

## Director Corporate and Financial Services

### Position Details

<b>Location</b>	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
<b>Status</b>	Full Time, Non-Award Position (Senior Officer)
<b>Industrial Instruments</b>	Industrial Relations Act 2016
<b>Classification</b>	Senior Management level, based on experience and assessed qualifications
<b>Reports to</b>	Chief Executive Officer
<b>Direct Reports</b>	Finance Manager Manager Regional Operations District Managers

### About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

### Our Values

 <b>HONESTY</b> WE ALWAYS TELL THE TRUTH	 <b>EMPATHY</b> WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 <b>ACCOUNTABILITY</b> WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 <b>RESPECT</b> WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 <b>TRUST</b> WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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## Key Responsibilities

### Corporate Services Strategy and Direction:

- Set the overarching strategy and direction for the provision of corporate services to achieve efficient and cost-effective management and administration of the organisation.
- Lead the planning and deliver of a broad scope of complex corporate services, ensuring effective prioritisation in a high-demand environment.
- Provide the highest level of service delivery to key stakeholders, continuously working to improve operational systems and practices.

### Leadership Responsibility:

- Inspire and motivate teams through strong leadership, driving direction and delivery, and fostering professional development.
- Lead the delivery of best practice financial planning, management accounting, procurement, risk management, audit, and business reporting services, ensuring compliance with legislative and policy requirements.

### Organisational Change and Development:

- Direct the development and implementation of business systems, process improvements, and information management functions, ensuring alignment with statutory and government policies.
- Lead the provision of corporate and financial support services across multiple locations, including facilities, accommodation, and administrative needs.
- Oversee the delivery and management of information technology services, systems, equipment, and infrastructure, ensuring effective operations and quick resolution of technical issues across various sites.
- Manage crucial regional community services including facilities, information services and customer service, ensuring the key connection points between the local community and Council are always maintained to an exceptional standard.

## Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

## Physical Demands and Work Environment

- This role is primarily sedentary, with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

## Essential Criteria

### Education:

- Master of Business Administration (MBA) or equivalent.
- Certified Practising Accountant (CPA) qualification or equivalent desirable.

### Licensing:

- Current Queensland class 'C' Driver Licence.

### Experience and Knowledge:

- Proven track record of effective leadership capabilities, including experience in planning, coordinating, and delivering corporate services across diverse functions. As well as significant achievements in a corporate services function within a complex organisation.
- Demonstrated success in developing and implementing strategies that build and diversify organisational revenue.
- Extensive experience in financial management at the executive level, with a strong understand of financial planning, budgeting, and reporting, with proven ability to lead financial processes and provide stewardship to Council.
- Strong interpersonal skills with demonstrated ability to foster inclusive and productive workplace cultures and build robust relationships with a wide range of stakeholders.
- A strong commitment to delivering high-quality services and a demonstrated ability to oversee and improve quality assurance processes effectively.

## Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Approving Manager:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	