

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	August 2023
Position Title	Manager Corporate Affairs		
Award	<i>Queensland Local Government Industry (Stream A/B/C) Award – State 2017</i>		
Classification	Queensland Local Government Industry (Stream A) Award – State 2017 – Band 3, Level 2 \$101,906 per annum		
Department	Corporate Services		
Section	Not Applicable		
Location	NPARC Injinoo		
Employment Type	Permanent Full-time		
Hours of Duty	36.25 hours per week		
Supervisor	Executive Manager Corporate Services		
Direct Reports	5 Direct Reports		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017 – Band 3, Level 2 \$101,906 per annum*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

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.

KEY ACCOUNTABILITIES

Duties and responsibilities will include:

- 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
- Perform any other non-specific lawful and reasonable directions and /or assigned tasks.

SELECTION CRITERIA

1. 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
2. Demonstrated strong understanding of government and regulatory frameworks
3. Demonstrated and previous experience, skills and in-depth knowledge and understanding of either Information Technology, Governance or Media & Communications
4. 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.)
5. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
6. Proven ability to prioritise and work effectively under pressure and meet deadlines
7. Demonstrated effective problem-solving skills and ability to develop solutions
8. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience, and respect
9. Minimum of Queensland C Class provisional driver's licence

Desirable Criteria

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

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)