

Wingecarribee Shire Council General Manager Recruitment Pack February 2021



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Introduction

Local Government Management Solutions (LGMS) is a commercial arm of Local Government NSW.

LGNSW Management Solutions has provided human resource and employment services to local government since 1992. Wingecarribee Shire Council has engaged LGMS to assist them with the recruitment and selection of the Council's next General Manager.

This recruitment pack provides some information and context about the Wingecarribee Shire, the current operating environment and links to Council's documents.

About the Shire

Wingecarribee Shire is located 75 kilometres from the south western fringe of Sydney and 110 kilometres from Sydney central business district.

The Shire lies within the Sydney – Canberra – Melbourne transport corridor on the Southern rail line and Hume Highway. The M5 Motorway provides rapid access to Campbelltown, Liverpool and other key metropolitan centres within Sydney. Wingecarribee is also referred to as the Southern Highlands due to its position on a spur on the Great Dividing Range some 640 to 800 meters above sea level.

Wingecarribee Shire is predominantly rural in character with agricultural lands separating towns and villages characterised by unique landscape and aesthetical appeal. Development pressures are significant and include subdivision for residential purposes, for infrastructure, industry and agriculture.

The Southern Highlands forms part of the Gundungurra tribal lands and preservation of Aboriginal heritage is significant. European settlement dates back to the early 1800s with first contact between Aboriginal people and Europeans occurring in 1798. Settlement followed in 1821 at Bong Bong.

The Shire is rich in biodiversity with large areas of high conservation value including part of the World Heritage Greater Blue Mountains area and two declared wilderness areas. Environmental features include cold climate conditions, rugged topography and significant areas of state forest, national park and other protected lands from part of the Sydney water catchment.

Eastern parts of the Shire are bounded by the Illawarra escarpment and Morton National Park. The north abuts the Nepean and Avon Dam catchments and is rugged eucalypt bushland. In the west, the Wollondilly and Wingecarribee rivers flow through deep sandstone valleys which form part of the Warragamba dam catchment. Southern reaches of the Shire are bounded by Uringalla Creek and comprise sandstone plateau dissected by deep gorges.

Challenges

Wingecarribee Shire Councils Community Strategic Plan (CSP), reflects the community's aspirations and needs for the future. Wingecarribee Shire's CSP, is informed by relevant information relating to five key areas – Leadership, People, Places, Environment and Economy. Addressing these areas in an integrated manner, the CSP is developed with a holistic view ensuring that a variety of issues and challenges impacting on the local government area and the community are considered.

Council initiated and facilitated the development of the community plan and will continue to have a custodial role during its implementation, monitoring, reporting and review.

In January of 2020 the Shire was menaced by two of the largest bushfires in memory and shortly thereafter, along with the rest of the nation, the impact of the COVID-19 pandemic and its subsequent ramifications.

Both these events caused considerable disruption to our organisational operations as priorities were swiftly shifted.

Significantly Council was in a position to continue services to the community. The steps taken to modernise Councils IT capability at the peak of the COVID-19 lock down, supported 250 staff to operate remotely providing full access to online programs.

During the COVID-19 pandemic, Councils outdoor staff continued to operate at full capability.

All Council business premises have COVID-19 safe plans.

Council during the pandemic commenced major upgrades of its Civic Centre in Moss Vale. These upgrades will allow Council to present a modern Customer Service Centre for customers to transact business.

One of the most significant legislative changes in the wake of the pandemic occurred when the NSW Government announced a 12-month extension to all local government delivery programs. This means that this 2020/21 Operational Plan is no longer the final year of our current four-year Delivery Program. In addition, this Operational Plan now comes into effect as of 1 August 2020.

The disruption caused by these events meant that new deliverables for this Operational Plan 2020/21 were inevitable.

Key to these amendments is a review of Council's Business Continuity Plan and the inclusion of community recovery plans to be developed in line with State and Federal Governments directions and guidance. Other deliverables focus on environmental recovery efforts and supporting our local economy.

Irrespective of these additional inclusions, other priorities remained unchanged. Major capital works projects such as the renewal of Exeter Road in Sutton Forest will continue as planned as will the construction of drainage projects in Cavendish Street in Mittagong and the renewal of playground equipment in Moss Vale's Seymour Park.

There are also major upgrades taking place at the Southern Regional Livestock Exchange.

On top of these multi-million capital works projects Council will continue progression on our ten year *Investing in our Future* improvement program. This year marks the half way point in this decade-long program and over the course of the next 12 months we have allocated a further \$9.4 million towards improving our Shire's roads, stormwater drainage, parks and open spaces.

While 2020 year will be remembered as a year of incredible challenges, the projects, programs and priorities set out by Council will ensure our Shire and our residents emerge stronger and more resilient.

Opportunities

For the incoming General Manager, there are obviously a number of challenges to face from day one. However, there are opportunities to be realised through a pragmatic, structured approach to managing each challenge.

There are opportunities for economic development in the Shire with tourism and agriculture the main areas of focus.

Key to this is a recent announcement that Moss Vale will host the development of major infrastructure projects to build electric powered buses along with a high-tech business park and centre of excellence. This development opportunity will provide new employment options for residents of the Shire.

Whilst still in the planning stages it is expected that development applications will be lodged mid-2021. Council needs to be business ready to ensure associated industries wishing to relocate will experience a Council willing to share in the development of their plans.

Council will continue to modernise its technology platforms. These changes include the introduction of a new performance management and learning and development systems to assist with the development of staff.

Other upgrades to commence in 2021 are CRM and records management systems.

Key to the successful roll out of these systems will be training of staff in the effective use of the new software platforms. Change management focus will be a key element of the system implementation.

Council will also be introducing a revised salary system. The salary system embraces the NSW LG Capability Framework. Staff position descriptions will incorporate the Capability Framework. The Performance Management system underpins the Salary System progression methodology, aligns to Award Skill Descriptors, is competency and performance based.

This initiative will require effective training and implementation over at least a 3-year period.

Whilst COVID-19, fires, drought and floods did have some impact on Council's finances the strong internal management of the overall financial position by staff ensures the projected major capital works in the upgrade of water and sewer and essential infrastructure will be maintained.

Council has been very fiscally responsible in balancing community needs against financial capacity ensuring services to the Shire's major Centres and Villages are maintained and enhanced.

About you

Council is seeking a highly motivated and energetic individual with strong senior executive level experience, preferably as a General Manager / CEO in Local Government.

The Council believes that the current complexities facing the Shire requires the experience and expertise of a senior Local Government Leader who understands the legislative and statutory framework of Local Government, the issues and challenges facing rural councils in NSW and is willing to work collaboratively with the Council and Community to deliver quality, affordable and efficient services to the community.

Your ability to establish and foster long term relationships at the State and Federal levels, with members of Parliament and senior administration levels of Government is key to the success of the position. By advocating a can-do attitude, you will be responsible for guiding the Shire through the challenges to be faced.

Your highly effective communication skills will enable you to develop compelling submissions, high level strategic initiatives and utilise your well-developed negotiation and influencing skills to achieve positive outcomes and results for the Council and community.

This role offers a unique opportunity for a person not afraid of tackling issues and challenges head on in a professional, strategic and decisive manner. A person who is not risk adverse and confident in their ability to deliver positive outcomes for the community and the council organisation, develop and nurture strong stakeholder engagement, both internally and externally and most importantly, have an inclusive and collaborative approach to working with the elected members and staff to develop the Council's long-term strategic plans.

What's in it for you?

In order to attract a highly qualified, experienced and capable senior executive into the role of the Council's General Manager, the Council is offering a highly competitive remuneration package in the range of \$350K which includes cash, superannuation and a fully maintained lease back vehicle, a laptop and mobile phone. Council offers salary sacrificing for eligible items as part of their condition of employment. Council also offers relocation assistance for the successful applicant.

Wingecarribee Shire offers a plethora of activities to enjoy with numerous sporting and service clubs (tennis, golf, bowls etc.). From our national parks and waterfalls, through rural landscapes to our historic country villages and towns, the Southern Highlands offers you a diverse array of activities and attractions and is recognised as a cool climate wine region and is home to the Bradman Museum, Tulip Time and the Bundanoon Highland Gathering – Brigadoon.

The Shire has modern education, health and community amenities geared for families.

How to Apply for the Position

Please contact Christian Morris on 0417 693 254 for a confidential discussion about the position.

You can download a position description, selection criteria and all relevant documents from our website and links to assist your research and understanding of the position of General Manager of Wingecarribee Shire Council.

Please lodge your application online at <http://lgnsw.org.au/lgms>. Applications must be submitted online and respond to the Key Selection Criteria in order to be considered for the position.

The following documents are required as part of your application:

- an application form/cover letter
- a detailed up to date CV*
- response to the Key Selection Criteria** as specified below.

*We require you to be very specific in your CV and application form regarding academic/ tertiary qualifications.

**Please address the Key Selection Criteria by illustrating your responses with examples of how you meet the criteria – it is not sufficient to just indicate what you have done – we are more interested in the “how”.

Applicants will be required to provide two recent referees and complete a suite of psychometric tests as part of the process. Background checks will be carried out on applicants progressing to final interviews including financial.

As a guide, the recruitment schedule is likely to be:

- Applications close Monday 15 February 2021 at 5:00pm
- Council shortlists for first round of interviews Wednesday 24 February 2021
- First round interviews week commencing 8 March 2021
- Final interviews with the Council as a whole 24 March 2021

Applicant Information

It is recommended that you click on the following links to relevant Council information:

- Council’s 2018/19 Annual Report –
<https://www.wsc.nsw.gov.au/uploads/2508/lr-annual-report-1819-final.pdf>
- Current Community Strategic Plan –
<https://www.wsc.nsw.gov.au/uploads/2515/csp-adopted-june-2017-lr.pdf>
- **Fit for Future:**
<https://www.yoursaywingecarribee.com.au/fit-for-the-future>
- **Economic Development and Tourism:**
<https://www.visitsouthernhighlands.com.au/>

Applications close Monday 15 February 2021 at 5:00pm.

All applications are to be submitted via the LGNSW website under Senior Council Vacancies

SELECTION CRITERIA

General Manager

Essential Criteria

1. Appropriate business or Government tertiary qualifications relevant to the position.
2. Extensive work history and demonstrated high performance at an executive management level in a demanding and diverse organisation.
3. Demonstrated experience in developing and maintaining relationships with all levels of the community, business, Government and elected representatives.
4. Broad understanding of the relevant issues, requirements of Government agencies and legislation as they apply to Local Government, particularly for regional/non-urban areas.
5. Strong leadership style with a focus on strategic, financial and people management to achieve organisational objectives in a fair, efficient and sustainable way.
6. Demonstrated high levels of professionalism, integrity and financial probity, respectful of others, able to build trust and lead by example.
7. Demonstrated high customer service standards that align organisation service delivery with customer expectations.
8. Demonstrated expertise in change management, particularly cultural change, able to initiate and lead change positively and effectively.

Desirable Criteria

1. Tertiary qualifications in human resources or financial management.
2. Commercial expertise – able to seek out revenue-generating opportunities, facilitate investment in the Shire, attract Government grants and take considered risks.
3. Understanding of the economic, development, environmental and infrastructure issues as they apply to Local Government.
4. Willing and able to relocate to or reside in Wingecarribee Shire.