



Southern Grampians
SHIRE COUNCIL

Private and Confidential

**Candidate Briefing Notes for the Position of
Manager Community & Leisure Services**

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

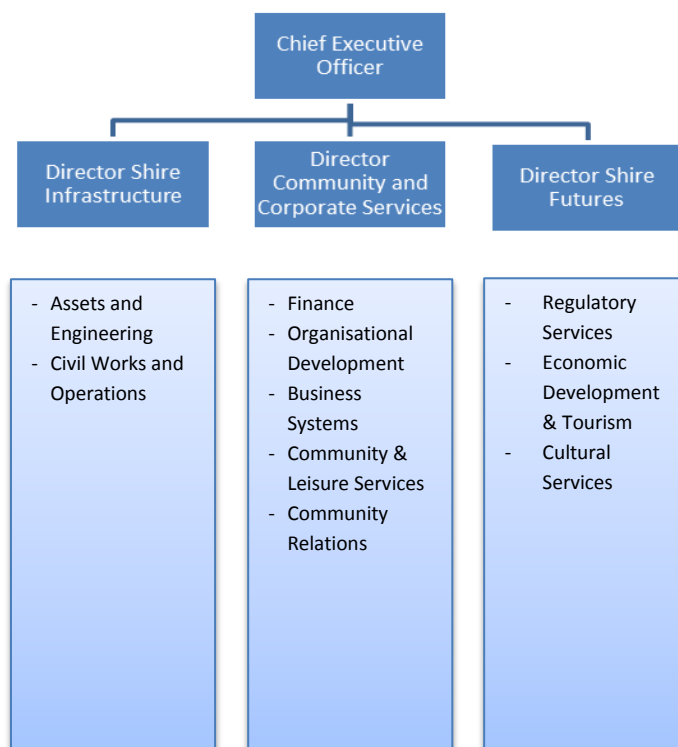
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Braxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenhompson, Penshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- ☒ Follow instructions in the Candidate Briefing Pack.
- ☒ Provide a covering or application letter.
- ☒ Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- ☒ Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- ☒ Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- ☒ Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

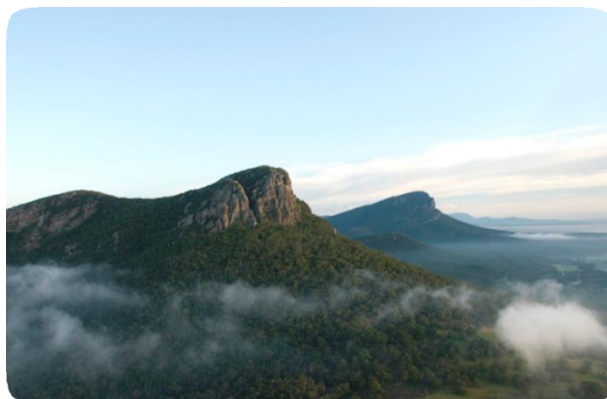
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

DECLARATION

Name of Panel Member: _____
(please print name)

Nature of Declared Interest: _____

Signature: _____ Date: _____

The above matter has been discussed with me (_____)
as panel convenor and the following determination made:

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Manager Community & Leisure Services
Classification:	SEO Contract
Position Number:	010
Business Unit:	Community & Corporate Services
Reports to:	Director Community & Corporate Services
Supervises:	Manager Recreation Community Services Coordinator

Position Summary:

- To manage the physical, human and financial resources of Community and Leisure Services in accordance with Council's policies and Council Plan;
- To ensure the viability and effective operation of Community and Leisure Services.

Key Objectives & Outcomes Responsibilities

- To lead Southern Grampian Shire Councils community and leisure services unit in the management and delivery of a range of services and programs, including, Aged and Disability Services, Maternal and Child Health, Children's Services, Leisure Services and Structured and Unstructured Recreation that ensure quality outcomes that are responsive to the changing needs and expectations of our community;
- Represent Council in relevant strategic regional alliances and working groups;
- Advocate on behalf of the community to achieved improved outcomes in Health and Wellbeing;
- Complete a review of the Municipal Health and Wellbeing Plan;
- Identify and deliver initiatives that support and develop staff and improve their wellbeing.

Key Responsibilities

- Provide leadership. Motivation, support and direction to unit staff in achievement of organisational goals identified through the Council plan;
- Monitor and review service needs, analyse data, determine trends on an ongoing basis and make recommendations on the development of services as appropriate;
- Promote and implement appropriate human resource management practices and procedures in all aspects of the units operations;
- Act as a leader and mentor unit staff in relation to all aspects of their relevant work activities;
- Manage the resources and activities of the Community Services and the Leisure Services departments;
- Develop a team approach across each department;
- Develop, implement and regularly monitor individual performance objectives, skills acquisition and personal development plans in accordance with Council's established program/s and within required timeframes;
- Identify areas where additional training is required to increase efficiency and effectiveness, liaising with the Human Resources department and other relevant staff and agencies;
- Ensure Equal Opportunity legislation practice and procedures are implemented consistently and fairly in relation to recruitment and selection, training, and other human resource management issues;
- Ensure that employees adhere to Council's policies on ethics, duty of care, professional standards, legal requirements, and resident complaints;
- Attend relevant forums relating to Community and Leisure Services and represent the Director Community & Corporate Services as requested;
- Provide advice and regular information regarding Community and Leisure Services activities to the Director Community and Corporate Services and Council, particularly those issues related to Council's strategic directions;
- Perform the role of Contract Supervisor where services are provided under contract;
- Assist as required, in major planning and service development reviews, and promote a cooperative and forward-planning approach with relevant service providers;

- Be responsible for planning and development of service delivery in the following service areas:
 - Maternal and Child Health;
 - Home and Community Care (including Assessment Home Care, Personal Care, Respite Care, Delivered Meals Service, Property Maintenance, Senior Citizens, Community Transport, and other Aged and Disability Services;
 - Family Day Care;
 - Support to Pre-Schools;
 - Leisure Services;
 - Other services as deemed appropriate.

Corporate Responsibilities

- Establish and maintain productive relationships with relevant external agencies, including but not limited to other government departments, other sector groups, the general public, suppliers and neighbouring and regional LGAs
- Represent Council at other relevant functions/meetings conducted by government, sector bodies and relevant business and community groups
- Maintain awareness of regional and state-wide developments in services and provide advice to the organisation when required
- Research and identify 'best practice' management techniques and technologies, and participate actively in Council's Best Value Program;
- Facilitate the development of performance measures and objectives for all services under incumbent's control;
- Proactively cultivate and maintain strong team relationships among colleagues on a formal and informal basis across all Council functions;
- Ensure the security of Council's assets under the departments' control;
- Communicate in a manner, that achieves the support of staff, particularly when dealing with management decisions;
- Prepare and monitor budgets within prescribed limits, and report any significant budget deviations as soon as recognised;
- Ensure appropriate development, coordination, integration and provision of all services in consultation with staff as appropriate;
- Perform the duties and responsibilities of the Municipal Emergency Recovery Manager as required to meet Council's obligations under the Municipal Emergency Management Plan;
- Actively work with the local community and the broader community of the south-west, to monitor and assess community needs, and to recommend processes to address these needs;

- Ensure compliance with all relevant Government policies, standards and regulations;
- Provide leadership and support to local groups and agencies on community and leisure service-related issues.

Administration

- Prepare, research and evaluate reports, submissions and correspondence relating to all service areas;
- Establish, develop and maintain systems and procedures suitable to the various services;
- Ensure regular collection and reporting of statistical and other data, together with effective and efficient administrative systems;
- Meet regularly with the Director Community and Corporate Services, staff, other personnel within Council, service providers and relevant agencies in relation to the operation and development of Community and Leisure Services;
- Respond promptly and sensitively to community requests and complaints;
- Liaise and participate in Council task forces, advisory groups, committees, consumers, government departments, and other agencies as required.

Service Planning and Policy Development

- Assist in the formulation and review of Council's organisational policies as requested;
- Develop and review policies and procedures for Community and Leisure Services;
- Support the development and documentation of service specific policies, including effective monitoring and implementation as appropriate;
- Develop and review Service Plans or other plans as appropriate.

Program Management

- Develop goals and objectives for all services that are responsive to community needs;
- Facilitate the development of regular and relevant evaluation processes across all services;
- Maintain up-to-date knowledge of developments in all service areas;
- Report regularly to the Director Community and Corporate Services on the operation of all services.

Community Engagement

- Liaise with other community service providers, organisations and the community to ensure a well-planned and coordinated approach to service arrangement in the Shire;
- Represent Council on relevant committees/working groups as required ;

- Direct, supervise and support the staff to ensure the effective and efficient management community services, leisure and community service units.

Extent of Authority

- Commit to and adhere with Councils Child Safe Requirements.
- Responsible for the viability of the Community and Leisure Services within the framework of Council's policies and corporate goals;
- Responsible for management of a range of appropriate, high quality services for people in the municipality;
- Responsible for achievement of set performance objectives for the established performance appraisal period;
- Responsible for adherence to budget, and the authorisation of expenditure in accordance with the budget and limits of delegation;
- May recommend selection, appointment and termination of employees;
- Required to recommend on strategic planning issues, and broader corporate responsibilities
- Delegations: Municipal Emergency Recovery Officer, Financial Delegation

Judgement and Decision Making

- Required to exercise independent and problem-solving ability with respect to the management of all services within the departments, in accordance with policies and procedures;
- Required to demonstrate methodology and technique in relation to the collection and interpretation of information;
- Make decisions with respect to policy and strategic direction when requested.

Specialist Skills and Knowledge

- Financial management skills associated with particular program areas, and requirements of the departments;
- General knowledge of funding guidelines and administration;
- Policy development and analytical skills;
- Program planning and development skills;
- Research and evaluation skills, including data collection and analysis;
- Knowledge of government policies and practices, and an awareness of current trends and issues, both national and international;
- Knowledge of the broader political context pertaining to Community and Leisure Services.

Management Skills

- Ability to provide a high level of leadership and staff management to a diverse team by creating the right environment which enables staff members to achieve their best;
- Ability to manage staff, budgets and projects to achieve organisational goals;
- Ability to work with other Managers to resolve problems and develop agreed ways of working together;
- Commitment to excellence in customer service;
- Ability to prioritise own commitments, set priorities and work within time constraints;
- Ability to negotiate, motivate and manage conflict resolution;
- Ability to retain sensitive information and confidentiality;
- Responsible for Organisational compliance of the Child Safe Standards;
- Responsible for ensuring the health, safety and wellbeing of self and employees by:
 - Initiating, developing and maintaining safe work systems and environments by applying skills to work with staff to lead, plan and drive OHS outcomes across the unit.
 - Ensuring compliance with OH&S and Risk Management Systems
 - Ensure the unit OHS activities and operations are conducted in compliance with applicable laws, regulations and Council code of conduct.
 - Engaging with teams to ensure that OHS responsibilities and expectations are understood and met by all.
 - Ensuring the workplace is free of risk and hazards for employees to work

Inter-personal skills

- Strong professional leader demonstrating positive work behaviours and a genuine commitment to the organisation's values
- A high level of political acumen and ability to build relationships with diverse internal and external clients
- Ability to communicate effectively in both oral and written format to internal and external stakeholders, including excellent presentation skills
- Ability to gain assistance and cooperation from other employees, the general community and other outside bodies
- Ability to resolve conflict situations involving staff, clients, committees and/or members of the public
- Ability to persuade, convince or negotiate with clients, members of the public, other employees, persons in other organisations in the pursuit of specific and set objectives

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
 - Southern Grampians Shire Council Staff Code of Conduct;
 - Privacy and Data Protection Act 2014 (Vic);
 - Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
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- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Key Selection Criteria

- ✓ A current Victorian Drivers Licence;
- ✓ Current Working with Children Check (WWCC).
- ✓ Demonstrated experience in the management of multi task business unit and human resources;
- ✓ Skills in change management;
- ✓ Desirable – Masters in Business Administration
- ✓ Knowledge of broad based community services and leisure services issues and activities;
- ✓ Financial management skills;
- ✓ Highly developed planning and policy development skills;
- ✓ Excellent interpersonal skills;
- ✓ Highly developed written and verbal skills;
- ✓ Negotiation and conflict-resolution skills;
- ✓ Problem analysis and problem-solving skills;
- ✓ Ability to accept responsibility and be accountable for performance levels;
- ✓ Ability to work as part of a team;
- ✓ Advocacy skills;
- ✓ Tertiary qualification (preferably in Social Sciences, Recreation or related area);
- ✓ Current Victorian Driver's Licence.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____