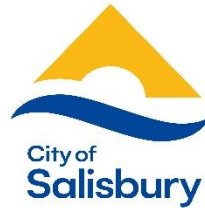


**GENERAL MANAGER COMMUNITY DEVELOPMENT**

**JOB & PERSON SPECIFICATION**

**FEBRUARY 2025**



<b>POSITION TITLE:</b>	<b>GENERAL MANAGER COMMUNITY DEVELOPMENT</b>
<b>CLASSIFICATION:</b>	NEGOTIATED
<b>DEPARTMENT:</b>	<b>COMMUNITY DEVELOPMENT</b>
<b>POLICE CLEARANCE:</b>	REQUIRED
<b>REPORTS TO:</b>	CHIEF EXECUTIVE OFFICER
<b>DIRECT REPORTS:</b>	MANAGER COMMUNITY PARTICIPATION & PARTNERSHIPS, MANAGER SPORT & RECREATION, MANAGER COMMUNITY DIVERSITY & INCLUSION, PERSONAL ASSISTANT

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• To execute the vision and strategic directions and for City of Salisbury, aligned with the City Plan.</li> <li>• To ensure the City of Salisbury presents with professionalism and uses political acumen to benefit the organisation and community.</li> <li>• To execute a strategy to increase community health and wellbeing, create opportunities for learning and social connections and create linkages between social and economic development.</li> <li>• To provide corporate sponsorship for social infrastructure, both physical infrastructure and programs.</li> <li>• To provide business acumen to the management of recreational facilities</li> <li>• To lead and manage people and deliver programs and policy initiatives in a way that creates organisational excellence and sustainability.</li> <li>• To make decisions, create policy and undertake planning for the organisation that ensure transparency, good governance and legal compliance.</li> <li>• To provide advice and guidance to the Executive and Council in relation to improving the wellbeing and capacity of the community.</li> </ul>
-----------------------------	---

	<ul style="list-style-type: none"> <li>• Collaborate with other Executive team members to deliver shared City Plan objectives.</li> <li>• Develop strategic partnerships with social and community stakeholders.</li> </ul>
<p><b>VALUES AND BEHAVIOURS:</b></p>	<p>These Values empower us to <b>ReACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging &amp; pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up when you don't feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<p><b>Strategic and Organisational Leadership</b></p> <ul style="list-style-type: none"> <li>• Develops a clear shared vision and goals for the Department</li> <li>• Fosters relationships with Elected Members based on a model of partnership and long-term success.</li> <li>• Analyses and interprets the external and internal environment to identify long term direction for the organisation and its influence on building community wellbeing and capacity.</li> <li>• Inspires and influences others to assume ownership of the organisations' goals.</li> <li>• Fosters and embeds ethical practices into the organisations culture and processes.</li> <li>• Sets challenging goals for self to achieve high quality outcomes.</li> <li>• Represent the organisation's values and vision when working with the Elected Members, employees and the community.</li> </ul> <p><b>Professional and Political Acumen</b></p> <ul style="list-style-type: none"> <li>• Manages the expectations of the wider community, the elected members, strategic partnerships and groups outside our community.</li> </ul>

- Improves the knowledge and skills of Elected Members through employing a range of advisory and development strategies.
- Takes an active role in managing Councils relationships and interactions with the community, strategic partners and Governments to support capacity building internally and externally.
- Facilitates opportunities for Elected Members to ensure their understanding of strategic council issues.
- Be an active member of the Senior Management Executive Group.

### **Organisational Excellence and Sustainability**

- Maintains a focus on service sustainability as an integral element in all decisions.
- Champions and promotes occupational health and safety requirements across the organisation.
- Establishes organisational structures, plans and reporting structures and systems that support Council's service quality.
- Strengthens the organisation by giving people the opportunity to make decisions and resolve issues.
- Actively responsible for effective and consistent internal communication delivery across the organisation.
- Drives change, across the organisation, ensuring groups capitalise on the benefits.
- Develops organisational change capacity and organisational resilience.
- Displays resilience through intense periods of change, stays positive and maintains focus on organisational requirements and customer relationships.
- Promotes innovative ways of achieving outcomes, using both internal and external resources.
- Ensures appropriate accountability within the organisation through financial and non-financial performance measurement.
- Creates a culture of accountability within the organisation.

### **Policy and Planning**

- Ensures the organisation and Elected Members are well informed to facilitate appropriate decision making.
- Develops strategic understanding in all facets of council activities to enable guidance to the whole organisation.
- Provides advice on leading practice and facilitates a culture of consultation and collaboration.
- Ensures that leading governance practices are embedded in decision making.
- Provides input to the social policy and undertakes social planning to ensure increased community wellbeing

### **Specific Departmental/Organisational Functional Responsibilities**

- Act as sponsor to lead and drive outcomes in relevant Corporate Projects.
- Maintain current skills and knowledge and ensure contemporary information and trends within functional portfolio are familiar.

	<ul style="list-style-type: none"> <li>• Develop and deliver effective social planning agenda</li> <li>• Deliver specific functional responsibilities and Department specific duties, roles and responsibilities.</li> </ul> <p><b>Job Specific Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Accountable for the delivery of City Plan objectives as they relate to community development</li> <li>• Develop and deliver the transformation agenda for community development, having regard to the emerging needs of the community, and social data and the Council’s vision and its City Plan.</li> <li>• Ensure alignment of community development outcomes with broader economic, financial and infrastructure needs of the City of Salisbury in accord with the City Plan and Council’s vision</li> </ul> <p><b>Departmental/ Divisional Functions</b></p> <p>Community Capacity &amp; Learning</p> <ul style="list-style-type: none"> <li>• Libraries &amp; Community Hubs and Community Centre’s</li> <li>• Youth Enterprise Centre</li> </ul> <p>Community Planning</p> <ul style="list-style-type: none"> <li>• Strategic &amp; International Partnerships – Community Engagement</li> <li>• Social Policy</li> <li>• Recreational Planning</li> <li>• Sports Development</li> <li>• Aboriginal Development</li> </ul> <p>Community Diversity &amp; Inclusion</p> <ul style="list-style-type: none"> <li>• Home &amp; Community Services</li> <li>• Disability Programs</li> <li>• Volunteer Development Services</li> <li>• Health &amp; Inclusion</li> <li>• Wellbeing</li> <li>• Centre’s &amp; Facilities (Jack Young Centre, Para Hills Centre, Pine Lakes Centre, Communal Garden)</li> </ul> <p><b>Departmental / Divisional statistical overview</b></p> <ul style="list-style-type: none"> <li>• Approximate budget \$12.6M</li> <li>• Approximate employee headcount 120 and 550 volunteers</li> </ul>
<p><b>WHS RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• This position assumes the role of an ‘officer’ under the WHS Act 2012 (SA).</li> <li>• Ensure that appropriate policies and procedures are in place and understood by those affected.</li> <li>• Ensure that safe systems of work are developed, documented, implemented and followed. This includes systems for the induction, training, supervision and monitoring of identified competencies to ensure work is carried out in a safe manner.</li> <li>• Identify, assess, prioritise and control ANY risks to the health and safety of employees, volunteers, contractors and visitors from the operational activities of Divisions/Sections for which responsible. Monitor risks by ensuring that regular inspections are occurring.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure regular consultation on WHS requirements is occurring with employees by structuring clear WHS objectives into biannual performance and development reviews.</li> <li>• In coordination with the Internal Claims Consultant, fulfil injury management responsibilities set out within IM procedures including. <ul style="list-style-type: none"> <li>– Completion of claims documentation and submission to the LGAWC Scheme within 24 hours on injury notification.</li> <li>– Participate in the rehabilitation process, including providing practical support and assistance to injured employees.</li> </ul> </li> <li>• Undertake WHS training where required, to perform duties (refer to WHS Competency Assessment).</li> </ul>
<p><b>GENERAL RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Employee Conduct Policy and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<p><b>ESSENTIAL SELECTION CRITERIA:</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ability to think strategically and make informed and considered decisions to benefit the Department and the organisation.</li> <li>• Demonstrated ability to be collaborative and build effective strategic relationships internally and externally to further the reputation and success of the City of Salisbury.</li> <li>• Ability to lead, inspire and empower others to achieve outcomes and make considered decisions.</li> <li>• Create and manage positive relationships with the Elected Members, Executive and Divisional Management.</li> <li>• Strategic planning skills to develop and lead the development of strategic business plans that are aligned to the City Plan.</li> <li>• Conceptual, analytical and critical thinking and implementation skills in originating new techniques, concepts and practices in resolving complex policy issues.</li> <li>• Understanding of workplace relations and associated legislation (including workplace health and safety).</li> <li>• Excellent understanding and delivery of corporate and council governance, including managing political relationships.</li> <li>• Demonstrated strategic leadership management experience with a proven track record of achievement in program development and delivery of agreed outcomes.</li> <li>• Possession of an appropriate degree and preferably post graduate qualifications in business administration, or a related field.</li> </ul> <p><b>Role Specific:</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in a executive/senior community development or equivalent role, in particular in the</li> </ul>

	<p>delivery of integrated outcomes across social infrastructure, economic and city development agendas.</p> <ul style="list-style-type: none"> <li>• Ability to translate the City vision and strategic directions to an innovative approach to service delivery, including the provision of additional services through partnership and integration</li> <li>• Genuine passion for enhancing the wellbeing and capacity of the community</li> <li>• Experience in the delivery of complex community-based projects, including social infrastructure projects</li> <li>• Understanding of the various business models that can be applied to the delivery of community and recreational services</li> <li>• Ability to create positive working relationships with Elected Members</li> <li>• Previous strategic planning experience and demonstrated success in delivery of increased community capacity and wellbeing</li> <li>• Proven success in the resolution of complex policy issues relating to community development, social planning, health and wellbeing and community engagement</li> <li>• Ability to work collaboratively within the Executive team to provide expertise across all shared City Plan objectives</li> </ul>
<p><b>DESIRABLE SELECTION CRITERIA:</b></p>	<ul style="list-style-type: none"> <li>• The Local Government Act 1999 (as amended or replaced).</li> <li>• Previous experience in an executive/senior role within large complex organisation</li> </ul>
<p><b>SPECIAL CONDITIONS:</b></p>	<ul style="list-style-type: none"> <li>• Expected to attend relevant committees, informal strategy meetings and Council meetings when Departmental papers are put forward.</li> <li>• Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People As an Authorised officer, fulfil all requirements set out in the applicable Legislation</li> </ul>
<p><b>EXTENT OF AUTHORITY:</b></p>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.