



Port Macquarie-Hastings Council Job Description

PORT MACQUARIE HASTINGS

POSITION:	Director Community and Cultural Development
DIVISION:	Community and Cultural Development (CCD)
IINCUMBENT:	
ACCOUNTABLE TO:	General Manager
INTERNAL RELATIONSHIPS:	<ul style="list-style-type: none">• Council, Mayor (Administrator).• General Manager• Senior Staff• CCD Division Managers• Other Council Staff
EXTERNAL RELATIONSHIPS:	<ul style="list-style-type: none">• Public• Community & Business Organisations• Government Departments & Statutory Authorities• Professional/industry associations including Union• Consultants, solicitors and other professionals• Applicants for employment• Members of Parliament• Media
POSITION OBJECTIVE:	The Director CCD is responsible for developing and implementing Port Macquarie-Hastings Council's vision for the region in terms of community and cultural development. In addition the Director will manage and control the CCD Division in an effective and efficient manner in accordance with Council Policies, Business Plan and objectives for the overall benefit of the residents of the Port Macquarie-Hastings Council area.

FUNCTIONAL RESPONSIBILITIES INCLUDE:

1. Acts as the primary link between the General Manager, Administrator (Councillors), other key stakeholders and the organisation and is responsible for providing high level strategic advice.
2. Provides leadership to staff in achieving Council objectives.

3. Advice to and development of policy for Council and the General Manager
4. Ensure Council's responsibilities under all relevant Acts are met and ensure timely and pro-active approach to implementation of Council's Safety Codes and Policies
5. Control expenditure relating to the functions of the CCD Division so as to ensure compliance with Council's Management Plan
6. In conjunction with the Chief Financial Officer develop income policies to, as far as possible offset Divisional programme expenditures
7. In consultation with the General Manager and Chief Financial Officer timely completion of annual Management and Corporate Plan
8. Implement work practices and tendering procedures ensuring Council works services and functions of the Division are undertaken in a most cost effective manner
9. Effective management and use of Council's resources and assets.
10. Assists the General Manager in promoting the positive image of the Council and maintains good public relations.
11. Ensures the business units within the CCD Division are customer focused, efficient, innovative and competitive.
12. Ensures that staff, capital and other resources necessary to supply services (both internal and external) are managed in accordance with specified service levels.
13. Ensures the planning and funding of service delivery, based on the goals of the unit as well as Council's strategic goals as described in strategic and management plans.
14. Ensures specification of customer needs and expectations, based on market research and the compilation of Service Level Contracts.
15. Develops and reviews policy, as it relates to service delivery.
16. Provides regular and timely reporting to the General Manager on Division activities, financial operations, staffing and statutory matters.
17. Maintains regular on going liaison with Council's legal advisers on current statutory, regulatory and case-law requirement in the areas of Division operations.
18. Take all reasonable action to limit Council's exposure to public liability and professional indemnity and other insurance claims under sphere of control
19. Ensure Council's responsibilities under all relevant Acts are met and ensure timely and pro-active approach to implementation of Council's Safety Codes and Policies

20. Leads and manages Council's activities in respect of the receipt processing and determination of development and building applications as well as related Council regulations.
21. Sets policies that assist in increasing community understanding and awareness of Council strategy and policy as well as the principles and practice of CCD Division.
22. Attend Council and Committee meetings as required and submit well researched reports and information/advice thereto. (Generally attendance at meetings after normal office hours means one meeting per week).
23. Membership of Council's Management Executive
24. Effectively exercise all delegations and authorities issued by the General Manager and by outside authorities.
25. Implementation of appropriate staff management principles for Divisional staff and adherence to Council's Human Resource Procedures and Policies and Award requirements
26. Support corporate initiatives including Business Excellence Framework.
27. Other matters as directed by the General Manager

ESSENTIAL EXPERIENCE, QUALIFICATIONS & SKILLS:

- Significant management experience at a senior level in the public and/or private sectors.
- Demonstrated ability to work in a consultative environment both internally and externally
- Tertiary qualifications in Management, Business, Economics, Social Sciences, Human Services or a related discipline
- Sound knowledge of and commitment to community and cultural development
- Ability to lead, manage and inspire your team.
- Strong corporate planning, financial management skills and business acumen
- Demonstrated commitment to and genuine interest in the provision of excellence in customer service
- Strong project management capabilities including staff and resource management

DESIRABLE EXPERIENCE, QUALIFICATIONS & SKILLS:

- Working knowledge of the Local Government Act 1993, and other associated legislation and regulations
- Post Graduate qualification in a relevant discipline
- Appreciation of the political process

OTHER SPECIAL REQUIREMENTS:

We are seeking an individual who is an achiever, a leader who has a pro-active approach and can demonstrate their genuine commitment to continuous improvement and excellence in customer service.

OH&S RESPONSIBILITIES:

Directors are responsible for ensuring their staff identify, assess and control the risks to health and safety arising from the operations of their area using a risk management approach. They are responsible for implementing, maintaining and reviewing the health and safety of all work places under their control.

This responsibility includes providing a safe and healthy working environment for staff, contractors and visitors, and ensuring that all work practices adopted conform with statutory requirements.

It is their role to:

- Ensure the risks associated with the activities under their area of responsibility are identified, assessed and controlled by the Manager responsible, and to determine that activities are conducted in a healthy and safe manner.
- Ensure that staff, contractors and visitors receive the appropriate information, instruction and training and the necessary supervision to safely perform their work.
- Determine the financial provisions for safety equipment and other control measures relative to the level of assessed risk.
- Ensure the occupational health and safety implications of new work being planned or new equipment being purchased are fully assessed and taken into account in project funding allocation.
- Ensure that all OHS systems, OHS rules and practices are implemented into workplaces to safeguard their occupational health and safety for staff, contractors and visitors.
- Ensure that Worksite Safety Plans are established and maintained.
- Ensure that all workplace incidents are reported to the statutory authorities as appropriate.
- Report to the General Manager any serious incident or workcover notice.
- Ensure that all workplace incidents are investigated and remedial is taken action relevant to the level of risk.
- Promote an early return-to-work for injured/ill staff and cooperate with the Rehabilitation Coordinator in developing a Return-to-Work Plan.
- Encourage staff involvement in reporting and resolving OHS issues through Supervisors and Worksite Safety Representatives.
- Resolve staff reported OHS issues in a timely manner.