COOMALIE COMMUNITY GOVERNMENT COUNCIL
Position Description

Position Title	Corporate Services Manager	
Department	Executive Unit	
Direct Report	CEO	
Level	Permanent	Fulltime
Location	Batchelor Depot	

POSITION OBJECTIVE

Working within the Executive Unit, the Corporate Services Manager will manage all front-line corporate administration services incorporating Councils core local government business including the delivery of governance coordination, finance management, human resource management; risk management and audit; WHS; customer service and records management.

SELECTION CRITERIA

Essential Selection Criteria

1. Extensive experience in working with elected members and boards of management, delivering agenda's, minutes; schedules and elected member training within tight timeframes.
2. Extensive experience in strategic and operational planning and reporting in a regional local government environment including the development, monitoring and management of annual budgets and the planning and reporting framework.
3. Demonstrated minimum 3 years' experience in the management of local government financial management including zero based budgeting, long term financial planning and grant application and acquittal.
4. Demonstrated experience in the management of a multi-disciplined team utilising contemporary human resource management practise and leadership in Work Health and Safety.
5. Demonstrated experience in the management, development and review of business systems and record management.
6. Extensive experience of local government compliance requirements and associated legislative frameworks in a remote regional environment.
7. Demonstrated ability to lead undirected in the development and implementation of daily, weekly monthly and annual works programs for the Corporate Services team.
8. Demonstrated experience in managing a complex workload with competing priorities in a regional environment taking particular care with time management.
9. Excellent written and oral communications with an ability to operate various business and database systems with an impeccable attention to detail.
10. High level of independence in determining direction and approach to issues, resolving conflict and complex problems which require highly analytic reasoning and integration of wide-ranging and complex information.

Desirable Selection Criteria

1. Diploma or Degree in Business Financial Management or equivalent work experience.
2. Understanding of Local Government Act NT and associated legislative framework.
3. Good knowledge of the Coomalie Region.

Mandatory Employment Criteria Requirements

- NT Drivers Licence
- NT Police Check
- Ochre Card