

Manager of Executive Services



Victoria Daly
REGIONAL COUNCIL

OUR VISION

To strengthen our region through fostering development, growth, and social wellbeing

POSITION DESCRIPTION

REPORTS TO	Chief Executive Officer	CLASSIFICATION & HOURS	Level 8 Full-Time
DIVISION	Executive Services	LOCATION	Regional Office

JOB PURPOSE

The Manager of Executive Services is responsible for the executive services of the Council including executive services staff. This position will oversee the ongoing implementation of good governance structures, processes, and policy development throughout Council. The Executive Manager will oversee Councils website, social media, and publications.

DUTIES AND RESPONSIBILITIES

1. Be an active member of Councils Executive Management team and provide high level management advice and guidance to the Executive, senior management, Council and staff on policy and governance matters.
2. Attend meetings of Council and Local Authority meetings.
3. Manage the administrative support for all Ordinary & Special Council meetings, Local Authorities and Audit & Risk Committee.
4. Develop and maintain effective partnerships and linkages with managers, staff, agencies, service providers and other stakeholders, to assist in achieving the Victoria Daly's strategic objectives.
5. Ensure capacity building and training is provided for elected members and staff on good governance.
6. Regularly report to the Executive and Council monthly or otherwise as required.
7. Manage and develop the Annual Report in conjunction with the executive team, elected members, and staff.
8. Manage and develop the Regional Plan in conjunction with the executive, staff, elected members and Local Authorities and production meets compliance.
9. Ensure Councils website is compliant and social media platforms are used appropriately.
10. Maintain a safe working environment and ensure Work Health & Safety regulations are adhered to.
11. Ensure the policies and procedures of the Council are adhered to.



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SELECTION CRITERIA

EDUCATION REQUIREMENTS

Tertiary qualifications or extensive experience in Business, Community Development or Governance. (Desirable).

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Demonstrated experience in Executive Service or Corporate Administration.
2. Well-developed oral skills including the ability to communicate effectively with Indigenous people.
3. Well-developed written communication skills with the ability to produce high level correspondence, reports, and publications.
4. Ability to effectively liaise with internal and external stakeholders for positive outcomes.
5. Strategic and decision-making skills with an analytical and innovative approach to problem solving.
6. Knowledge of relevant legislation appropriate to Local Government or the ability to source.
7. Ability to be able to research and formulate policies relevant to a local government environment.
8. Ability to use Microsoft programs and the ability to learn other software programs related to Local Government business.
9. Sound knowledge of Work Health & Safety principles.

OTHER REQUIREMENTS


1. Criminal History Check (recent within 3 months)
2. A current Working with Children's Card.
3. A current Drivers Licence

TRAVEL REQUIREMENTS

This position is based in Katherine, and you will be required to undertake extensive travel, overnight stays in remote communities within the Victoria Daly Regional Council area. remote communities within the Victoria Daly Regional Council area.

ACKNOWLEDGEMENT

DIRECTOR: Trudy A Braun DATE APPROVED: 19/09/2023

CHIEF EXECUTIVE OFFICER:  DATE APPROVED: 19/09/2023