



Information Package

Executive Manager Corporate Services

Written applications marked “**Confidential Application**”, to be addressed to:

**The Human Resources Manager
City of Armadale
Locked Bag No. 2
Armadale WA 6992**

Or email: hr@armadale.wa.gov.au

“Canvassing of Councillors will disqualify”

INFORMATION FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in preparing your application and to help the selection panel judge your application amongst the many others that will be received for the position. Further information regarding the City of Armadale can be obtained from Council's website www.armadale.wa.gov.au.

SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here it must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short listed for interview.

CURRICULUM VITAE / RÉSUMÉ

A brief summary of your relevant personal particulars, education (and qualifications) as well as your employment history should be attached to your application. Information provided should preferably relate to the position.

REFEREES AND REFERENCES

While the names of referees may have been asked for in the advertisement, these need not necessarily be supported by written references at the time of sending your application. However, if you choose to enclose written references, copies will suffice at the time subject to sighting originals at a later date. It is recommended that you advise your referees that you have nominated them as the Council may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

APPLICATION FORM

Attached in this information package is an application form, this form assists in the processing of your application, please return with your completed application.

WRITTEN APPLICATIONS

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications, or vice versa. However, all applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received but the Council will accept late applications when consent to such a request has been given by the Human Resources Manager. However, such permission must be sought by the closing date for applications.

POSITION ADVERTISEMENT

The City of Armadale has been recognized as one of the top five growth regions in the Perth metropolitan area. We're looking for someone to fill this rewarding position and become part of this growth!

Executive Manager Corporate Services

The City is seeking an experienced professional to join the team to assist the Executive Director Corporate Services with leading and managing teams dedicated to the delivery of the City's Financial, Accounting, Administration, Governance and Information Management Services.

The successful applicant will possess considerable experience in budget preparation, strategic planning and project and people management.

This permanent, full-time position attracts a salary in the range of \$114,456- \$133,939 per annum. The total package also includes mobile phone, superannuation up to 14% and private use of a Council vehicle.

The City of Armadale is an age friendly workplace with a range of family friendly initiatives, a generous health & wellbeing program and flexible working hours arrangement. Details of other benefits offered are available in the information package.

All applicants should obtain an information package, a copy of which can be obtained from Council's website www.armadale.wa.gov.au, or by calling: (08) 9399 0676. Job specific information can be obtained by calling the Executive Director Corporate Services on (08) 9399 0102.

Applications should include a covering letter, statement addressing the selection criteria and a detailed resume, and be forwarded to The Human Resources Manager, City of Armadale, Locked Bag No 2, Armadale WA 6992 or email hr@armadale.wa.gov.au, to be received by 4.00pm Thursday, 1 March 2012.

RS TAME
CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION

1. **TITLE** Executive Manager Corporate Services
2. **DIRECTORATE** Corporate Services
3. **DEPARTMENT** Corporate Services
4. **NUMBER IN POSITION** 1
5. **AGREEMENT** City of Armadale Enterprise Agreement 2010
6. **CLASSIFICATION LEVEL** Level 11

7. **POSITION OBJECTIVES**

Objectives of the Position

- Lead and manage the teams dedicated to the delivery of the City's Financial / Accounting, Administration / Governance and Information Management Services.
- Be an active member of the Executive Director's Strategic Team, whose primary functions include:
 - maintaining a strategic focus;
 - financial planning, analysis and reporting;
 - directorate performance management;
 - providing guidance to line managers in relation to projects, priorities, new opportunities and strategic direction;
 - project planning and monitoring; and
 - providing a forum for the sharing of knowledge.
- Having regard to Council's communication protocol, manage and facilitate communications between the Directorate and Elected Members on matters relating to service delivery responsibilities of the Directorate.
- Coordinate the Annual Budget and related forward financial plans, oversee budgetary review and control at a departmental level. Deliver a comprehensive financial / accounting service enabling review and control at a corporate level.
- Develop and monitor policy and service standards relevant to the Directorate's responsibilities.
- Deputise in the absence (both planned and unplanned) of the Executive Director.

8. REQUIREMENTS OF THE JOB

Qualifications / Training / Experience

- Tertiary qualifications in Business / Financial Management.
- Professional membership in a relevant discipline.
- Possession of Current C Class Drivers Licence.
- Extensive experience in a related field.

Skills and Knowledge

- An ability to think and act strategically.
- A demonstrated ability in financial planning, analysis and reporting.
- A demonstrated understanding of current business and financial management principles and practices.
- A demonstrated ability to work effectively in a multi-disciplinary organisation.
- An understanding / knowledge of the financial requirements of local government accounting and rating.
- An understanding / knowledge of the role, functions and responsibilities of local government.
- Team leadership skills.
- Excellent communication skills with the ability to communicate, (both personally and written) with a wide range of people, including an advanced level of report writing experience.
- An ability to implement change management.
- An ability to interpret legislation and implement legislative requirements.
- High-level project management skills.

9. ORGANISATIONAL RELATIONSHIP

Responsible to:	Executive Director Corporate Services
Responsible for:	Manager Information Communication and Technology Manager Finance Manager Governance and Administration
Internal:	Chief Executive Officer and other Executive Directors and Managers City Strategy Committee of Council Elected Members
External:	Community Groups Local Government Groups and Associations Local Businesses, Government and non-Government Agencies, other Local Government Authorities and members of the public.

10. EXTENT OF AUTHORITY

- Cheque signatory to all of Council's Bank accounts.
- Authorised officer for electronic fund transfer transactions.
- Authorised Officer for the purposes of:
 - Raising Purchase Orders and certifying invoices for payment as relevant to the Directorate's responsibilities and within set budget allocations;
 - Directorate human resource management matters, eg: staff selection, training, overtime, leave, higher duties and relief.
- Sign Directorate outwards correspondence.

- Responsible for the performance and implementation of the Directorate's Service Delivery Plan.

11. KEY RESPONSIBILITY AREAS

11.1 Strategic Planning

- 11.1.1 In conjunction with the Executive Director and consistent with the Strategic Community Plan and Corporate Business Plan, prepare forward service delivery plans for all areas of the Directorate.
- 11.1.2 Ensure all sections of the Directorate have current Service Delivery and Forward Financial Plans.
- 11.1.3 Responsible for the implementation and maintenance of the Directorate's Service Delivery Plan.

11.2 Financial Planning / Annual Budget

- 11.2.1 Manage and coordinate the preparation of the Corporate and Directorate Annual Budget and Forward Financial Plan.
- 11.2.2 In conjunction with the Executive Director, undertake the responsibility for the Directorate's Annual Budget.
- 11.2.3 Report on the Corporate Budget performance to the Management Executive Team at regular intervals.
- 11.2.4 Undertake responsibility for the coordination and preparation of the Corporate Business Plan.
- 11.2.5 Oversee and co-ordinate loan borrowings and renegotiations.

11.3 Management

- 11.3.1 Apply best management and business practices in providing leadership to Directorate teams under the direct responsibility of this position.
- 11.3.2 Oversee the City's investment portfolio, ensuring policy compliance and an optimum financial outcome.
- 11.3.3 Ensure quality management principles are pursued in the delivery of services by Directorate teams.
- 11.3.4 Ensure equal employment opportunity and health and safety principles are practised.
- 11.3.5 Undertake human resource management tasks and responsibilities including annual staff appraisals, staff selection and induction and staff training, development and motivation, as required.
- 11.3.6 Attend meetings of the City Strategy Committee.
- 11.3.7 Participate in the City's Organisation Management Team and other Corporate teams, as required.
- 11.3.8 Attend other meetings as requested by the Executive Director.
- 11.3.9 Prepare reports and recommendations for the City Strategy Committee through the Executive Director.
- 11.3.10 In conjunction with the Executive Director and Chief Executive Officer, co-ordinate the preparation of the Annual Report.
- 11.3.11 Manage the external audit function.

SELECTION CRITERIA

ESSENTIAL

- Tertiary qualifications in Business / Financial Management or extensive experience in a related field.
- A demonstrated knowledge and understanding –
 - i) the financial requirements of Local Government,
 - ii) the roles, responsibilities and functions of Local Government.
- A demonstrated ability to act strategically.
- Experience in a management supervisory or leadership role.
- Well developed project management skills, with the ability to meet deadlines without compromising quality of work.
- Excellent written and verbal communication skills.
- Professional membership in a relevant discipline.
- High level of negotiation skills.

DESIRABLE

- High level Microsoft Excel skills.
- Knowledge / experience of Civica's Authority Systems and Management Information Systems as applicable to Local Government.

REFERENCES

The names and telephone numbers of at least two professional referees must be included on the application form and attached to your application.

CONDITIONS OF EMPLOYMENT

- Permanent, full-time position.
- City of Armadale Enterprise Agreement 2010 – Classification Level 11.
- 3 month probationary period that could be extended for a further three months (at the discretion of the Chief Executive Officer).
- Hours of work: 76 hours per fortnight.
- Flexible working hours arrangement.
- Superannuation up to 14%, depending upon employee contribution.
- Sick leave entitlement: 10 days per annum for the first 3 years, increasing to 12 days per annum thereafter.
- Personal carers leave.
- Annual leave entitlement: 4 weeks per year, plus 17.5% leave loading.
- Long service leave entitlement: 13 weeks after 10 years continuous service within WA local government. Long service leave can be transferred from one WA local government authority to another.
- Public holidays entitlement: 12 public holidays per year.
- Staff development/training – Annual Performance Reviews.
- Study leave and study fee assistance.
- Council supports wearing Local Government Corporate uniform with financial assistance and incentives for staff who choose to purchase uniform.
- MEDICAL - As part of the selection process applicants will be required to attend a medical examination with a medical practitioner appointed by Council.

DO YOU WANT...

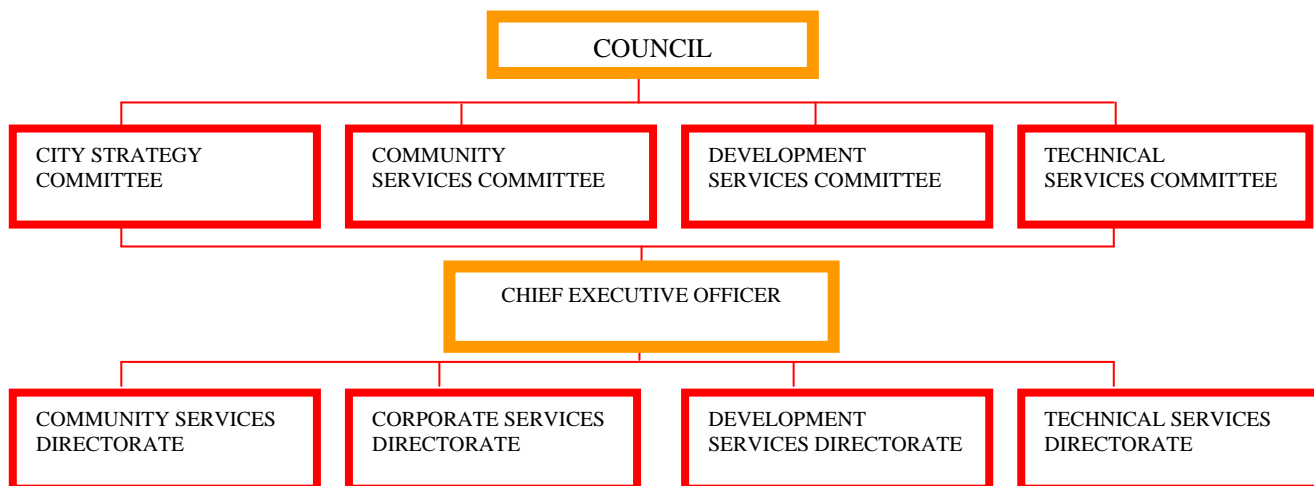
- ✓ Flexible working hours arrangements
- ✓ 1 Day off per Fortnight or Month
- ✓ Up to 19% Superannuation– Combined Contribution
- ✓ Carer's Leave
- ✓ Ability to Purchase Additional Annual Leave
- ✓ Deferred Salary Scheme – One Paid Year Off
- ✓ Free Staff Parking
- ✓ Health & Wellbeing Program
- ✓ Employee Assistance Program
- ✓ Up to 2 years Parental Leave
- ✓ 6 wks Paid Maternity Leave & 2 wks Paid Paternity Leave
- ✓ Ability to Cash Out Annual Leave
- ✓ Career Path Planning and Personal Development Opportunities
- ✓ Staff Training and Development
- ✓ Study Leave and Funding
- ✓ Phased in Retirement Scheme
- ✓ Competitive Salary - Annual Salary Increases
- ✓ Active Social Club
- ✓ Discounted Recreation Facilities Membership

7 Orchard Avenue
ARMADALE WA 6112

Locked Bag 2
ARMADALE WA 6992

Phone: 08 9399 0111
Fax: 08 9339 0184
E-mail: hr@armadale.wa.gov.au





DIRECTORATE RESPONSIBILITY

Chief Executive Officer's Office

- Civic Functions
- Corporate Leadership & Management
- Councillor Liaison
- Human Resources Management
- Public Relations/Marketing

Community Services Directorate

- **Community Development**
- Community Development Administration
- Community Planning & Development
- Community Safety
- Cultural Planning
- Disability Services
- Indigenous Services
- Seniors Services
- Youth Services
- Armadale Gosnells Volunteer Service
- Cultural Events

Library & Heritage Services

- Libraries (Armadale/Seville Grove/Kelmscott)
- Library Administration
- Museum & Heritage Services
- Visitors Centre

Ranger & Fire Services

- Animal Control
- Fire & Emergency Services
- Local Emergency Management
- Parking Control
- Ranger & Fire Administration
- Regulatory Services

Leisure Services

- Aquatic Centre
- Armadale Arena
- Environmental Recreation Programs
- Recreation Administration

Corporate Services Directorate

Administration & Governance Services

- Corporate Administration
- Corporate Governance
- Corporate Administration
- Council Elections
- Land Acquisitions/Sales
- Local Laws
- Property Leasing
- Records Management

Financial/Accounting Services

- Accounting & Audit Services
- Accounts Payable & Receivable
- Budget Preparation & Review

Corporate Services Directorate (ctd)

- Financial Planning
- Financial Reporting
- Insurance
- Rating

Information Technology Services

- Corporate Communication Equipment/Systems (Phone, Facsimile, Copiers & Scanners)
- Corporate Data Management
- Corporate Systems (Provision & Maintenance of & Software)

Development Services Directorate

Building

- Building Control
- Dividing Fences
- Swimming Pools

Environmental Health

- Administration of Health Act & By-Laws
- Health Education

- Immunisations
- Litter Control
- Noise Control

Environmental Matters

Planning

- Administration of Planning Responsibilities under Planning & Development Act And Metropolitan Region Town Planning Act
- Closure of PAW's and rationalization of Reserves
- Land Use Planning & Strategy
- Nomenclature
- Sign Control
- Subdivision

Technical Services Directorate

Engineering Works

- Drainage construction
- Footpath construction and maintenance
- Private Works
- Public utility re-instatements
- Road construction and maintenance
- Street furniture including bus shelters

Parks & Reserves Facilities

- Maintenance
- Planning & development of recreation areas

Technical Services Directorate (ctd)

- Reserve construction and maintenance including car parks
- Street trees
- Weed control

Professional Engineering & Admin Services

- Counter Disaster Committee
- Crossing places
- Easements/land acquisition
- Events on Roads
- Extractive Industries Licenses
- Road inventory, road data and other Compulsory statistics
- Street and traffic signs
- Street Lighting
- Street Stalls
- Road drainage investigation & design
- Supervision of Technical aspects of Subdivision
- Temporary road closures and obstructions
- Traffic Management
- Grants application

Property Management

- Construction, maintenance & hiring of Council buildings

Support Services

- Depot control
- Plant, equipment and vehicle purchase management

Waste Management

- Collection and disposal of refuse and liquid Waste
- Recycling

City Strategy Committee

- Economic Development
- Environmental Strategies
- Finance and Resources (See Note 3)
- Major Corporate Policy Issues (See Note 2)
- Major Regulatory Objectives
- National Competition Policy
- Organisation Structure
- Social Objectives
- Strategic Land Use Planning (See Note 1)
- Strategic Planning
- Various Reviews (See Note 4)

Note-1 Eg; setting of objectives for land and Transport planning on a regional scale And review of town planning priorities i.e. promotion of economic Development and design philosophies, Broad Environmental issues.

Note-2 Eg; Code of Conduct, Protocols

Note-3 Eg; Budget and rating strategies

Note-4 Eg; Statutory Compliance Review and Policy Review

2012

APPLICATION FOR ADVERTISED VACANCY

Position: Executive Manager Corporate Services **Position Close Date:** 1 March 2012

Family name:			
Given name(s):		Title: (Mr, Ms etc)	
Contact address: (include postcode)			
Phone number:	(home)	(work)	
Mobile:		Email:	

	PLEASE TICK	
Do you have Permanent Resident Status?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, do you have a current Work Visa? (<i>Attach copy</i>)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a current valid Driver's Licence	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES – Licence Number:	Expiry Date:	Class(es):

Professional Referee's			
Referee Name	Position	Company	Contact Number

CONVICTIONS	
Do you have any current convictions for any offence from any court; or are you currently the subject of any charge pending before any court? If yes , please give details;	YES <input type="checkbox"/> NO <input type="checkbox"/>

<p>Please note: Possessing a criminal record does not necessarily make an applicant ineligible to be considered for a position at the City of Armadale. Any position that is carrying out "child-related work" must have a Working with Children check.</p>	

DECLARATION	
I declare the above statements to be true in all aspects. I acknowledge that any statement, which is found to be false or deliberately misleading, may result in liability for dismissal.	
_____	_____/_____/_____
Signature	Date