

Position Description

MANAGER CORPORATE

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

The Manager Corporate provides both a strategic and operational leadership role responsible for core corporate functions, including finance and information technology services. The Manager Corporate ensures efficient, effective, transparent, and sustainable operations.

With a strong management background in either finance services or technology strategy, you will explore and implement initiatives to streamline processes, reduce costs and improve the experience of our internal and external customers. You will lead initiatives that strengthen organisational capability, foster a positive workplace culture and support the organisation's objectives to foster innovation and drive key commercial and financial outcomes.

Central to the role is leading and modelling a values-driven culture where Council's values are reflected in all actions and decisions. A strong customer focus will underpin this role's ability to deliver high quality services. The role will set clear expectations of acceptable behaviour, uphold high standards of conduct, and foster an inclusive, respectful, and accountable workplace.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Senior Executive Officer (according to the <i>Local Government Act</i>) and the <i>Alpine Shire Council Enterprise Agreement</i>
Reports to:	Director Corporate and Community
Supervises:	Team members across Finance and Rates, Information and Communication Technology, Commercial Management and the High-Country Library Network.

KEY DUTIES AND RESPONSIBILITIES

This position is responsible for the efficient and effective leadership, management and operation of the following business functions:

- Finance and Rates
- Information and Communications Technology Operations, and Project Management Office
- Commercial
- High Country Library Network

Leadership and Team Management

- Build and strengthen productive relationships across Council management and provide leadership, direction and support.
- Develop and deliver departmental plans to support the Council Vision, the Council Plan and other relevant strategic documents.

- Provide strategic leadership and planning for the development and delivery of quality services within the municipality.
- Lead and manage the department ensuring effective and responsible staff management and development and adherence to corporate values, process and policies.
- Manage staff development, training, and succession planning to build a skilled and motivated team.
- Manage with emotional intelligence and provide a psychologically safe work environment.

Long-Term Financial Planning

- Lead the development, preparation and continuous improvement of Council's Long-Term Financial Plan and annual budget documents, ensuring alignment with strategic objectives and contemporary financial management principles.
- Manage a proactive program of work to strengthen Council's long-term financial sustainability, including full stewardship of the organisation's Financial Sustainability Strategy.
- Drive a forward-looking and commercially minded approach to financial modelling, ensuring decisions are underpinned by sound data, risk awareness and long-term value creation.

Financial Reporting and Project Management

- Enhance Council's financial reporting function, delivering higher-value insights, improved forecasting capability and more effective performance monitoring to support evidence-based decision making.
- Oversee delivery of key corporate projects, ensuring outcomes that strengthen organisational financial maturity, service review and alignment, legislative compliance and commercial performance.

Finance and Accounting Services

- Oversee the delivery of high-quality finance and accounting services, ensuring accuracy, timeliness, transparency and compliance with statutory, regulatory and policy requirements.

Revenue Collection

- Develop and implement strategies to maximise revenue collection.
- Manage financial hardship and payment programs.

Technology Strategy and Planning

- Develop and implement technology strategies aligned with Council's objectives and future vision.

- Provide strategic advice to executive management on technology trends, opportunities, and risks.
- Identify and prioritise technology initiatives that enhance service delivery, operational efficiency, and stakeholder engagement.
- Oversee the planning, execution, and delivery of technology projects and programs within scope, timeline, and budget.

Technology Governance and Compliance

- Establish risk management processes to identify and mitigate potential technology-related risks.
- Develop and enforce technology policies, standards, and procedures that ensure data security, privacy, and compliance with relevant regulations.
- Oversee the ICT Steering Committee to achieve alignment with its core objectives as documented in the ICT Strategy.
- Advise and work with the Audit and Risk Committee in reviewing and managing ICT and Information Management risk.
- Oversee the maintenance all IT systems, including servers, workstations, and network infrastructure, ensuring that IT solutions support the company's future growth.

Commercial Management

- Provide leadership and strategic oversight of Council's procurement function to ensure commercial value, probity, and alignment with organisational objectives.
- Maintain and continuously improve procurement policies, procedures, tools, templates, reporting frameworks and organisational training programs to embed best practice.
- Lead the development, implementation and ongoing optimisation of Council's Contract Management Framework, ensuring consistent, commercially astute and risk-aware practices.
- Oversee the creation and maintenance of contract (and other agreement) management policies, procedures, tools, templates, reporting and training to strengthen organisational capability.
- Support the development of compliant, fit-for-purpose contracts and agreements that protect Council's interests and maximise value for money.
- Drive compliance with legislative requirements, internal controls and audit recommendations, ensuring robust governance and improving organisational commercial maturity.

High Country Library Network (HCLN)

- Manage the service agreement across the HCLN, including delivering on KPIs and providing regular reporting to stakeholders.

- Manage the stakeholder relationship with membership Councils through the Library Management Group (LMG).
- Manage the operational budget of the HCLN and facilitate decision making on strategic direction.
- Oversight procurement of the library collection in line with policies and procedures.

Budget Management

- Prepare and manage the Corporate budget, ensuring optimal allocation of resources and alignment with strategic priorities.
- Monitor expenditure and provide regular financial reports to senior management.

Performance Measurement and Reporting

- Define key performance indicators (KPIs) for the function and regularly assess performance against these metrics.
- Prepare and present comprehensive reports on initiatives, projects, and outcomes to executive management and council stakeholders.

Accountability and extent of authority

- Accountable to the Director Corporate & Community.
- Authority and freedom to act in accordance with broad goals, budgets, Council policies and the provisions of relevant Acts, Regulations, Codes as contained in the Instrument of Delegation.
- The position is responsible for the performance of the Corporate Department, and under the guidance of the Director Corporate & Community plays a key role in corporate accountability across the organisation.
- Decisions made / actions taken by the Manager can have a substantial effect on the managed functions or on the public's perception of Council.
- Accountable for the ensuring that the Corporate Department delivers high quality customer service to both external and internal customers, meeting the requirements of any published Customer Charter.

Other duties

- Undertake other duties as directed by the Director.
- Comply with Alpine Shire Council's Code of Conduct and Policies.

Judgement and decision making

- Solve complex problems in a demanding environment and contribute to forward-thinking policy development.
- Make decisions aligned with organisational goals and within delegated authority, legislative requirements, and established policies.

- Evaluate unclear options and develop policy recommendations.
- Allocate resources to achieve corporate objectives.
- Provide timely advice and recommendations to Directors, CEO, and Council.
- Consider the broad economic, political, and social impacts of decisions.

Management skills

- Achieve high-quality outcomes while operating transparently and professionally.
- Effectively manage resources, assets, projects, and staff to maximise service delivery.
- Develop a team and achieve great outcomes with effective delegation.
- Manage information flow within the organisation.
- Exhibit strong time management skills to meet changing priorities and objectives.

Interpersonal skills

- Lead, motivate, and develop staff to achieve organisational and individual targets.
- Establish effective working relationships with internal and external stakeholders.
- Project a positive image in all interactions with internal and external customers.

EXPERTISE

Qualifications

- Tertiary qualification in Business, Management, Accounting or Information Technology, Computer Science, or a related field (or equivalent).
- Current Victorian Driver Licence.

Specialist knowledge and skills

- Strong understanding of technology trends, cybersecurity, and technology risk management; or strong financial management skills with a demonstrated capacity to manage complex program budgets and meet financial accountability requirements; and a desire to develop expertise in the other functionality.
- Excellent interpersonal and communication skills, with the ability to engage with stakeholders at all levels and the ability to present at a senior management level.

Experience

- Financial management experience in Local Government, private sector or a multi-functional organisational environment.
- Proven experience in developing long term strategic plans.
- Track record in achieving results at management level and ability to lead teams.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Provide specialist advice on technology related risk e.g. Radio frequency exposure if required.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.