

CANDIDATE BRIEFING DOCUMENT

Manager Assets and Maintenance

Manager Project Management Office and Projects

Manager Corporate Services

Manager Community Relations and Programs

Manager Communications, Strategy and Engagement

MARCH 2022



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Introduction to City of Prospect

In 1836, Prospect was officially named. The name Prospect was chosen due to the beautiful 'prospect' the locality presented.

Population of approximately 21,827 with 9,000 dwellings and average household size of 2.44.

Incorporates 9 suburbs to North of CBD [Prospect, Nailsworth, Fitzroy, Collinswood, Medindie Gardens, Thorngate, Broadview (part), Sefton Park (part), Ovingham (part)].

Returned to Ward System for Councillors at Council Elections –November 2014 and currently undertaking a Representation Review to determine future composition of Council (as required under the LG Act 1999).

Part of the Eastern Region Alliance (ERA) of Councils. Next Local Government Elections in Nov 2022.

TODAY

The City of Prospect is a vibrant inner urban community located immediately north of the City of Adelaide. It is an iconic Council noted for attracting record levels of business and property investment in recent years whilst delivering a wide portfolio of services which enhance the quality of life for residents who possess a strong sense of community spirit and pride.

Having recently adopted its new Strategic Management Plan (Community Plan) 'Towards 2040' and with the appointment of the new Chief Executive Officer (CEO) Mr Chris White in 2021, it is an exciting time to be joining the Council.

'Towards 2040', is putting the community at its heart and building on the organisation's positive trajectory and accomplishments. The Plan reflects a city cognisant of its past but confidently embracing the future. It positions the Council as one which has an appetite for global insights and knowledge but cherishes and appreciates the community feel through locally connected neighbourhoods and shared desires and passions.

In response to this vision, Council has recently progressed a significant restructure to better align its strategy development and service delivery functions to this vision. As such, an exciting opportunity now exists for a number of capable leaders to take the next step in their careers with the City of Prospect.

The City seeks inspiring, innovative and energetic leaders to express their interest for five exciting vacancies within the Management Team. Reporting to Council's Executive Leadership Team, these roles will be instrumental in shaping the future strategic direction of the City of Prospect and delivering better outcomes for our community.



Council Boundaries



North Ward – Prospect

East Ward – Nailsworth, Collinswood, Broadview, Sefton Park

Central Ward – Prospect, Nailsworth, Thorngate, Medindie Gardens

West Ward – Fitzroy, Ovingham, Prospect

Your Council Members

Mayor



Mayor David O'Loughlin

0408 598 863

david.oloughlin@prospect.sa.gov.au

North Ward

Cr Thuy Nguyen

0413 499 109
thuy.nguyen@prospect.sa.gov.au



Cr Robin Pearce

0407 244 772
robin.pearce@prospect.sa.gov.au



Central Ward



Cr Mark Groot

0401 717 491
mark.groot@prospect.sa.gov.au



Cr Alison De Backer

0423 144 170
alison.debacker@prospect.sa.gov.au

West Ward

Cr Kristina Barnett

0408 822 923
kristina.barnett@prospect.sa.gov.au



Cr Matt Larwood (Deputy Mayor)

0458 019 994
matt.larwood@prospect.sa.gov.au



East Ward



Cr Allen Harris

0419 324 397
allen.harris@prospect.sa.gov.au



Cr Steven Rypp

0403 772 851
steven.rypp@prospect.sa.gov.au

Message from the CEO



“The City of Prospect is not your average Council. With around 21,000 residents and 86 FTE staff, we are one of the smaller councils in metropolitan Adelaide. Yet, this gives us a level of agility that is uncommon in the sector, and requires our staff to constantly innovate, collaborate, and adapt to deliver for our vibrant community.

*We are guided by a passionate, engaged, committed group of nine Elected Members, who have established an ambitious and visionary Community Plan – **Towards 2040**. This strategic vision is strongly supported by our community and sets some genuinely aspirational goals that imagine a city on the cutting edge of metropolitan Adelaide.*

To pursue this vision, we will need a strong management team who is ready to take on the challenge of pursuing stretch goals. In this, you will have the full support of myself, our executive leaders, our fantastic and dedicated staff, and our chamber – but if you are not ready for a challenge, you may want to look elsewhere.

However, if you are up for it, these leadership roles present a genuine opportunity for career progression into executive leadership. You will be free to build a case for yourself as a future senior leader in the public or private sector. As but one example, we are already the first council in the state to successfully facilitate unsupervised after-hours access to our award-winning library – and you could be a part of a council who becomes one the first to achieve a treaty with traditional first nations owners. As I said, the City of Prospect is not your average council, and a leadership role here will give you an opportunity to add something special to your resume and set yourself apart from your peers.

Of course, I’m looking for professionals who are recognised professionals in their chosen fields - but I rate behaviours, attitude, commitment and ethics above traditional “experience”. You’ll need to know how to do your job and manage a very tight budget – but your leadership skills, and your ability to earn and retain the trust of our members and community, are every bit as, if not more, important to me.

Does this sound like you? If so, here’s your chance to take a step forward and join a small but exciting team in changing our amazing City!”

Chris White - CEO

Introduction to City of Prospect

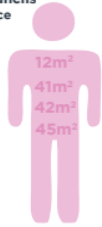
ACCESS TO OPEN SPACE

Prospect ranks one of the lowest in inner metropolitan Adelaide in terms of open space per hectare per 1000 people at 1.2ha compared with inner metropolitan average of 8ha.

23.34ha open space
3%

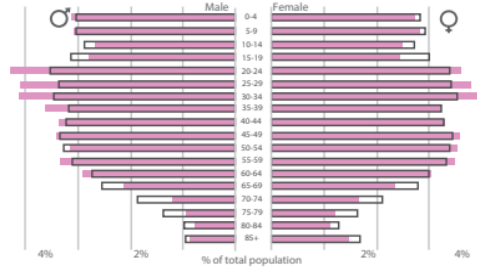
Neighbouring Councils Access to open space per a person

City of Prospect
Town of Walkerville
City of Charles Sturt
City of Port Adelaide Enfield



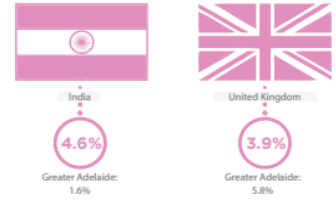
AGE GROUPS BY GENDER

City of Prospect - Median age: 37
Greater Adelaide - Median age: 39



CULTURAL DIVERSITY

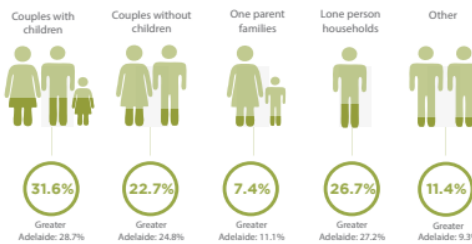
31.4% of residents born overseas
(Compared to 28.9% in Greater Adelaide)



SOCIO-ECONOMIC CONDITION (SEIFA)



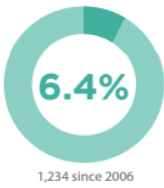
HOUSEHOLD STRUCTURE



AVERAGE HOUSEHOLD SIZE



NEW RESIDENTS



HOUSING DENSITY



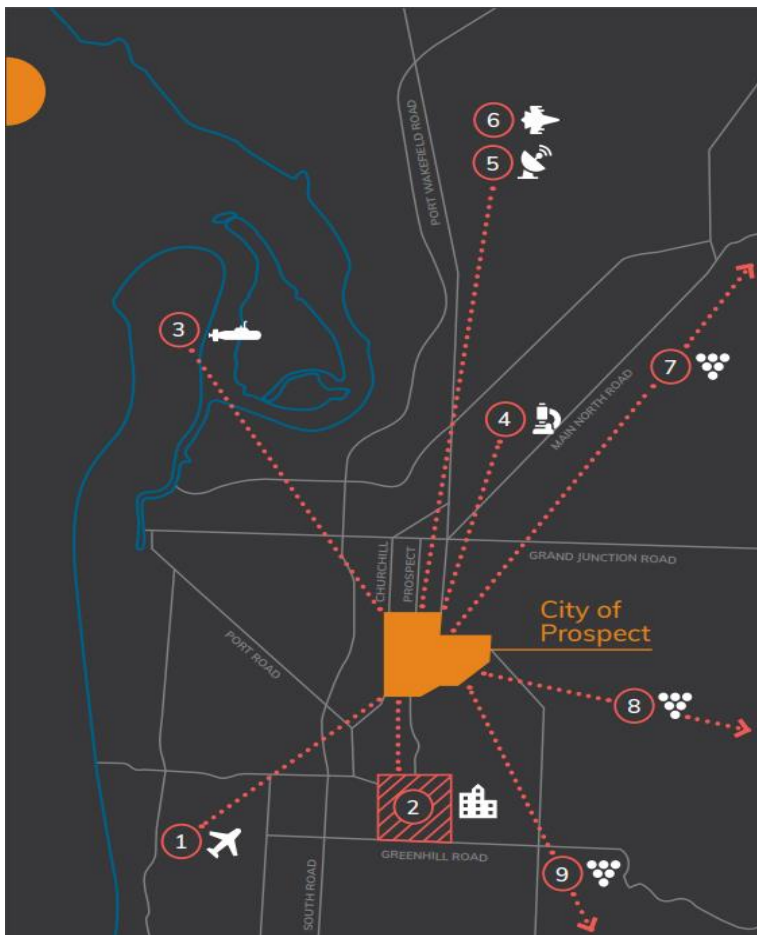
TOTAL POPULATION



RESIDENT PROFILE



Infraplan - 2016 Census Data



Geographically the centre of metropolitan Adelaide, City of Prospect is just minutes from a number of key locations.

- ① Adelaide International Airport
Approximate travel time - 20 mins
- ② Adelaide CBD
Approximate travel time - 10 mins
- ③ Techport Australia
Approximate travel time - 20 mins
- ④ Technology Park, Mawson Lakes
Approximate travel time - 15 mins
- ⑤ DST Edinburgh
Approximate travel time - 25 mins
- ⑥ RAAF Edinburgh
Approximate travel time - 25 mins
- ⑦ Barossa Valley Wine Region
Approximate travel time - 45 mins
- ⑧ Adelaide Hills Wine Region
Approximate travel time - 30 mins
- ⑨ McLaren Vale Wine Region
Approximate travel time - 60 mins





Moving into 2022/23 –Budget and Operations

What's It All About?

The Annual Business Plan (ABP) is a key element of the Council's overall planning framework. It describes how the Council will put into operation the strategic vision of the Council and our day-to-day work to ensure the City is well run and the community receives quality services.

The focus of Council's current (2021/22) ABP anticipated a \$32.3 million provision for a range of services and projects to maintain and improve our City infrastructure, while carefully managing Council's financial sustainability.

This ABP was funded by Council's equal lowest rate increase in 20+ years. The average rates increase in 2021/22 was 1.9%, on average \$37 more than the current year.

Economic Stimulus Projects

Council made provision within the 2021/22 ABP to contribute \$4.5M of matched funding towards a combination of projects. This promoted economic stimulus, drive and momentum as we navigated through this financial year.

The budget also provided for a total of \$1.37M to be spent on operating projects and \$10.68M for capital expenditure on new or upgraded assets and replacement / renewal of existing ones.

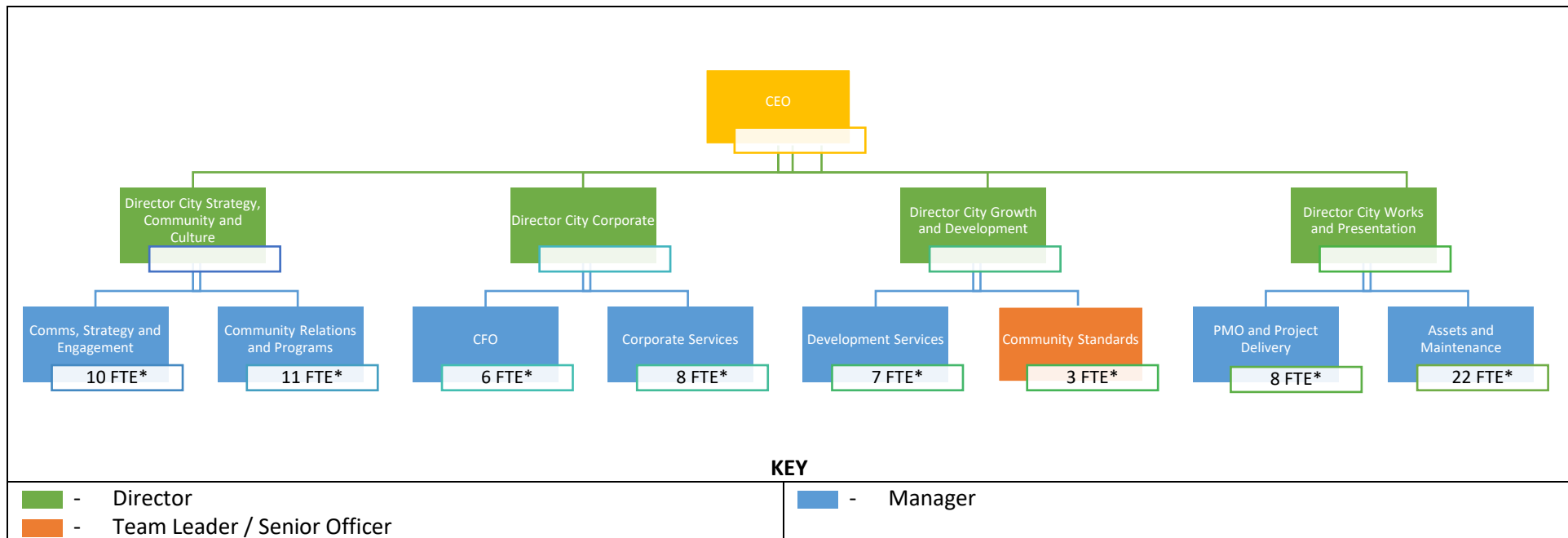
Looking to FY 2022/23

It is clear that COVID-related economic uncertainty is growing as CPI projections push upwards. In particular, an ongoing construction-led asset price boom presents challenges for the local government sector as project delivery and asset maintenance and renewal activities are impacted.

Fortunately, City of Prospect remains in a strong financial position to ride out the challenges ahead, but budget discipline and a flexible approach to service delivery will be a high priority in the coming years.

Organisation Chart

Executive and Managers (Leadership)



(*) Estimate only – Subject to FY22/23 Budget. Includes some contractor positions, and some externally funded positions employed under temporary contracts.

Introduction to City of Prospect Workforce

The following tables summarise the age profile and length of service of employees with City of Prospect as of 30 June 2021.

Age of Workforce	Male	Female	TOTAL
20-24	1		1
25-34	7	9	16
35-44	9	19	28
45-54	12	18	30
55-64	14	10	24
65+	4	3	7
Total Employees	47	59	106

Length of Service	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2021/2022
0-5 Years	34	40	34	33	32	44
5-10 Years	33	29	26	25	26	23
10-15 Years	9	14	19	18	20	25
15-20 Years	4	6	7	4	4	14
20 Years and Over	5	5	6	7	8	
TOTAL	85	94	92	87	90	106

The Council employs staff across a range of job roles, including:

- Management
- Planning and Building
- Library Services
- Information Technology
- Work Health & Safety
- Horticulture & Civil Services
- Engineering
- Economic Development
- Community Services
- Arts & Events
- Environmental Planning & Management
- Administration.



Our Corporate values

Respect

We treat others as we wish to be treated

Innovation

We are creative and find smart solutions

Teamwork

We work together by encouraging and supporting each other

Integrity

We act honestly and with transparency

Commitment

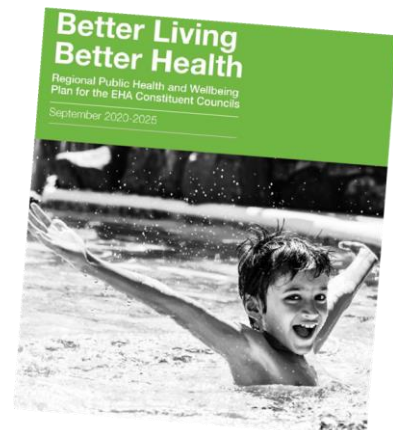
We hold ourselves and each other accountable

Enjoyment

We celebrate success, acknowledge achievement and enjoy our work

For more information visit www.prospect.sa.gov.au

Plans and Strategies



The Advertised Roles

Manager Assets and Maintenance

Manager Project Management Office and Projects

Manager Corporate Services

Manager Community Relations and Programs

Manager Communications, Strategy and Engagement

The City of Prospect is a vibrant inner urban community of approximately 21,000 residents, located immediately north of the City of Adelaide. It is an exciting time to be joining the Council, having recently adopted its new Community Plan 'Towards 2040', putting the community at its heart and building on the organisation's positive trajectory and accomplishments.

In response to this vision, Council has recently progressed a significant restructure to better align its strategy development and service delivery functions to this vision. As such, an exciting opportunity now exists for a number of capable Managers to take the next step in their careers with the City of Prospect.

The City seeks inspiring, innovative and energetic leaders to express their interest in these exciting vacancies. Reporting to the Directors, these roles will be instrumental in shaping, delivering, embedding and enabling the future strategic direction of the City of Prospect and delivering better outcomes for our community.

High quality interpersonal, written, and oral communication skills, including the capability to negotiate and resolve issues with people at all levels and the ability to persuade and influence at a strategic and operational level are essential as is your ability to strategically develop constructive working relationships, ensure performance meets expectations, translate information into practice and engage other tiers of government and stakeholders to identify and deliver on quality outcomes.

Your leadership skills and professional experience will be supported by relevant tertiary qualification, combined with extensive practical experience as defined within the individual job and person specifications available for your consideration available at www.vuca.com.au/cop-2. Post graduate qualifications and leadership experience within both the private and public sectors combined are highly desirable.

CVs and letters of application, clearly stating the role for which you are applying, are welcome in Word format addressed to Mr Chris White at human.resources@prospect.sa.gov.au. For a confidential consultation in relation to any of the listed roles, please contact Aggy Szelesta on 08 8269 5355 during business hours. Applications close COB Monday 18 April 2022.

Manager Assets and Maintenance

Directorate:	City Works and Presentation	Department:	Assets and Maintenance
Position Grade:	Manager	Reports to:	Director City Works and Presentation
Date:	March 2022	Version:	1.0

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide and is known as one of South Australia's most innovative and progressive councils. The City spans approximately 778 hectares, has a population of around 21,500 people.

The City of Prospect Strategic Plan, **Towards 2040**, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring*, *Active and Engaged*, *Proud of our Past, Excited by our Future*, *Inclusive and Diverse*, *Creative and Innovative*, and *Responsible and Sustainable*, **Towards 2040** offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

The Manager Assets and Maintenance is responsible for the strategic and operational management of all Council assets, including maintenance and renewal.

The role will be tasked with developing and implementing Council's Asset Management Framework, maintaining fit-for-purpose Asset Management Plans, and for managing the delivery of Council's maintenance services, ensuring the best possible cost/benefit relationship (within budget).

The role will also be tasked with collaborating with other teams and stakeholders in relation to services delivered – in particular, in ensuring appropriate communication, engagement, and reporting of activities that impact or benefit different stakeholders.

Finally, the role will be responsible for championing the reform of customer request management within the maintenance team, working with other business stakeholders to ensure that the achievement of end-to-end electronic workflow and tracking of customer requests is achieved as quickly and cost-effectively as possible.

Key accountabilities and responsibilities:

- Provide confidential high-level advice to the CEO, Mayor and Executive on complex asset management, maintenance, waste, sustainability, traffic, engineering, fleet management, and related issues.
- Lead the asset management, asset maintenance, fleet management, waste, environmental sustainability, and related activities of Council to achieve strategic objectives, and develop, implement, lead and evaluate strategic business plans that are aligned to Council's strategic objectives and support improved services delivered by the various Council portfolios.
- Work closely with the Finance Team in matters relating to asset management accounting (including issues pertaining to valuation, depreciation, renewal and maintenance provisioning).

- Initiate, drive and influence the development, delivery and evaluation of a range of high-level strategies, policies, projects and initiatives to optimise and implement best practice and innovative solutions for Council and its residents.
- Lead Council's asset management and planning function, including management of all elements of Council's asset management framework, asset management planning, and related activities.
- Work closely and independently with Elected Members where required, to manage and address escalated customer requests, whilst keeping CEO, Director, and others (as directed) apprised of significant issues or challenges if/when they arise.
- In consultation with Elected Members and the Community, lead and coordinate Council's maintenance function, including staff, contractors, plant, rostering, programming, team structuring, work planning, resource management, materials procurement, public realm management, and related activities.
- In consultation with Elected Members and the Community, establish and regularly review service levels for maintenance activities in relation to all key asset classes, including (but not limited to) Parks, Gardens, Open Space, Tree Maintenance, Roads and Related Assets (e.g., kerbs, crossovers), Footpaths, Buildings, Parking Lots, Drainage Assets, and others as directed.
- Lead and coordinate Council's waste management activities and related engagement with subsidiaries and service providers;
- In consultation with Elected Members and the Community, lead and manage Council's environmental sustainability and climate change response program.
- In consultation with Elected Members, work with internal partners to pursue grant funding opportunities wherever possible.
- Lead and inspire an agile, responsive, innovative, respectful, cohesive and high achieving team of people, by promoting and delivering excellent customer service standards and behaviours in accordance with Council business objectives and policies (including work health and safety, ethical behaviour, risk, dignity and respect, and equal employment opportunity), delivered in an ethical, social and environmentally responsible manner.
- Engage and consult and build strategic and collaborative relationships with internal and external stakeholders to seek input and advice in relation to people and organisational development initiatives and industry trends and keep abreast of current developments and emerging trends in all areas of responsibility, to proactively identify and develop strategy and actions that support the ongoing success of Council.
- Identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement to develop solutions to emerging challenges in a cost effective and sustainable manner, ensuring that Council is optimally leveraging opportunities and implementing best practice policies and procedures.
- Represent and highlight group achievements within the Council, community, and across the sector to promote Council as an Employer of Choice.
- Attend and represent Council at meetings as required including at industry forums, conferences and stakeholder discussions as well as meetings of Council, Committees, Workshops, Working Groups, Review Panels & Forums.
- Apply Council systems and programs, including financial, procurement, people, records, auditing, risk assessment and reporting, to progress and monitor organisational and employee performance and achievement, to ensure employees compliance with relevant Council policies and legislation.
- Any other duties as may be directed.

Decisions made in the position:

- Decisions within delegation for financial management and people
- Decisions within delegation related to governance matters captured by this position description
- Allocation of resources to achieve operational outcomes within team

Decisions referred:

- All other decisions
 - a. *Refer to the Delegation Manual*
 - b. *Refer to the Procurement Protocol for financial delegation*

Key issues/challenges:

- Delivering results in a constantly changing and political environment
- Achieving operational outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional projects

Key working relationships:

Internal

- Chief Executive Officer
- Mayor
- Executive and Management Team
- Director City Works and Presentation
- All staff
- Elected Members

External

- Community
- Media
- Ministers
- Local representatives (state and federal)
- Government Agencies
- Local Gov't collaborative bodies/subsidiaries (ERA, East Waste, EHA, GAROC, LGA, LGP, etc)
- Auditors

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualification in Civil Engineering, Traffic Engineering, Construction, Construction Management, Asset Management, or a related engineering or construction-based discipline.
- Current Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Demonstrated experience in end-to-end asset management, including experience with long-lifespan built assets, renewal programs, and depreciation management.
- Demonstrated experience in working with modern asset management systems.
- Demonstrated experience in leading multi-disciplinary teams to deliver time-sensitive services in a tightly budgeted environment.
- Demonstrated track record in effectively working strategically and collaboratively with senior leaders in a public, private, or not-for-profit sector context, to initiate and manage complex projects or resolve high priority issues, by leveraging advanced problem solving and decision-making capabilities, to seek completion or resolution.
- Proven experience and ability to build and maintain confidence and trust with senior leaders in a business or political environment.
- Demonstrated achievements in leading and facilitating project and change management initiatives in a diverse service environment, including proven ability to lead and inspire others in working collaboratively in the delivery of strategic objectives.
- Demonstrated high level organisational skills and experience in leading and managing across a diverse portfolio of functions in the delivery of specialist programs and initiatives to achieve results against objectives and enhance organisation performance.
- Demonstrated experience in the development and delivery of policies, strategies and strategic business plans, and generating innovative approaches to more effectively deploy resources in delivering solutions and services.
- High quality interpersonal, written, and oral communication skills, including the capability to negotiate and resolve issues with people at all levels and the ability to persuade and influence at a strategic and operational level.
- Ability to be flexible both in relation to job-specification and schedules

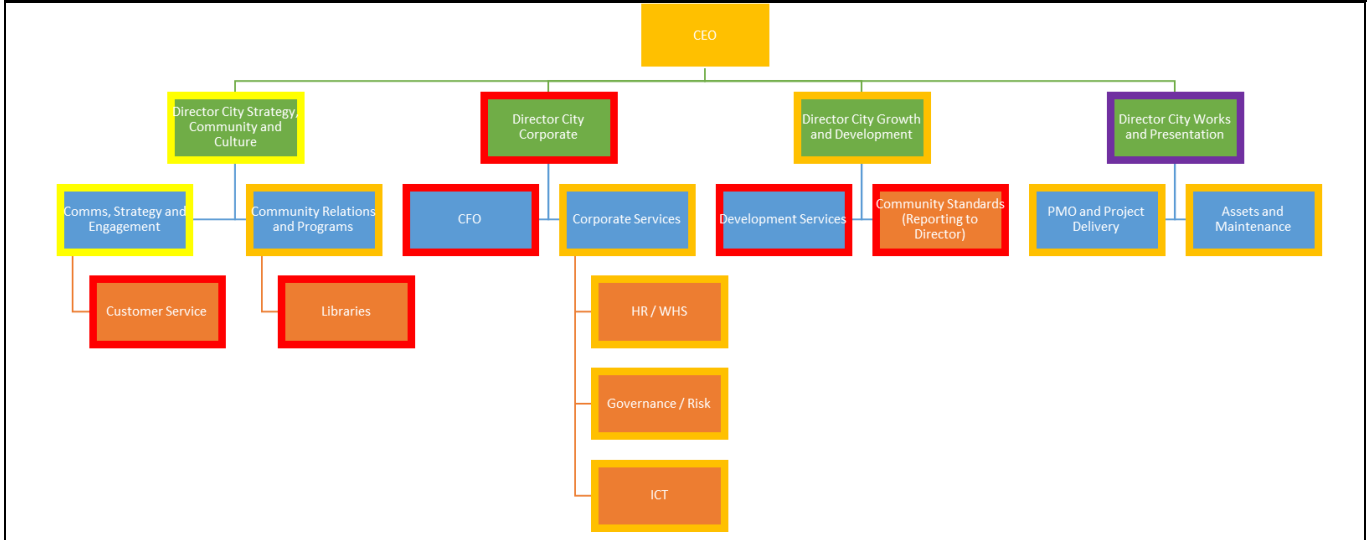
Knowledge and Skills

The position requires the application of a range of specialist knowledge and skills including:

- Knowledge of modern Asset Management Principles.
- Demonstrated skill in managing built assets across the various points in their life cycle.
- Demonstrated skill in balancing competing strategic and operational priorities.
- Knowledge and skills in consulting, influencing, leadership and stakeholder management.
- Knowledge and skills necessary to promote early intervention strategies into potentially complex and sensitive matters.
- Knowledge and skills necessary to provide authoritative advice to the CEO, Mayor and Executive Leadership team.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated ability to work in a politically sensitive environment
- Demonstrated ability to interpret and implement relevant legislation and policies

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- Relevant post graduate qualification
- Relevant management qualifications
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide

PROPOSED ORGANISATIONAL STRUCTURE

LEADERSHIP COMPETENCIES
Leadership Competency Framework – Managers

Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> Creates a safe working environment for direct reports which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the section Identifies safety concerns or incidents and reports as required Sets high standards in incident investigations through to close out, ensuring that corrective actions are robust and implemented 	<ul style="list-style-type: none"> Creates sectional structure that enables the delivery of strategies and associated management plans Empowers direct reports to deliver results and holds them accountable for the effectiveness of their leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies opportunities to develop own leadership capability and supports development for direct reports Personally demonstrates and holds section accountable for living our values and associated behaviours 	<ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to budgetary implications for the whole of section and provide advice to position the organisation to meet financial challenges Identifies and where relevant leverages partnerships to support service delivery Considers and responds to relevant risks to ensure effective decision making Analyse operational systems and process to support continuous improvement and drive innovation Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> Supports the development of the organisation's strategic intent Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture Sets clear sectional goals and measures aligned to the organisation's strategies and values Ensures service delivery is responsive to contemporary social trends and community concerns Ensures compliance with relevant legislation, regulation and corporate standards Develop direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> Builds relationships across the organisation and externally that seek to assist in the achievement of sectional objectives Build a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the section and wider organisation Builds and maintains effective working relationships with CEO, Elected Members, Directors, Team Leaders, team members and internal stakeholders Personally demonstrates and holds section accountable for customer service principles Considers actions and outputs and how they impact other areas in the business

CORPORATE VALUES:

OUR WORKPLACE CULTURE

You will be able to demonstrate the ability to use City of Prospect's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of City of Prospect will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

Respect

We will all feel valued

Maintain confidentiality

Value, be empathetic to individuals' opinions, beliefs and unique situations

Listen to others with an open mind and acknowledge others' opinions

Acknowledge time is valuable, be on time for meeting and strive to meet deadlines

Keep people informed of the status of things that impact on them

Innovation

We are a creative and dynamic organisation

Be creative and look at new ways to approach existing tasks

Simplify and streamline systems and procedures to achieve quality outcomes and service excellence

Be solution focussed and create new opportunities

Provide and encourage feedback and fairly evaluate ideas

Acknowledge problem solving and give individuals credit where it is due

Teamwork

Working together with a positive and supportive attitude

Encourage and support others

Share information

Be flexible in our approach to work

Take ownership of our mistakes and take action to seek resolution

Offer people support and ask for it if we need it

Integrity

An environment where people understand, respect and trust each other:

Do what we say we will

Take responsibility and accountability for our actions

Act honestly in all aspects of our work

Live our values

Give and receive feedback in a respectful, honest and tactful manner

Commitment

Deliver exceptional customer service:

Demonstrate full ownership of behaviours

Be dedicated to improving what we do

Be reliable and dependable by following through on promises

Acknowledge we have internal and external customers

Own my responsibilities

Enjoyment

People are happy and proud to work here:

Demonstrate that we are driven by positive, passionate and flexible attitudes

Have a sense of humour, be friendly and smile

Believe in what we do and foster it in others

Encourage relaxed discussions and share ideas

Acknowledge, celebrate and reward successes

ACKNOWLEDGEMENT AND AGREEMENT

I have read and understand the requirements and expectations of this position description. I agree that I have the medical capacity to fulfil the inherent requirements of the position and accept my role in fulfilling the Corporate Values and Key Responsibilities. The City of Prospect may amend responsibilities to meet business and operational requirements as positions develop over time. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**** Electronic Offer**** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____ Date

CEO Name: _____

CEO Signature: _____ Date

Manager PMO and Project Delivery

Directorate:	City Works and Presentation	Department:	PMO and Project Delivery
Position Grade:	Manager	Reports to:	Director City Works and Presentation
Date:	March 2022	Version:	1.0

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide and is known as one of South Australia’s most innovative and progressive councils. The City spans approximately 778 hectares, has a population of around 21,500 people.

The City of Prospect Strategic Plan, **Towards 2040**, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring*, *Active and Engaged*, *Proud of our Past, Excited by our Future*, *Inclusive and Diverse*, *Creative and Innovative*, and *Responsible and Sustainable*, **Towards 2040** offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

The Manager PMO and Project Delivery is responsible for the development, implementation, oversight, and management of Council’s Project Governance Framework, as well as the delivery of all asset-based capital projects.

The role will be tasked with completing and refining Council’s Project Governance Framework, maintaining fit-for-purpose project governance systems, policies and processes, and for maintaining an effective project reporting system that provides confidence and assurance in Council’s project delivery activities to Elected Members and the Community.

The role will also be tasked with delivering all hard-asset-based projects for the City of Prospect, leading a small but professional team of project delivery professionals to ensure on-time, on-budget, high-quality project delivery outcomes.

Finally, the role will be responsible for facilitating and championing the adoption of, and compliance with, professional project management and delivery processes for ALL projects delivered across the City of Prospect, including operational, community, and technology-based projects.

Key accountabilities and responsibilities:

- Provide confidential high-level advice to the CEO, Mayor and Executive on complex project governance and project delivery matters.
- Lead the asset-based project management, project delivery, and general project governance activities of Council to achieve strategic objectives, and develop, implement, lead and evaluate strategic business plans that are aligned to Council’s strategic objectives and support improved services delivered by the various Council portfolios.

- Initiate, drive and influence the development, delivery and evaluation of a range of high-level strategies, policies, projects and initiatives to optimise and implement best practice and innovative solutions for Council and its residents.
- Work closely and independently with Elected Members where required, to manage and address escalated customer requests within area of responsibility, and keeping CEO, Director, and others (as directed) appraised of significant issues or challenges if/when they arise.
- Ensure project management and project delivery efforts are undertaken in close consultation with Elected Members and the Community, ensuring delivered outcomes meet expectations.
- In consultation with Elected Members and the Community, establish and regularly review project reporting processes, ensuring all projects of public interest are subject to regular, clear, accurate, and effective reporting in relation to progress against original deadlines, budgets, and qualitative outcomes.
- In consultation with Elected Members and Council's Strategy, Community and Culture team, work with internal partners to pursue grant funding opportunities wherever possible.
- Lead and inspire an agile, responsive, innovative, respectful, cohesive and high achieving team of people, by promoting and delivering excellent customer service standards and behaviours in accordance with Council business objectives and policies (including work health and safety, ethical behaviour, risk, dignity and respect, and equal employment opportunity), delivered in an ethical, social and environmentally responsible manner.
- Engage and consult and build strategic and collaborative relationships with internal and external stakeholders to seek input and advice in relation to people and organisational development initiatives and industry trends and keep abreast of current developments and emerging trends in all areas of responsibility, to proactively identify and develop strategy and actions that support the ongoing success of Council.
- Identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement to develop solutions to emerging challenges in a cost effective and sustainable manner, ensuring that Council is optimally leveraging opportunities and implementing best practice policies and procedures.
- Represent and highlight group achievements within the Council, community, and across the sector to promote Council as an Employer of Choice.
- Attend and represent Council at meetings as required including at industry forums, conferences and stakeholder discussions as well as meetings of Council, Committees, Workshops, Working Groups, Review Panels & Forums.
- Apply Council systems and programs, including financial, procurement, people, records, auditing, risk assessment and reporting, to progress and monitor organisational and employee performance and achievement, to ensure employees compliance with relevant Council policies and legislation.
- Any other duties as may be directed.

Decisions made in the position:

- Decisions within delegation for financial management and people
- Decisions within delegation related to governance matters captured by this position description
- Allocation of resources to achieve operational outcomes within team

Decisions referred:

- All other decisions
 - a. *Refer to the Delegation Manual*
 - b. *Refer to the Procurement Protocol for financial delegation*

Key issues/challenges:

- Delivering results in a constantly changing and political environment
- Achieving operational outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional projects

Key working relationships:

Internal

- Chief Executive Officer
- Mayor
- Executive and Management Team
- Director City Works and Presentation
- All staff
- Elected Members

External

- Community
- Media
- Ministers
- Local representatives (state and federal)
- Government Agencies
- Local Gov't collaborative bodies/subsidiaries (ERA, East Waste, EHA, GAROC, LGA, LGP, etc)
- Auditors

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualification in Civil Engineering, Traffic Engineering, Construction, Construction Management, Asset Management, or a related engineering or construction-based discipline.
- Current Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Demonstrated experience in end-to-end project management, with a focus on the effective delivery of hard assets on-time and on-budget.
- Demonstrated experience in working with modern project management systems from end to end, covering all facets of the project delivery life cycle (from concept and business case to final handover).
- Significant demonstrated experience working with modern and effective project governance frameworks.
- Demonstrated experience in leading multi-disciplinary teams to deliver time-sensitive outcomes in a tightly budgeted environment.
- Demonstrated track record in effectively working strategically and collaboratively with senior leaders in a public, private, or not-for-profit sector context, to initiate and manage complex projects or resolve high priority issues, by leveraging advanced problem solving and decision-making capabilities, to seek completion or resolution.
- Proven experience and ability to build and maintain confidence and trust with senior leaders in a business or political environment.
- Demonstrated achievements in leading and facilitating project and change management initiatives in a diverse service environment, including proven ability to lead and inspire others in working collaboratively in the delivery of strategic objectives.
- Demonstrated high level organisational skills and experience in leading and managing across a diverse portfolio of functions in the delivery of specialist programs and initiatives to achieve results against objectives and enhance organisation performance.
- Demonstrated experience in the development and delivery of policies, strategies and strategic business plans, and generating innovative approaches to more effectively deploy resources in delivering solutions and services.
- High quality interpersonal, written, and oral communication skills, including the capability to negotiate and resolve issues with people at all levels and the ability to persuade and influence at a strategic and operational level.
- Ability to be flexible both in relation to job-specification and schedules

Knowledge and Skills

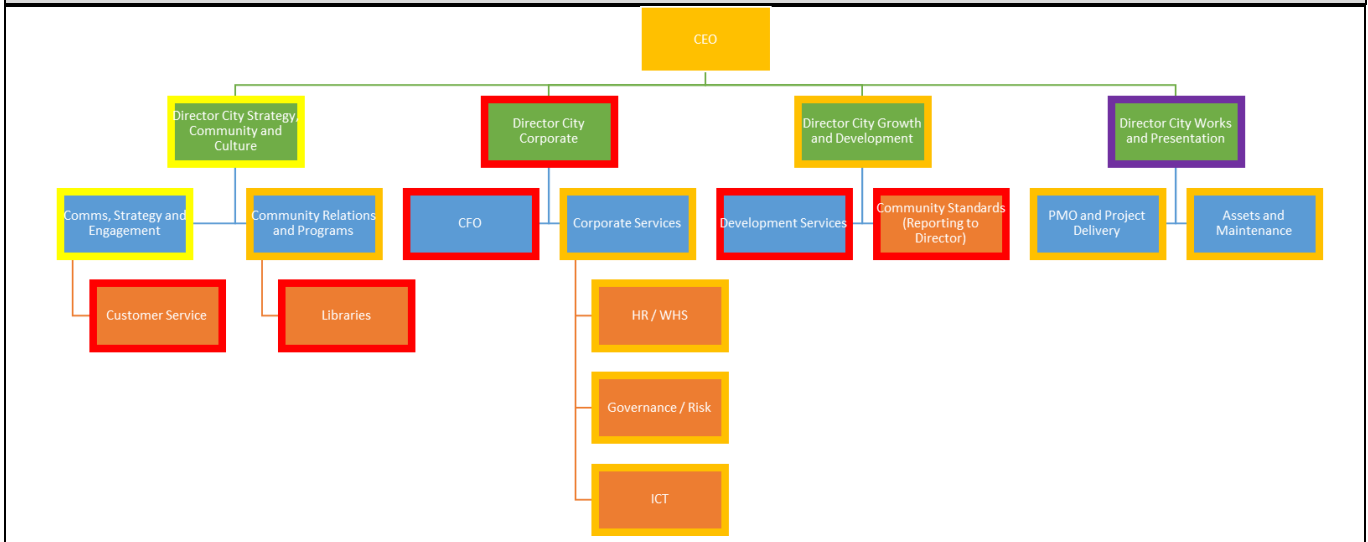
The position requires the application of a range of specialist knowledge and skills including:

- Knowledge of modern Project Management and Governance Principles.
- Demonstrated skill in managing the construction of built assets, on-time and on-budget.
- Demonstrated skill in balancing competing strategic and operational priorities.
- Knowledge and skills in consulting, influencing, leadership and stakeholder management.
- Knowledge and skills necessary to promote early intervention strategies into potentially complex and sensitive matters.
- Knowledge and skills necessary to provide authoritative advice to the CEO, Mayor and Executive Leadership team.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Demonstrated ability to interpret and implement relevant legislation and policies

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- Relevant post graduate qualification
- Relevant management qualifications
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide

PROPOSED ORGANISATIONAL STRUCTURE



LEADERSHIP COMPETENCIES

Leadership Competency Framework – Managers

Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> Creates a safe working environment for direct reports which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the section Identifies safety concerns or incidents and reports as required Sets high standards in incident investigations through to close out, ensuring that corrective actions are robust and implemented 	<ul style="list-style-type: none"> Creates sectional structure that enables the delivery of strategies and associated management plans Empowers direct reports to deliver results and holds them accountable for the effectiveness of their leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies opportunities to develop own leadership capability and supports development for direct reports Personally demonstrates and holds section accountable for living our values and associated behaviours 	<ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to budgetary implications for the whole of section and provide advice to position the organisation to meet financial challenges Identifies and where relevant leverages partnerships to support service delivery Considers and responds to relevant risks to ensure effective decision making Analyse operational systems and process to support continuous improvement and drive innovation Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> Supports the development of the organisation's strategic intent Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture Sets clear sectional goals and measures aligned to the organisation's strategies and values Ensures service delivery is responsive to contemporary social trends and community concerns Ensures compliance with relevant legislation, regulation and corporate standards Develop direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> Builds relationships across the organisation and externally that seek to assist in the achievement of sectional objectives Build a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the section and wider organisation Builds and maintains effective working relationships with CEO, Elected Members, Directors, Team Leaders, team members and internal stakeholders Personally demonstrates and holds section accountable for customer service principles Considers actions and outputs and how they impact other areas in the business

CORPORATE VALUES:

OUR WORKPLACE CULTURE

You will be able to demonstrate the ability to use City of Prospect's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of City of Prospect will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

Respect

We will all feel valued

Maintain confidentiality

Value, be empathetic to individuals' opinions, beliefs and unique situations

Listen to others with an open mind and acknowledge others' opinions

Acknowledge time is valuable, be on time for meeting and strive to meet deadlines

Keep people informed of the status of things that impact on them

Innovation

We are a creative and dynamic organisation

Be creative and look at new ways to approach existing tasks

Simplify and streamline systems and procedures to achieve quality outcomes and service excellence

Be solution focussed and create new opportunities

Provide and encourage feedback and fairly evaluate ideas

Acknowledge problem solving and give individuals credit where it is due

Teamwork

Working together with a positive and supportive attitude

Encourage and support others

Share information

Be flexible in our approach to work

Take ownership of our mistakes and take action to seek resolution

Offer people support and ask for it if we need it

Integrity

An environment where people understand, respect and trust each other:

Do what we say we will

Take responsibility and accountability for our actions

Act honestly in all aspects of our work

Live our values

Give and receive feedback in a respectful, honest and tactful manner

Commitment

Deliver exceptional customer service:

Demonstrate full ownership of behaviours

Be dedicated to improving what we do

Be reliable and dependable by following through on promises

Acknowledge we have internal and external customers

Own my responsibilities

Enjoyment

People are happy and proud to work here:

Demonstrate that we are driven by positive, passionate and flexible attitudes

Have a sense of humour, be friendly and smile

Believe in what we do and foster it in others

Encourage relaxed discussions and share ideas

Acknowledge, celebrate and reward successes

ACKNOWLEDGEMENT AND AGREEMENT

I have read and understand the requirements and expectations of this position description. I agree that I have the medical capacity to fulfil the inherent requirements of the position and accept my role in fulfilling the Corporate Values and Key Responsibilities. The City of Prospect may amend responsibilities to meet business and operational requirements as positions develop over time. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**** Electronic Offer**** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____ Date

CEO Name: _____

CEO Signature: _____ Date

Manager Corporate Services

Directorate:	Corporate Services	Department:	Corporate Services
Position Grade:	Manager	Reports to:	Director Corporate Services
Date:	March 2022	Version:	1.0

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide and is known as one of South Australia's most innovative and progressive councils. The City spans approximately 778 hectares and has a population of around 21,500 people.

The City of Prospect Strategic Plan, ***Towards 2040***, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring, Active and Engaged, Proud of our Past, Excited by our Future, Inclusive and Diverse, Creative and Innovative, and Responsible and Sustainable, Towards 2040* offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

The Manager Corporate Services is responsible for overseeing the functions of Risk & Governance, Human Resources and Work Health & Safety, Information Services (Records Management) & Information Technology.

The position provides support and advice to the Director Corporate Services to develop, analyse, determine and implement strategies which will enable Council's functions and responsibilities to be fulfilled.

The position also provides strategic oversight of, and operational support and guidance to, those corporate teams and staff under their leadership.

The position is required to regularly and consistently engage and partner with other business stakeholders and management teams to ensure that Council's corporate services are fit for purpose and are adding the maximum possible value to customer-facing service delivery functions.

The position is also to manage available resources and budgets to deliver the best possible value to the community.

Key accountabilities and responsibilities:

HUMAN RESOURCES

- Oversee the provision of effective industrial relations and employee relations support and advice across all levels within City of Prospect, in areas including:
 - Leadership & Culture;
 - Employee Relations, including Performance/Achievement Management and Behaviour Management;
 - Workforce Planning, Resourcing, and Organisation Structure;
 - Recruitment, Talent Management & Succession Planning;
 - Skills/Capabilities Review, Development & Training; and
 - Reward & Recognition.

- Contribute to the development and implementation of effective human resource management policies to meet business outcomes, including the establishment of a framework to monitor and report on the policy objectives.

GOVERNANCE

- Oversee the management of all elements of corporate and civic governance systems and compliance for the City of Prospect, working with independence and responsibility to make decisions within corporate policy and legislative constraints.
- Key focus areas include but not limited to:
 - Policy and procedure management;
 - Elected member engagement and administration;
 - Meetings/agenda/minute management for Council and various committees;
 - Internal review functions (including Section 270 reviews);
 - Complaint management;
 - Ombudsman/OPI/ICAC support;
 - Code of Conduct management;
 - Freedom of Information management;
 - Delegations and authorisations for prescribed officers;
 - By-law reviews;
 - Compliance framework; and
 - Annual review processes.

ORGANISATIONAL WORK HEALTH AND SAFETY:

- Oversee the implementation and management of Council's WHS policy, procedures and programs, training and the identification of workplace risk control.
- Ensure people managers take the responsibility for the control of workplace risk and implementation of maintenance procedures to ensure workplace safety in their areas of responsibility.

RISK MANAGEMENT:

- Manage Council's Risk Framework (including Audit Committee Reporting, Audit Outcomes, Strategic Project Risk Register, External Risk Evaluation Action Plans, Risk Management Framework Requirements, and Insurance Annual Review).
- Implement and administer an effective business continuity framework, which ensures plans for business continuity and emergency management are in place, communicated and understood.
- Manage the delivery of Risk/Audit and WHS Programme, ensuring functions are delivered in accordance with relevant legislation, acts, regulations and by-laws.
- Responsible for the leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor Council's operational and strategic risk.
- Develop Council's Risk Management Strategy, tools, practices, and policies to analyse and report risks, and to manage risks according to a risk management framework.
- Oversee the implementation and management of Councils Risk Management Policy and Risk Management Program

- Comply with Councils Risk Management Policy and Risk Management Program
- Understand the principles of risk management and the application to property and liability
- Ensure that people managers demonstrate principles of risk management are being undertaken
- Ensures the organisation's risk management policies and strategies are in compliance with applicable laws and regulations.

INFORMATION TECHNOLOGY (IT)

- Oversee the development, implementation, and maintenance of Council's information technology, including information security and data protection.
- Advance Council technologies, contract management and key stakeholder relationships, as well as promoting awareness and ensuring legislative compliance and best practice in all aspects of information technology.
- Implement IT governance structures and IT strategies to promote the variety of services and information provided by IT Services. Ensure that business process solutions are 'fit for purpose'

INFORMATION MANAGEMENT (IM)

- Oversee the development, implementation, and maintenance of the information management services.
- Promote awareness and ensure legislative compliance in all aspects of information management.
- Ensure Council is meeting requirements specified under the State Records Act 1997 as demonstrated through State Records Assessment results.

Decisions made in the position:

- Decisions within delegation for financial management and people
- Decisions within delegation related to governance matters captured by this position description
- Allocation of resources to achieve operational outcomes within team

Decisions referred:

- All other decisions
 - *Refer to the Delegation Manual*
 - *Refer to the Procurement Protocol for financial delegation*

Key issues/challenges:

- Delivering results in a constantly changing and political environment
- Achieving operational outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional projects

Key working relationships:

Internal

- Chief Executive Officer
- Executive and Management Team
- Director Corporate Services
- All staff



Manager Corporate Services
POSITION DESCRIPTION

- Mayor and Elected Members

External

- Community
- First Nations stakeholders
- Local Government Risk Services
- Government Agencies
- Local Gov't Agencies
- Auditors

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant degree or tertiary qualification in an area focused on risk, public administration, management, human resources, or related corporate discipline.

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Demonstrated leadership and people management experience, with a focus on outcomes/results and an understanding on qualitative planning and reporting.
- Demonstrated experience in delivering an effective risk management function within a diverse and complex organisation.
- Demonstrated experience in effective oral and written communication in a formal business environment, with a focus on building and maintaining trust both with senior levels of the business, and with key external stakeholders.
- Demonstrated experience in delivering quality customer service and community engagement.
- Demonstrated experience in meeting time-based deadlines, preferably in a legislative or policy-driven environment.
- Demonstrated ability to establish control measures for management of legal / compliance requirements.
- Demonstrated ability to effectively exercise objective professional judgment, having regard to legislation, policies, organisational priorities, and political influences.

Knowledge and Skills

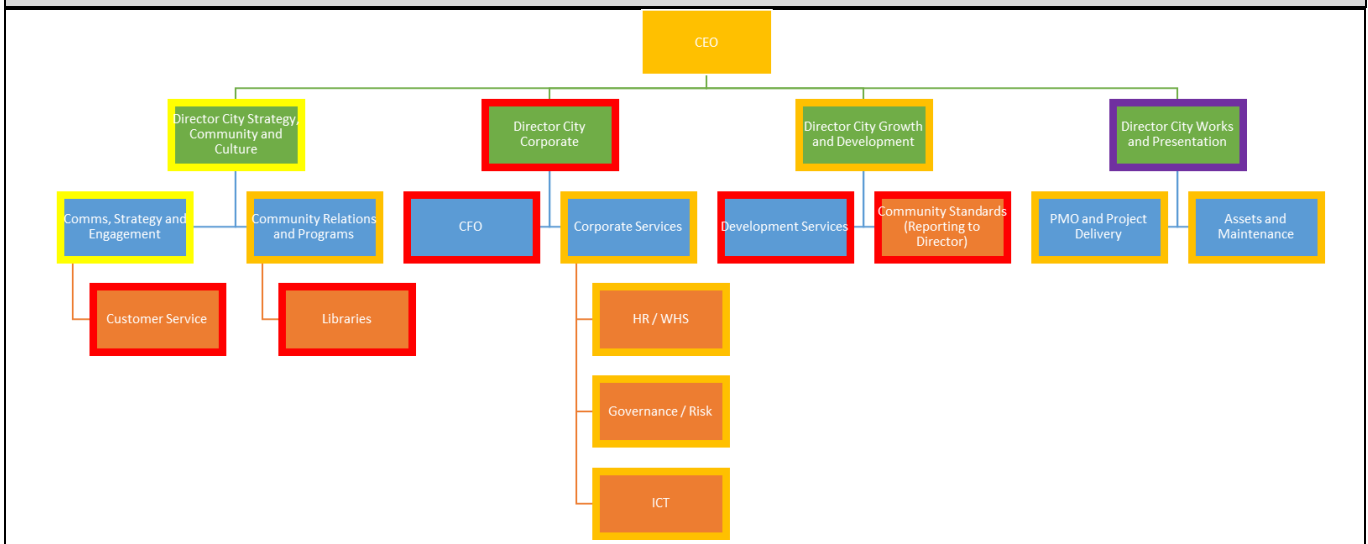
- Comprehensive knowledge of legislative and risk management frameworks/programs and their relationship to organisational goals and objectives.
- Comprehensive knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and workplace diversity
- Knowledge of the concepts of corporate and civic governance and ethics.
- Knowledge of the Local Government Act and other relevant legislation.
- Demonstrated ability to work in a politically sensitive environment.
- Demonstrated ability to provide authoritative advice.
- Demonstrated ability to interpret and implement relevant legislation and policies
- Capacity to perform significant work out-of-hours, including attendance at after-hours meetings and workshops.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant post graduate qualification
- Relevant management qualifications
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide

PROPOSED ORGANISATIONAL STRUCTURE



LEADERSHIP COMPETENCIES

Leadership Competency Framework – Managers

Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> • Creates a safe working environment for direct reports which includes physical and psychological safety • Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements • Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities • Regularly communicates the importance of organisational safety culture across the section • Identifies safety concerns or incidents and reports as required • Sets high standards in incident investigations through to close out, ensuring that corrective actions are robust and implemented 	<ul style="list-style-type: none"> • Creates sectional structure that enables the delivery of strategies and associated management plans • Empowers direct reports to deliver results and holds them accountable for the effectiveness of their leadership • Leads and supports change across the organisation • Provides background, context and rationale in regards to decision making and judgement • Identifies opportunities to develop own leadership capability and supports development for direct reports • Personally demonstrates and holds section accountable for living our values and associated behaviours 	<ul style="list-style-type: none"> • Challenges the appropriateness and timing of work, in light of organisational priorities • Considers and responds to budgetary implications for the whole of section and provide advice to position the organisation to meet financial challenges • Identifies and where relevant leverages partnerships to support service delivery • Considers and responds to relevant risks to ensure effective decision making • Analyse operational systems and process to support continuous improvement and drive innovation • Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> • Supports the development of the organisation's strategic intent • Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture • Sets clear sectional goals and measures aligned to the organisation's strategies and values • Ensures service delivery is responsive to contemporary social trends and community concerns • Ensures compliance with relevant legislation, regulation and corporate standards • Develop direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> • Builds relationships across the organisation and externally that seek to assist in the achievement of sectional objectives • Build a climate of trust and respect by openly sharing information and expertise with others • Enables and encourages collaboration of the workforce across the section and wider organisation • Builds and maintains effective working relationships with CEO, Elected Members, Directors, Team Leaders, team members and internal stakeholders • Personally demonstrates and holds section accountable for customer service principles • Considers actions and outputs and how they impact other areas in the business

CORPORATE VALUES:

OUR WORKPLACE CULTURE

You will be able to demonstrate the ability to use City of Prospect's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of City of Prospect will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

Respect

We will all feel valued

Maintain confidentiality

Value, be empathetic to individuals' opinions, beliefs and unique situations

Listen to others with an open mind and acknowledge others' opinions

Acknowledge time is valuable, be on time for meeting and strive to meet deadlines

Keep people informed of the status of things that impact on them

Innovation

We are a creative and dynamic organisation

Be creative and look at new ways to approach existing tasks

Simplify and streamline systems and procedures to achieve quality outcomes and service excellence

Be solution focussed and create new opportunities

Provide and encourage feedback and fairly evaluate ideas

Acknowledge problem solving and give individuals credit where it is due

Teamwork

Working together with a positive and supportive attitude

Encourage and support others

Share information

Be flexible in our approach to work

Take ownership of our mistakes and take action to seek resolution

Offer people support and ask for it if we need it

Integrity

An environment where people understand, respect and trust each other:

Do what we say we will

Take responsibility and accountability for our actions

Act honestly in all aspects of our work

Live our values

Give and receive feedback in a respectful, honest and tactful manner

Commitment

Deliver exceptional customer service:

Demonstrate full ownership of behaviours

Be dedicated to improving what we do

Be reliable and dependable by following through on promises

Acknowledge we have internal and external customers

Own my responsibilities

Enjoyment

People are happy and proud to work here:

Demonstrate that we are driven by positive, passionate and flexible attitudes

Have a sense of humour, be friendly and smile

Believe in what we do and foster it in others

Encourage relaxed discussions and share ideas

Acknowledge, celebrate and reward successes

ACKNOWLEDGEMENT AND AGREEMENT

I have read and understand the requirements and expectations of this position description. I agree that I have the medical capacity to fulfil the inherent requirements of the position and accept my role in fulfilling the Corporate Values and Key Responsibilities. The City of Prospect may amend responsibilities to meet business and operational requirements as positions develop over time. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**** Electronic Offer**** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____ Date

CEO Name: _____

CEO Signature: _____ Date

Manager Community Relations and Programs

Directorate:	City Strategy, Community and Culture	Department:	Community Relations and Programs
Position Grade:	Manager	Reports to:	Director City Strategy, Community and Culture
Date:	March 2022	Version:	1.1

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide, and is known as one of South Australia’s most innovative and progressive councils. The City spans approximately 778 hectares, has a population of around 21,500 people.

The City of Prospect Strategic Plan, ***Towards 2040***, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring, Active and Engaged, Proud of our Past, Excited by our Future, Inclusive and Diverse, Creative and Innovative, and Responsible and Sustainable, Towards 2040* offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

The Manager Community Relations and Programs is responsible for leading and managing a series of community programs, services and initiatives that directly service the needs of City of Prospect residents and its visitors.

Service delivery areas will include library services and programs, health and social support programs, community transport, arts, events, and numerous other services.

The role will also be responsible for leading various key community-driven initiatives aimed at improving community outcomes, including but not limited to coordination of Council’s journey toward reconciliation and healing with our Kurna community (through our *Payinthe Kumangka* process), and Council’s efforts to improve the experience of people with a disability within the City of Prospect (*Disability Action and Inclusion*).

The role will also be tasked with building and maintaining relationships with Council’s local community, sporting, spiritual, and cultural clubs and groups – ensuring these stakeholders understand and have connection to Council programs, personnel, opportunities and activities.

Finally, the role will coordinate and manage Council volunteers, volunteer programs, and related activities.

Key accountabilities and responsibilities:

- Build and maintain effective and trusting relationships with key community stakeholders across the City of Prospect, including representatives of key community, sporting, cultural, spiritual, and other groups and organisations, with a view to assisting in mutual communication and understanding of opportunities and challenges.
- Lead strategic community relations and programming initiatives as directed from time to time, including but not limited to coordination of Council's journey toward reconciliation and healing with our Kurna community (*Payinthe Kumangka*), and Council's efforts to improve the experience of people with a disability within the City of Prospect (*Disability Action and Inclusion*).
- Initiate, drive and influence the development, delivery and evaluation of a range of high level strategies, policies, projects and initiatives to optimise and implement best practice and innovative solutions for Council, its residents, and its many visitors.
- Lead Council's library services function, including all aspects of library management, library space management, system management, program planning and delivery, budget management, and strategic/sector engagement.
- Coordinate and manage Council volunteers, volunteer programs, and related activities.
- Lead, inspire and manage the Community Relations and Programs team to achieve the outcomes identified in Council's Community Plan and related policies / strategies;
- Ensure effective planning for the provision of high quality community services, having regard to Council identified priorities and community needs.
- Contribute to the preparation and review of the Community Plan and Corporate Business Plan, and actively involve Community Relations and Programs team staff in the process.
- Manage and continuously improve the cost effective and efficient provision of community services with a strong customer focus and in accordance with defined Council policies, government regulations, and sector trends and guidance.
- Manage risk, budget, resources and facilities associated with Community Relations and Programs, including ensuring that relevant grants and subsidies are applied for, managed, and properly acquitted.
- Ensure that any necessary accreditation(s) are achieved and maintained as necessary for all services and Community Relations and Programs staff.
- Facilitate the provision of advice and information on community development to Council, the Director City Strategy, Community and Culture, other Directorates, and within external community service networks.
- Facilitate the coordination and distribution of information relating to City of Prospect's demographic profile and local support services.
- Manage, monitor and review the City's local community and events grants programs.
- Represent the City and act as liaison as required at inter-governmental and other external forums.
- Participate in and contribute to planning processes and other regional initiatives coordinated by the Eastern Region Alliance of Councils, Eastern Health Authority, Greater Adelaide Region Organisation Of Councils, and the Local Government Association (among others).
- Appropriately recognise and consider the needs of all social target groups in the planning and delivery of community services.
- Keep abreast of contemporary practice in the field of community development and implement improvements in keeping with local needs and priorities.

- Apply collaborative and partnership approaches as appropriate to deliver, facilitate and/or advocate for services that promote community well-being.
- Oversee tender processes, grant applications, acquittals, and contracts for the delivery of community services (including delivery of the Commonwealth Home Support Program applicable to our City).
- Manage Council’s facilities management and booking function, ensuring the maximum possible utilisation of Council’s facilities by the community.
- Manage Council’s Arts and Events program, including the Newmarch Gallery, Public Art capital projects, Public Art programs, advisory group governance structures, related budget provisions and grant funds;
- Oversee the planning and delivery of a city-wide events program delivered by Council, and support community-delivered events where called upon to do so.
- Apply Council systems and programs, including financial, procurement, people, records, auditing, risk assessment and reporting, to progress and monitor organisational and employee performance and achievement, to ensure employees compliance with relevant Council policies and legislation.
- Any other duties as may be directed.

Decisions made in the position:

- Decisions within delegation for financial management and people
- Decisions within delegation related to governance matters captured by this position description
- Allocation of resources to achieve operational outcomes within team

Decisions referred:

- All other decisions
 - a. *Refer to the Delegation Manual*
 - b. *Refer to the Procurement Protocol for financial delegation*

Key issues/challenges:

- Delivering results in a constantly changing and political environment
- Achieving operational outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional projects

Key working relationships:

Internal

- Chief Executive Officer
- Mayor and Elected Members
- Executive and Management Team
- Director City Strategy, Community and Culture
- Manager Communications, Strategy and Engagement
- Manager PMO and Project Delivery
- Manager Assets and Maintenance
- All staff



Manager Community Relations and Programs

POSITION DESCRIPTION

External

- Community
- Sporting Clubs, Community Groups, Social/Cultural Groups, etc
- Volunteers and volunteer coordination authorities/organisations
- Government Agencies
- Local Gov't collaborative bodies (ERA, GAROC, EHA, LGA, LGP, etc)
- Auditors

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant tertiary qualification – Degree/Diploma/Post Graduate level in one or more of the following disciplines (or a related discipline):
 - Social work;
 - Planning;
 - Policy;
 - Community Services / Welfare;
 - Health services;
 - Library management.
- Current Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Demonstrated experience in management of a team and the ability to source cooperation from other officers and management to achieve objectives.
- Experience managing the delivery of complex community-based services and programs.
- Experience delivering community services in an environment of constrained / contracting resources.
- Experience in building and maintaining meaningful relationships with a range of community stakeholders.
- Experience in identifying, building relationships with, and responding to the needs of stakeholders who are impacted by social disadvantage, disability, minority status, or other physical, social or cultural obstacles.

Knowledge and Skills

The position requires the application of a range of specialist knowledge and skills including:

- Knowledge and skills in consulting, influencing, leadership and stakeholder management.
- Knowledge and skills necessary to promote early intervention strategies into potentially complex and sensitive matters.
- Knowledge and skills necessary to provide authoritative advice to the CEO, Mayor and Executive Leadership team.

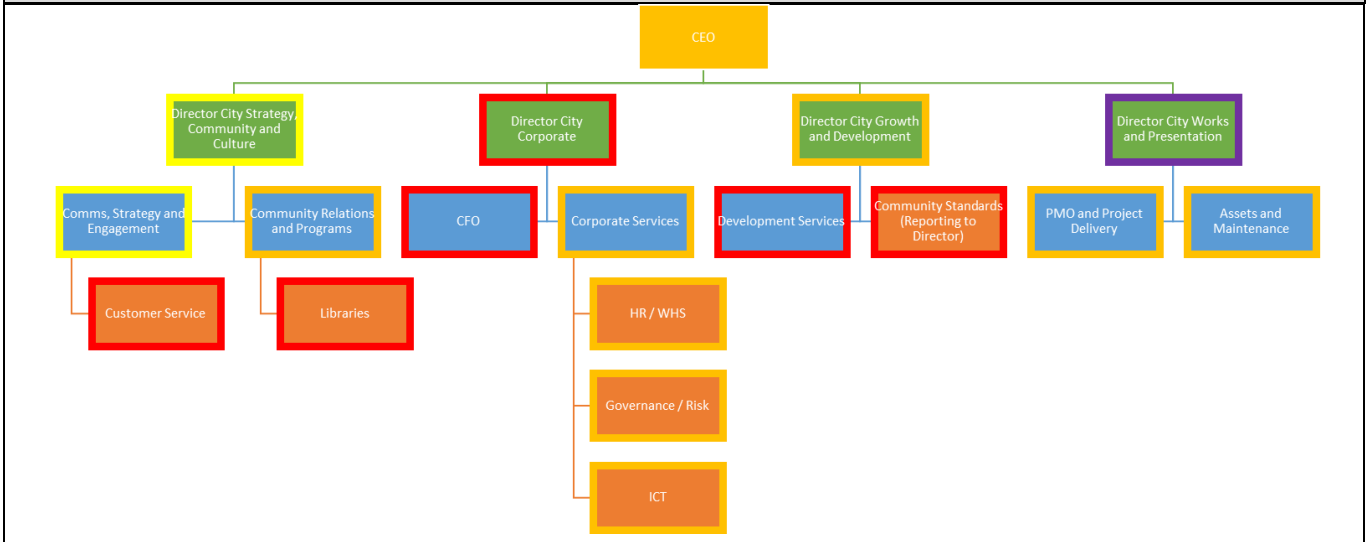
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of relevant legislation
- Demonstrated ability to work in a politically sensitive environment
- Demonstrated ability to interpret and implement relevant legislation and policies

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant post graduate qualification
- Relevant management experience or qualifications
- Events management and coordination experience is not mandatory, but will be highly regarded
- Experience in arts and cultural project delivery is not mandatory, but will be highly regarded
- Relevant knowledge and experience in relation to the political context of state government in the State of South Australia.
- Demonstrated appreciation of the complexity of Local Government, in a particular the political, social/economic and legal frameworks.
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide

PROPOSED ORGANISATIONAL STRUCTURE



LEADERSHIP COMPETENCIES

Leadership Competency Framework – Managers

Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> Creates a safe working environment for direct reports which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the section Identifies safety concerns or incidents and reports as required Sets high standards in incident investigations through to close out, ensuring that corrective actions are robust and implemented 	<ul style="list-style-type: none"> Creates sectional structure that enables the delivery of strategies and associated management plans Empowers direct reports to deliver results and holds them accountable for the effectiveness of their leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies opportunities to develop own leadership capability and supports development for direct reports Personally demonstrates and holds section accountable for living our values and associated behaviours 	<ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to budgetary implications for the whole of section and provide advice to position the organisation to meet financial challenges Identifies and where relevant leverages partnerships to support service delivery Considers and responds to relevant risks to ensure effective decision making Analyse operational systems and process to support continuous improvement and drive innovation Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> Supports the development of the organisation's strategic intent Regularly and clearly communicate strategies to ensure a direct reports understand their role in relation to the bigger picture Sets clear sectional goals and measures aligned to the organisation's strategies and values Ensures service delivery is responsive to contemporary social trends and community concerns Ensures compliance with relevant legislation, regulation and corporate standards Develop direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> Builds relationships across the organisation and externally that seek to assist in the achievement of sectional objectives Build a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the section and wider organisation Builds and maintains effective working relationships with CEO, Elected Members, Directors, Team Leaders, team members and internal stakeholders Personally demonstrates and holds section accountable for customer service principles Considers actions and outputs and how they impact other areas in the business

CORPORATE VALUES:

OUR WORKPLACE CULTURE

You will be able to demonstrate the ability to use City of Prospect's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of City of Prospect will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

Respect

We will all feel valued

Maintain confidentiality

Value, be empathetic to individuals' opinions, beliefs and unique situations

Listen to others with an open mind and acknowledge others' opinions

Acknowledge time is valuable, be on time for meeting and strive to meet deadlines

Keep people informed of the status of things that impact on them

Innovation

We are a creative and dynamic organisation

Be creative and look at new ways to approach existing tasks

Simplify and streamline systems and procedures to achieve quality outcomes and service excellence

Be solution focussed and create new opportunities

Provide and encourage feedback and fairly evaluate ideas

Acknowledge problem solving and give individuals credit where it is due

Teamwork

Working together with a positive and supportive attitude

Encourage and support others

Share information

Be flexible in our approach to work

Take ownership of our mistakes and take action to seek resolution

Offer people support and ask for it if we need it

Integrity

An environment where people understand, respect and trust each other:

Do what we say we will

Take responsibility and accountability for our actions

Act honestly in all aspects of our work

Live our values

Give and receive feedback in a respectful, honest and tactful manner

Commitment

Deliver exceptional customer service:

Demonstrate full ownership of behaviours

Be dedicated to improving what we do

Be reliable and dependable by following through on promises

Acknowledge we have internal and external customers

Own my responsibilities

Enjoyment

People are happy and proud to work here:

Demonstrate that we are driven by positive, passionate and flexible attitudes

Have a sense of humour, be friendly and smile

Believe in what we do and foster it in others

Encourage relaxed discussions and share ideas

Acknowledge, celebrate and reward successes



Manager Communications, Strategy and Engagement
POSITION DESCRIPTION

ACKNOWLEDGEMENT AND AGREEMENT

I have read and understand the requirements and expectations of this position description. I agree that I have the medical capacity to fulfil the inherent requirements of the position and accept my role in fulfilling the Corporate Values and Key Responsibilities. The City of Prospect may amend responsibilities to meet business and operational requirements as positions develop over time. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

**** Electronic Offer**** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____ Date

CEO Name: _____

CEO Signature: _____ Date

Manager Communications, Strategy & Engagement

Directorate:	City Strategy, Community and Culture	Department:	Communications, Strategy and Engagement
Position Grade:	Manager	Reports to:	Director City Strategy, Community and Culture
Date:	March 2022	Version:	1.0

Organisation purpose:

The City of Prospect forms part of the iconic inner heritage suburbs of Adelaide and is known as one of South Australia's most innovative and progressive councils. The City spans approximately 778 hectares, has a population of around 21,500 people.

The City of Prospect Strategic Plan, ***Towards 2040***, seeks to put the community at the centre of all we do as a business. Through its six strategic focus areas consisting of *Connected and Caring*, *Active and Engaged*, *Proud of our Past, Excited by our Future*, *Inclusive and Diverse*, *Creative and Innovative*, and *Responsible and Sustainable*, ***Towards 2040*** offers a bold vision for the City that is compelling, ambitious and exciting.



Position purpose:

At a strategic level, the Manager Communications, Strategy and Engagement is responsible for ensuring a connectivity and cohesiveness between Council's strategic and policy objectives (on the one hand), and the operational activity of the business (on the other hand).

The role will be tasked with leading Council's strategic, community, and policy planning exercises, with a view to determining the desires of Council's elected members and community, and translating these into meaningful, accessible plans that inform and direct the work of the business.

The role will also be tasked with leading all consultation and engagement exercises with the community and other external stakeholders, including on Council projects, services and initiatives, as well as in relation to reporting on achievement against strategies, policies and community plans. This will include managing Council's dedicated and well-loved Customer Service team and coordinating and managing Council's grants application processes.

Finally, the role will work closely with the Mayor in assisting the Mayor to discharge their role as the primary spokesperson of Council. This will involve regular liaison with the Mayor, and many other stakeholders (including local residents, business stakeholders, developers, and ministers / local representatives across other levels of government).

Key accountabilities and responsibilities:

- Provide confidential high-level advice to the CEO, Mayor and Executive on complex political, communications and organisational strategy and engagement matters.
- Lead the strategic planning and setting of policy direction across Council to achieve strategic objectives, and develop, implement, lead and evaluate strategic business plans that are aligned to Council's strategic objectives and support improved services delivered by the various Council portfolios.
- Initiate, drive and influence the development, delivery and evaluation of a range of high-level strategies, policies, projects and initiatives to optimise and implement best practice and innovative solutions for Council and its residents.
- Lead Council's communications strategy and operations, including management of all communications resources, channels and platforms, media interactions, and related forums.
- Work closely and independently with the office of the Mayor, assisting the Mayor to discharge their role as the primary spokesperson of Council.
- Lead and coordinate Council's community and stakeholder messaging of all kinds, including advocacy efforts across different levels of government and representative bodies.
- Lead and coordinate Council's legislative community planning exercises.
- Lead and manage Council's customer service team, ensuring that residents of the City of Prospect enjoy an excellent and sector-leading end-to-end customer experience.
- Lead and coordinate Council's community and stakeholder engagement efforts and resources, including on Council projects, services and initiatives, as well as in relation to reporting on achievement against strategies, policies and community plans.
- Coordinate and manage Council's monitoring of grant funding opportunities and applications for external grant funding, ensuring applications fit with Council strategy and policy direction, are well drafted, and give Council the best opportunity for success.
- Lead and inspire an agile, responsive, innovative, respectful, cohesive and high achieving team of people, by promoting and delivering excellent customer service standards and behaviours in accordance with Council business objectives and policies (including work health and safety, risk, dignity and respect, and equal employment opportunity), delivered in an ethical, social and environmentally responsible manner.
- Engage and consult and build strategic and collaborative relationships with internal and external stakeholders to seek input and advice in relation to people and organisational development initiatives and industry trends and keep abreast of current developments and emerging trends in all areas of responsibility, to proactively identify and develop strategy and actions that support the ongoing success of Council.
- Identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement to develop solutions to emerging challenges in a cost effective and sustainable manner, ensuring that Council is optimally leveraging opportunities and implementing best practice policies and procedures.
- Represent and highlight group achievements within the Council, community, and across the sector to promote Council as an Employer of Choice.
- Attend and represent Council at meetings as required including at industry forums, conferences and stakeholder discussions as well as meetings of Council, Committees, Workshops, Working Groups, Review Panels & Forums.
- Apply Council systems and programs, including financial, procurement, people, records, auditing, risk assessment and reporting, to progress and monitor organisational and employee performance and achievement, to ensure employees' compliance with relevant Council policies and legislation.

- Any other duties as may be directed.

Decisions made in the position:

- Decisions within delegation for financial management and people
- Decisions within delegation related to governance matters captured by this position description
- Allocation of resources to achieve operational outcomes within team

Decisions referred:

- All other decisions
 - Refer to the Delegation Manual*
 - Refer to the Procurement Protocol for financial delegation*

Key issues/challenges:

- Delivering results in a constantly changing and political environment
- Achieving operational outcomes within an environment of contracting resources and competing priorities
- Ensuring delivery within strict deadlines whilst managing additional projects

Key working relationships:

Internal

- Chief Executive Officer
- Mayor
- Executive and Management Team
- Director City Strategy, Community and Culture
- All staff
- Elected Members

External

- Community
- Media
- Ministers, Members of Parliament, and Electoral Candidates
- Local representatives (state and federal)
- Government Agencies
- Local Gov't collaborative bodies (ERA, GAROC, LGA, LGP, etc)
- Auditors

POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

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ESSENTIAL CRITERIA

Qualifications/Licences

- Relevant tertiary qualification, combined with extensive practical experience, in one or more of the relevant areas:
 - Political science;
 - Economics;
 - Management;
 - Marketing / Communications;
 - Journalism;
 - Law; and/or
 - Corporate governance.
- Current Driver's Licence

Experience

The position requires the application of management skills in a diverse organisation to establish corporate goals and objectives. The applicant must have:

- Demonstrated experience in leading projects, teams and/or functions tasked at delivering high-level support to senior leaders in a political environment, in one or more of the following areas:
 - Communications;
 - Strategy / policy development;
 - Stakeholder engagement.
- Demonstrated track record in effectively working strategically and collaboratively with senior leaders in a public, private, or not-for-profit sector context, to initiate and manage complex projects or resolve high priority issues in sensitive and complex political, communications and organisational strategy and engagement matters, by leveraging advanced problem solving and decision-making capabilities, to seek completion or resolution.
- Proven experience and ability to build and maintain confidence and trust with senior leaders in a business or political environment.
- Demonstrated achievements in leading and facilitating project and change management initiatives in a diverse service environment, including proven ability to lead and inspire others in working collaboratively in the delivery of strategic objectives.
- Demonstrated high level organisational skills and experience in leading and managing across a diverse portfolio of functions in the delivery of specialist professional programs and initiatives to achieve results against objectives and enhance organisation performance.

- Demonstrated experience in the development and delivery of policies, strategies and strategic business plans, and generating innovative approaches to more effectively deploy resources in delivering solutions and services.
- High quality interpersonal, written, and oral communication skills, including the capability to negotiate and resolve issues with people at all levels and the ability to persuade and influence at a strategic and operational level.
- Ability to be flexible both in relation to job-specification and schedules

Knowledge and Skills

The position requires the application of a range of specialist knowledge and skills including:

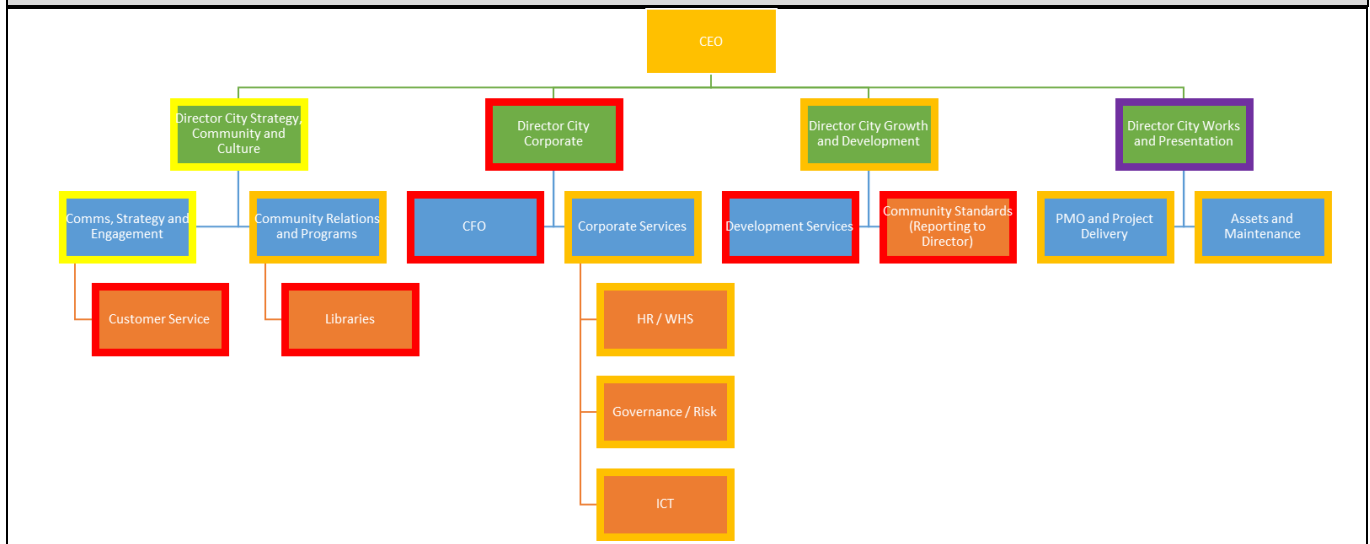
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- Knowledge and skills necessary to provide authoritative advice to the CEO, Mayor and Executive Leadership team.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of the Local Government Act and relevant legislation
- Demonstrated ability to work in a politically sensitive environment
- Demonstrated ability to provide authoritative advice
- Demonstrated ability to interpret and implement relevant legislation and policies

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Relevant post graduate qualification
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**** Electronic Offer**** By accepting your letter of offer electronically, you are accepting the Position Description referenced in your offer.

Employee Name: _____

Employee Signature: _____ Date

CEO Name: _____

CEO Signature: _____ Date

Living & Working in Adelaide, South Australia

Adelaide is one of the most liveable cities on the planet. It is well known for its arts festivals, fine foods and wine, retail and dining experience and spirit of entrepreneurship and innovation. It has an advanced economy, world class universities and a flourishing multicultural heritage. Adelaide is the traditional home of the Kurna people and has a strong indigenous culture today.

LIFESTYLE

Adelaide is known for its **Mediterranean style climate**, where the weather is pleasant and moderate most of the year. Year-round big blue skies mean average winter temperatures of 16 degrees Celsius (°C) and 28°C in summer. Hot days can be real sizzlers and easily reach 40°C though!

Adelaide is a city that offers the physical and emotional space to breathe. There is a sense of freedom here – of expression, of movement, of thought. With a **diverse and eclectic array of accessible experiences**, it's a city that allows time for immersion, paired with a sense of space and freedom that actively encourages true indulgence.

The Adelaide Hills which are home to many villages, towns, wildlife parks and natural resources to explore, are less than half an hour drive from the City Centre. You'll never be far away from some of the most **pristine beaches** and water sanctuaries in the world, with almost 30km of beaches bordering Adelaide. Our beaches are famous for the beautiful waters and wide sandy foreshores. Beachside areas like Glenelg, Brighton and Henley Beach are only 15-minute drives from the City and offer **cosmopolitan hearts with retail and dining opportunities**. Within short drives from the city centre are Port Willunga where you can scuba dive in natural and man-made reefs, Port Adelaide where you can frolic with dolphins and St Kilda where you can wander the mangroves and natural reserves, also home to Dolphins and other Australian fauna.

A number of international measures rate metropolitan Adelaide highly for liveability, quality of life and cost of living. The Economic Intelligence Unit undertakes an annual Liveability Ranking and Overview of 140 cities around the world and Adelaide has in recent years consistently ranked 5th in the world. The Property

Council of Australia undertakes its own annual survey on liveability of Australia's top 10 biggest cities. In this survey Adelaide is ranked second only to Canberra, our nation's capital, and above all other capital cities. The Mercer Quality of Living Survey compares global cities and is primarily used to inform multi-national companies regarding optimal office locations and employee conditions. Adelaide was most recently listed as 29th in the World and has consistently ranked highly in this survey. Mercer's Cost of Living Report measures the comparative cost of over 100 items and Adelaide continues to outperform other Australian Capital Cities in this report

REGIONAL EXPERIENCE:

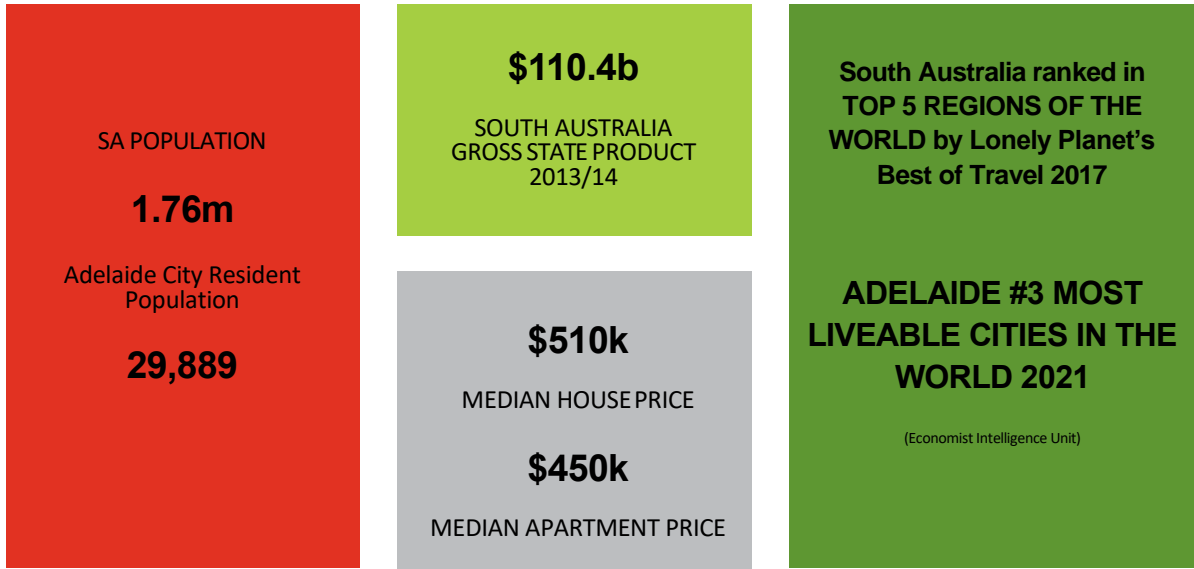
The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.

Adelaide is a city that lives well beyond its conveniently designed square mile epicentre, flowing seamlessly into world-famous wine and food regions such as Barossa, just an hour's drive north, or coastal escapes in the Fleurieu or Yorke Peninsula. You'll be spoilt for choice.

Travel another hour north and you'll reach the Clare Valley, which is famous for its Rieslings. The Adelaide Hills has some stunning whites and there's McLaren Vale and Langhorne Creek on the Fleurieu Peninsula – about an hour's drive south of the city. Drive yourself or join a guided tour of Adelaide and its surrounds - the choice is yours. Take a road trip and discover the reds from the Coonawarra on the Limestone Coast.

Kangaroo Island is an iconic destination, just two hours' drive and a short ferry ride south of Adelaide. It has pristine beaches, unique wildlife, awesome sunsets and fantastic food and wine.

South Australia & Adelaide, Fast Facts



One of the world's most liveable cities

Adelaide offers a relaxed, easy-going lifestyle, and is rated in the top 3 liveable cities in the world (Economist Intelligence Unit). It is located in a beautiful region of South Australia, which is also ranked in the top 5 of the world's regions.

Australia's most affordable mainland capital

Your money will go much further in Adelaide. Studies show it costs 21% more to live in Melbourne and 23% more to live in Sydney than Adelaide. Adelaide is around 4% cheaper than Brisbane and Perth (2016 Economist Intelligence Unit), meaning you will have more money to discover Australia during your weekends and holidays.



Contact Information

CVs and letters of application addressed to Mr Chris White, CEO, clearly stating the Manager role for which you are applying, are welcome in Word format to human.resources@prospect.sa.gov.au.

For a confidential consultation in relation to any of the listed roles, please contact Aggy Szelesta on 08 8269 5355 during business hours.

Applications close at COB on Monday 18 April 2022.