



NEW ENGLAND WEEDS AUTHORITY

POSITION DESCRIPTION

TITLE: General Manager

(Revised April 2019)

CLASSIFICATION

General Manager
Department of Local Government Standard
Contract of Employment applies.
Part-time 11 hours per week

Salary Group:

General Manager

Job Family:

Inspection / Weed Control

REPORTS TO

Chairman, New England Weeds Authority

SUPERVISES

All New England Weeds Authority Staff

LOCATION

Old Council Chambers, 129 Rusden Street,
Armidale

CONSTITUENT COUNCIL ALLOCATION

N/A

SIGNIFICANT CONTACTS

Chairman and Councillors of the New England Weeds Authority, staff, property owners and managers, officers and managers of Armidale Regional, Uralla and Walcha Councils , Councillors and staff from other Local Government Areas, Government officials and their departmental staff, Ministers and Members of the State and Federal Governments.

POSITION ROLE/ACCOUNTABILITY

The General Manager is Council's principal staff officer, exercising overall management and responsibility for Council's operations. The General Manager shall

- Act as the primary link between Councillors and the organisation and be responsible for providing assistance to Councillors in developing policy.
- Provide leadership to staff in achieving Council objectives.
- Oversee the financial management of the Council.
- Communicate and promote Council's policies to the community it serves.

CORPORATE ACCOUNTABILITY

- This position involves providing prompt, accurate, courteous and helpful customer service to clients of the Authority and the relevant Councils.
- The position requires that personal behaviour and effectiveness is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW (Adopted By Council in February 2019 or updated versions).
- It is also expected that the person will contribute to the achievement of relevant Council Management Program objectives and that the accountabilities and functions of each staff position are integrated with the Management Plan.
- It is a requirement of this position to comply with relevant Anti-discrimination, Equal Employment Opportunity (EEO) and Occupational Health & Safety legislation (OH&S).
- A satisfying, non-discriminatory working environment with high performing motivated staff is our goal.
- This position requires compliance with State Records Act 1998, to make and keep full and accurate records of business activities.

SELECTION CRITERIA

- Relevant Degree or higher level qualifications.
- Demonstrated ability to manage assigned duties in a senior management position to achieve outcomes with a commitment to the provision of high quality customer service.
- Demonstrated leadership and team building skills and the ability to work with Council and the community.
- Experience with managing field maintenance projects involving day labour staff and equipment.
- Advanced written and oral communication skills including public relations and interpersonal skills.
- Demonstrated ability to use computer software including experience with Microsoft Office applications and financial software.
- Advanced financial and administration knowledge and management skills.
- Demonstrated understanding of the Federal, State and Local Government relationship and current issues affecting that relationship.

- Knowledge of the concept of shared service delivery.
- Understanding of and ability to apply appropriate related legislation ie Biosecurity Act 2015 and Local Government Act 1993.
- Sound understanding of OH&S, EEO, insurance liability and industrial relations responsibilities.

DUTIES, FUNCTIONS AND PERFORMANCE IN THE POSITION

The duties, functions and performance requirements of this position are detailed in Clauses 6 and 7 and Schedule B of the Standard Contract of Employment, General Managers of Local Councils in New South Wales, Department of Local Government.

The proposed Schedule B is as follows.

Schedule B – Duties and functions

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 6.1.3 and 19.1 of this contract.

This Schedule operates on and from

Date _____

In addition to the duties and functions specified in clause 6 of this contract, the employee will carry out the following duties and functions

MANAGING COUNCIL RELATIONSHIP

Responsibility: To provide advice, policy development and decision making support to Council.

Criteria: *Timely, quality advice, no significant oversights.*

Responsibility: To ensure implementation of Council resolutions, policies and decisions.

Criteria: *Timely and effective action, progress monitored and variances reported.*

Responsibility: To provide professional development opportunities for Councillors.

Criteria: *Councillor Satisfaction in the programs offered.*

Responsibility: To provide administrative and research assistance to the Chair.

Criteria: *Timely and quality advice, no significant oversights.*

ORGANISATION AND OPERATIONS MANAGEMENT:

Responsibility: To provide leadership and to coordinate operational performance.

Criteria: *Performance planning and reporting system effectiveness, variance identification, communication effectiveness.*

Responsibility: To ensure output is monitored and services provided in an efficient, cost effective manner.

Criteria: *Operational efficiency, service and output standards*

attained.

Responsibility: To develop, maintain and review Council's Integrated Planning and Reporting documents

Criteria: *Documents developed to Council's satisfaction.*

Responsibility: To develop and maintain an organisation structure that will achieve Council's objectives.

Criteria: *Organisational structure achieving effectiveness and efficiency.*

Responsibility: To provide organisational change, leadership and support.

Criteria: *Input level and effectiveness; actual achievement against planned outcomes.*

Responsibility: To ensure the development and maintenance of appropriate systems, procedures and performance standards.

Criteria: *Level of operational system development and documentation.*

FINANCIAL MANAGEMENT:

Responsibility: To advise Council of the financial implications of policy decisions.

Criteria: *Timely, quality advice, no significant oversights.*

Responsibility: To exercise management oversight of Council's financial operations.

Criteria: *Financial management system in compliance with contemporary practice and requirements.*

Responsibility: To ensure appropriate financial planning.

Criteria: *The preparation of a forward financial plan in accordance with Council's objectives.*

Responsibility: To maintain financial systems and controls.

Criteria: *Financial targets achieved.*

HUMAN RESOURCE MANAGEMENT:

Responsibility: To ensure human resources management plans, systems, procedures and programs are developed

and implemented.

Criteria: *Human resources systems developed in accordance with Council requirements and contemporary practice.*

Responsibility: To promote teamwork and to develop and maintain positive work relations and appropriate organisation culture.

Criteria: *Culture development complies with Council objectives.*

PUBLIC RELATIONS MANAGEMENT:

Responsibility: To communicate and promote Council's policies to the community it serves.

Criteria: *Customer satisfaction/complaints.*

Signed by Council

Signed by the employee
