delivery of financial, people and culture, customer service, community services and development and organisational support services in accordance with Council's Strategic Plan, legislative obligations and community expectations. As a member of the Executive Leadership Team, the role contributes to the development and implementation of Council's strategic direction, drives performance and continuous improvement, and leads initiatives that support sustainable service delivery, capability and positive community outcomes. The position provides strategic leadership as well as high-level advice to the Chief Executive Officer and Council on matters relating to finance, people and culture, community development, community engagement, libraries, economic development, tourism and events, ensuring services align with Council's strategic objectives and community expectations.		
Key Performance Areas (KRAs):	• Strategic • Operational • Financial • Reporting • Work Health & Safety	**Key Interactions / Relationships**	• Mayor & Elected Members • Chief Executive Officer • Executive Leadership Group • Council Staff • Community

	• Community Services • Leadership		• Contractors
Special Conditions:	• A national police clearance will be required before commencing in the position • Out-of-hour work and travel will be required. Attendance at Council Meetings is a requirement of this role. • Maintain a current South Australian driver's license		

3. Primary Outcomes and Accountabilities

Strategic	• Analyse best practice professional and technical developments and provide recommendations and advice to the Chief Executive Officer, Council, and the Leadership Team • Provides leadership that promotes accountability, good governance, risk management and financial due diligence • Implement benchmarking protocols that ensure the services provided by the department meet best practice standards • Facilitate the development and preparation of the Council Strategic plans through provision of financial information relevant to Corporate and Community Services • Develop management, financial and operations processes and systems required to increase the measurable effectiveness of the Council ensuring that business practices and operational and financial performance are at best practice standards • Coordinate and oversee Strategic Rating review and Rates modelling
Operational	• Implement, maintain, and ensure adherence to the provisions of the Local Government Act, Council Policies and Procedures, agreements, and all other legislation • Manage the Corporate and Community Services workforce to ensure optimum utilisation of all resources • Manage the expectations of key stakeholders by ensuring a high level of customer service delivery • Provide accurate preparation of financial management and statutory information including the annual budget, monthly management reports, annual financial statements, annual grant commission return, Long Term Financial Plan, and other statutory reporting requirements • Accountable for monitoring and cost control across Council including periodic budget reviews, variance identification and remedial actions • In conjunction with the Audit Committee, implement internal audit programs

	• Manage Council's investment and loan portfolios in accordance with adopted finance strategy • Manage Council's Insurance policies, records, and claims • Provide oversight and support community development programs and engagement, ensuring effective consultation and collaboration with residents, stakeholders and community groups • Support and facilitate economic development initiatives that encourage investment, business growth and local employment opportunities. • Oversee the coordination and promotion of tourism development, destination marketing and visitor experiences to strengthen the region's profile. • Oversee the planning and delivery of Council events that foster community connection, cultural participation and regional promotion. • Oversee the planning and delivery of Council's marketing, communications and media activities and functions. • Manage library services and community learning opportunities, ensuring accessible and responsive services that meet community needs. • Pursue grant funding opportunities and potential public/private partnerships • Manage and monitor systems and procedures ensuring a high level of internal control and compliance in accordance with the accounting and audit standards, Council's policies and procedures and relevant statutes • Lead the development and delivery of the Councils Customer Service Charter/Policy, Customer Services Plan and Service Level Agreements • Provide leadership of Council's human resource management functions, including supporting workforce planning initiatives to support organisational sustainability • Promote a high-performance culture through effective leadership, coaching and performance management. • Support industrial relations and employee relations activities in accordance with relevant legislation and industrial instruments. • Provide leadership and oversight of Councils WHS and risk management frameworks • Lead Information Management, including Council's Records, Freedom of Information Statement and IT Disaster Recovery Plan, IT Information Plan, and the ICT Strategic Framework

Reporting	• Prepare reports and replies to correspondence in a timely manner in relation to the Corporate and Community Services Department • Preparation of finance reports for Audit, Finance and Council Committee Meetings • Manage and prepare tax reports and returns as per legislative requirements • Manage and prepare grant acquittals and returns, reconciliations and any other annual return • Assist in the preparation of annual and quarterly budgets, budget statements, annual financial statements, long term financial plan and any other reports as required
WHS ***Hazard Management*** ***Contractor Management*** ***Training and Development*** ***WHS Management System Policies and Procedures*** ***Injury Management and RTW***	• Ensure accountabilities for incident reporting and investigations are effectively implemented as per adopted WHS procedures • Ensure adherence to all organisational training requirements as detailed within Council's TNA • Ensure the requirements of Councils WHS Hazard Management policies are effectively implemented and maintained • Ensure that the requirements of Councils Contractor Management framework are adhered to • Ensure employees are trained in WHS requirements relevant to their position • Participate in the continuous improvement of Councils WHS Management plans to ensure a safe working environment, with effective consultation and communication • Ensure Council's Injury Management and Return to Work policies and procedures are effectively implemented
Leadership	• Contribute to the strategic leadership and effective management of Council as a member of the Executive Leadership Team • Provide sound strategic advice to the Chief Executive Officer and Elected Members. • Provide executive leadership to the Corporate and Community Services team and oversee and support their performance and development • Lead and support organisational change, continuous improvement and strategic initiatives. • Promote a culture of accountability, collaboration, innovation and service excellence.

	• Contribute to the development, implementation and review of Council's Strategic Plan, Long Term Financial Plan and Annual Business Plan and Budget. • Foster productive relationships with Elected Members, employees, community groups, government agencies and key stakeholders • Lead, inspire, motivate, coach, mentor and support Council staff • Promote and encourage a high performing culture • Responsible Officer under the Public Interest Disclosure Act 2018.

4. Position Skills / Experience / Knowledge Profile

Skills and Abilities	• Ability to balance strategic leadership with hands-on operational responsibilities • Highly developed communication skills, decisive and sound judgement • High level interpersonal skills, tact, and diplomacy, including the ability to effectively communicate and negotiate both internally and externally to the Council • Demonstrated ability in managing the expectations of key stakeholders at an executive level • Strong leadership and people management capability • High level financial and business acumen skills • Ability to manage and resolve conflict situations through the process of negotiation • High level of strategic thinking and decision-making skills • Highly developed political astuteness and sensitivity/awareness to Council matters • Leaderships skills which foster the co-operation, skill development and support of others with an emphasis on customer service • Comprehensive reporting skills

Experience	• Previous management of a diverse portfolio of services in Local Government or similar environment • Demonstrated experience leading teams • Experience in analysing complex and/ or politically sensitive strategic issues and developing appropriate, cost-effective long-term solutions whilst managing key stakeholder expectations • Experience in developing and implementing Corporate and Community policy • Strong financial management and governance experience • Demonstrated experience in implementing Strategic and Corporate Plans • Advanced financial planning skills and experience in the preparation of annual financial reports
Knowledge	• Strong financial management background • Comprehensive knowledge of Community development and engagement • Comprehensive knowledge of the financial and accounting provisions of the Local Government Act, 1999 (as amended) • Sound knowledge of planning and regulatory services and provisions in all State Government legislative framework, including Council's policies and procedures. Sound knowledge and understanding of the internal control requirements of accounting systems • Sound knowledge of banking systems and other commercial practices in accounting, accounting standards, procedures and practices • Working knowledge of Local Government administration • Comprehensive knowledge of statutory requirements relevant to the delivery of Corporate and Community services

5. General

Training	• Initiate and attend professional development activities • Attend conferences to promote the Council and gain further skills
Qualifications	• Relevant tertiary qualifications in business, management, finance, public administration, human resources or a related discipline • Membership of an appropriate professional institute is desirable

WHS / Risk Management	As per the legal requirements of the WHS Act 2012, all workers are responsible for ensuring work, health and safety is a core commitment and investment whilst engaged at the Barunga West Council. Comply and ensure compliance with Councils Work Health and Safety and Injury Management Policies and Procedures.
Special Requirements	Required to participate in the Personal Development Planning system (PDP) as determined by the CEO.
Medical	To achieve our objective of creating, promoting and maintaining a safe and healthy working environment, the Barunga West Council requires, as part of the selection process, employees to undertake a pre-employment medical examination inclusive of drug testing.
Records Management	Ensure Records Management activities are conducted and completed in accordance with Council Policies and Procedures and in accordance with the State Records Act 1997, Freedom of Information Act 1991 and Local Government Act 1999.
Equal Opportunity Responsibilities	Demonstrate and promote equal employment opportunity principles in the workplace and ensure legislative equal opportunity requirements are adhered to.
Employee Code of Conduct	Adhere and comply with the Councils Employee Code of Conduct.
Other Duties	Other duties undertaken as required within the skill base as directed from time to time by the Chief Executive Officer.

6. Approved

Employee Signature:	**Date:**
Employee Name:	

Approved by:	**Date:**
Approver Name:	

Reviewed by Signature:	**Date:**
Reviewer Name:	