



Northern Peninsula Area Regional Council

Employment opportunity

Manager Corporate Affairs

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking a **Manager Corporate Affairs**, to join the Corporate Services Team.

This position is responsible for managing all Governance, ICT, Records management, and Media & Communication activities of Council so that strategic advice is provided to all areas of council and where appropriate to the community

In this role you will have the opportunity to:

- Develop partnerships with internal and external stakeholders that enables the organisation to deliver organisational services outcomes through Corporate Services, Governance, Information & Communications Technology, Records Management, and Media & Communications
- Develop in partnership with key stakeholders, media and communications strategy incorporating internet, internet, and social media platforms and oversight implementation of the strategy
- Managing strategic corporate advice on Governance issues and ensuring compliance with relevant statutory obligations
- Develop and oversee the implementation of Information Technology Strategy & Business System Review for the council
- Lead & support change management processes as necessary through the Business System Review through close interaction and working partnership with Council executive & other managers
- Developing and implementing key culture initiatives engagement of staff and change management strategies.
- Advising Council and staff on statutory and regulatory requirement to corporate affairs
- Compliance with legislation in developing and maintaining policies and processes including equal employment opportunity and anti – discrimination.
- Preparing, planning, and managing corporate affairs budgets in an accountable manner.
- Manage staff in accordance with council policy and best practice human resource initiatives.
- Management of the lifecycle of Controlled Documents (e.g., Policies, Standard Operating Procedures) in compliance with ISO 9001 and ensuring appropriate review cycles are in place

In return for your valued contribution, you will be rewarded with:

- 3 Year Term Contract
- \$101,906 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential Criteria

- Tertiary qualification or related substantial experience with a focus on either Corporate Services, Government, Public Sector Policy, Public Relations, Information Technology, Media & Communications, Business Administration, or similar field
- Demonstrated strong understanding of government and regulatory frameworks
- Demonstrated and previous experience, skills and in-depth knowledge and understanding of either Information Technology, Governance or Media & Communications
- High level of competency in the use of technology and software such as Microsoft 365 (M365) Products (e.g., Outlook, Word, Excel, PowerPoint, Publisher, MS-Teams, MS-SharePoint etc.)
- Demonstrated behaviour which supports a diverse, equitable and safe workplace.
- Proven ability to prioritise and work effectively under pressure and meet deadlines
- Demonstrated effective problem-solving skills and ability to develop solutions
- Personal attributes that engender commitment, passion, energy, drive, initiative, resilience, and respect
- Minimum of Queensland C Class provisional driver's licence

Desirable Criteria

- Experience working in a Local Government.
- Experience in working and living in Aboriginal or Torres Strait Island remote communities
- Knowledge of local government operations and procedures.
- Awareness and knowledge of the following legislations:
- Local Government Act 2009 (Qld).
- Local Government (Finance, Plans and Reporting) Regulation 2012 (Qld).
- Financial Accountability Act 2009 (Qld).
- Financial and Performance Management Standard 2019 (Qld).
- Public Records Act 2002 (Qld).

PERFORMANCE INDICATORS:

- As required and expected workplace attendance rate, with consistent punctuality.
- Completion of all duties in a timely and efficient manner.
- Compliant notification to supervisor in respect to work absence and leave requirements.
- Compliance with all Council policies & procedures, with high regard to Confidentiality, Code of Conduct and WH&S procedures.
- Modelled high standard of behaviour and work ethics as a Manager.
- Safe work practices developed and followed.
- Effective in building and sustaining professional relationships.
- Knowledge of physical and electronic use Council operating systems.
- Distinguishes between professional and private conduct and behaviour.
- Demonstrates flexibility to complete prioritized scheduled deadlines with importance.
- Utilizes resources to meet demand.

- High standards of work quality and behaviour.
- Workplace, Health and Safety is abided by and shared with others.
- Promotes positive behaviour to reflect NPARCs good standing within the community.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Wednesday 4th October 2023