

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	IP&R Coordinator
Department	General Manager
Location	Council Offices
Salary Grading	Grade 15
Employment Status	Permanent Fulltime (after successful completion of the 3-month probation period) (Note: Part time may be considered)
Hours of Work	Full time – 70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month.
Supervisor	General Manager
Staff Reporting to Position	<ul style="list-style-type: none">▪ Nil
Key Internal Relationships	<ul style="list-style-type: none">▪ Senior Management Team▪ Managers and Coordinators▪ Communications Coordinator▪ Councillors
Key External Stakeholders	<ul style="list-style-type: none">▪ General Community▪ Community Organisations▪ Government Departments▪ Media

PRIMARY PURPOSE OF POSITION

- ❖ To lead the preparation of Council's statutory Integrated Planning and Reporting documents through the provision of high quality, high value, timely and solutions focused services and advice along with effective community engagement.
- ❖ To build community confidence in Council through effective advocacy, surveys, education, awards nominations and communication about priority community and Council issues and programs.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct, Child Safe Policy and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Finance:

- ❖ Regularly review and track budget expenditure
- ❖ Develop cost, quantity and time estimates for activities
- ❖ Timely and accurate statutory, internal and external reporting of budget allocations
- ❖ Assist in the preparation and administration of the annual budgets and grant funding

Strategy:

- ❖ Develop long term plans and strategies that meet the future needs of the community
- ❖ Proactively manage the Council's legislative and legal obligations to ensure overall compliance and take steps to manage the Council's reputational risk
- ❖ Ensure Operational Plans are in place and regularly reviewed to ensure alignment with Delivery Program, Annual Operational Plan and levels of service
- ❖ Develop Council policy that reflects LSC's philosophy and approach

Customer/Stakeholder:

- ❖ Ensure accurate records are maintained in Council's corporate systems for all customer queries and complaints
- ❖ Lead, investigate and respond to customer enquiries in a timely manner
- ❖ Participate in customer and stakeholder forums and meetings
- ❖ Plan and organise school and community interest group tours/talks
- ❖ Conduct user survey as required to measure and monitor customer satisfaction

People Management:

Nil

Operations:

- ❖ Establish strong and effective working relationship with Managers and Coordinators to ensure accurate, timely and meaningful corporate planning and reporting is provided to the Senior Management Team, Council and the community.
- ❖ Research, write, design and deliver high quality, accurate and engaging documents including the Community Strategic Plan, Delivery Program, Operational Plan, Resourcing Strategies and biannual, annual, end of term and other reports as required.
- ❖ Identify and effectively use data (from within Council and from external sources) to enable performance tracking against key service, corporate and community indicators, including collaborating with stakeholders and / or commissioning surveys, where relevant.
- ❖ Configure, populate and administer corporate software that supports planning, reporting, project management and continuous improvement, including the engagement, training and support of users.
- ❖ Participate in internal and external stakeholder engagement, contributing to and delivering against holistic stakeholder engagement plans that support the development and delivery of corporate plans and strategies.
- ❖ Support Managers with the development, refinement and review of delivery program and operational business actions, targets and supporting performance indicators.
- ❖ Provide written and verbal advocacy for community and Council priorities as required under direction of the General Manager, including the preparing of submissions and award nominations on behalf of Council.
- ❖ Maintain and publish where appropriate an up-to-date register of organisation-wide strategies and plans.
- ❖ Coordinate surveys (in-house and contract), performance management and benchmarking exercises.
- ❖ Coordinate, monitor and acquit grant funding applications on behalf of Leeton Shire Council.
- ❖ Prepare and deliver presentations to staff, SMT, Councillors, stakeholders and the community.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ On commencement, new staff must show evidence of having received current Covid-19 vaccinations.
- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities.
- ❖ Attend all WHS training.

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment Essential Information' document.

SELECTION CRITERIA

Essential:

Qualifications/Licences/Experience:

- 1. A degree in communications, business, commerce or administration or an appropriate tertiary qualification with a minimum of 4 years' work experience in a multifaceted business environment.
- 2. Must possess and maintain a Class C Driving Licence.

Skills and Attributes:

- 1. Knowledge of Local Government legislation and best practice related to IP&R.
- 2. Proven exceptional people skills and capacity / flexibility to work with a range of stakeholders including engaging residents, business and government departments to participate in planning and decision-making processes.
- 3. A demonstrated understanding of and experience in community development principles and approaches, including demonstrated experience in facilitation and collaboration.
- 4. Excellent written and verbal communication; the ability to represent Council formally at meetings, events and functions,
- 5. The ability to gather and analyse information and trend data using a variety of sources and survey mechanisms to understand community needs and identify opportunities for intervention and advocacy.
- 6. Excellent organisational skills, and a high level of computer competence.

Desirable:

- ❖ Local Government experience.
- ❖ Member of LG Professionals IPR Network.



.....
 Jackie KRUGER
 General Manager

I hereby accept the terms and conditions set out in this position description for IP&R Coordinator.

Dated this day of 20.....

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 Signature