



General Manager Position Information Pack



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Background Information

Wollongong. It's a place to live, it's a place to work and it's a City that's held dear in the hearts of all 217,000 people who call it home.

Nestled between the dramatic escarpment and the sea, the secret of Wollongong is out. We're just over an hour's drive south of Sydney and our City's recent transformation is a major talking point.

We're an international trade hub, thanks to the Port of Port Kembla, we're a growing university town, and we're the City of Innovation with a diverse industry base including knowledge services, advanced manufacturing, trade and logistics and defence.

Wollongong City Council has a vision for Wollongong to value and protect our natural environment and to see our community be leaders in building an educated, creative and connected community.

We're driving innovation through our sustainability practices and through major projects such as the \$93.4M Fowlers to Fairwater bridge link to the West Dapto urban release. This is one of the biggest infrastructure projects undertaken by this Council and is part of an access strategy to meet the needs of the predicted population increase in this area of 50,000 by 2050.

We're putting our community and people first and facilitating and supporting the development of a thriving creative community, we're putting into place plans and policies – as well as practical on-the-ground actions – that activate our inner city and support our nightlife and cultural scene.

Moving forward, we're looking for someone who can continue this drive to do the best for our community, to advocate for Wollongong and push its economic development over the next five to 10 years.

Looking inwards, we're an organisation that's transforming. We're more efficient than ever, and looking for innovative ideas to put into practice.

Wollongong. It's the ultimate sea change.



Lord Mayor
Councillor Gordon Bradbery AM





About LGNSW Management Solutions

Wollongong City Council has engaged LGNSW Management Solutions (LGMS) to conduct the recruitment process for the position of General Manager. LGMS is a management consulting company specialising in providing recruitment and human resource services to Local Government. We have a successful track record of sourcing and recruiting General Managers and senior executives for Councils across NSW.

See our website for further information on our services at: lgnsw.org.au/member-services/management-solutions.

The Position

The General Manager is the head of staff within the organisation and works closely and co-operatively with the Lord Mayor and Council to plan, deliver and review a broad range of services to the Wollongong Region. The General Manager encourages, inspires and leads strategic thinking, innovation and creativity in the organisation to address diverse and complex issues. The General Manager plays a major role in policy development and providing advice and representing the organisation.

For full details regarding the position's accountabilities, essential requirements and the capabilities for the role please download the Position Description from our website at www.lgnsw.org.au/lgms.

This is a 5-Year Senior Staff Contract position offering a very attractive Total Remuneration Package of approximately \$400k, including a leaseback vehicle.

Council is also offering relocation assistance, if required, in accordance with Council policy.

The Person

This role will require an accomplished senior executive to drive excellent performance and build organisational capacity to deliver effective outcomes for all stakeholders. You will have passion, a 'can do' approach, a strong community focus, consultative manner and be able to lead and motivate an innovative workforce.

To be considered for this role candidates must have a proven ability to develop and deliver long term strategic plans and work closely in partnership with the Lord Mayor, councillors and community to achieve the organisation's goals and priorities. In addition you must have relevant tertiary qualifications, a successful track record as a senior executive in local government (or in a similar complex environment) and knowledge of the legislative requirements relating to this sector.

The Recruitment Process

Applications for this position must be **received by 5:00pm Monday 25 March 2019** and candidates should lodge their application online in accordance with the directions outlined in **How to Apply for the Position** below.

After the closing date for applications LGMS will review all applications received and do an initial cull to establish a long-list of applications for the Council's selection committee to review.

From that list a short-list of applicants will be invited to attend a first interview. First round interviews will be conducted on 11 and 12 April 2019 at the Council's office. Final interviews will be conducted on 8 May 2019.

Candidates progressing to a final interview will be required to undertake criminal and qualification background checks, two referee checks and complete a psychometric questionnaire online prior to this interview. Council will reimburse reasonable travel expenses for attending interviews.

How to Apply for the Position

Please lodge your application online at <http://lgmsw.org.au/lgms>. Note applications must only be submitted online.

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".

Note:

The closing date for receipt of applications is 5:00pm Monday 25 March 2019.

Further Information

For further information regarding the position please contact Mark Anderson on 0418 864 866 or Wayne Noakes on 0429 618 526. Enquiries will be dealt with in the strictest confidence.

Prospective candidates must not contact Wollongong City Council to seek information about the position unless it is readily available to members of the public. If additional information is required relating to the role or process, please enquire with Mark Anderson or Wayne Noakes in the first instance.

For further information on Wollongong City Council please access Council's website at:
<http://www.wollongong.nsw.gov.au/council/publicdocuments/Pages/default.aspx>



Key Selection Criteria

Essential Requirements for the Position

1. An appropriate degree qualification in Business/Management or a related discipline.
2. Extensive experience working in Local Government at a Senior Executive level, or in a similar complex environment, and in managing multi-disciplinary senior management teams.
3. Experience managing and providing a range of community focussed services to a diverse range of stakeholders.
4. An extensive track record in developing strategies and delivering results that enhance organisational performance and service delivery.
5. Skills in identifying and implementing economic and social development opportunities which deliver benefits to the community and an advocate for development within the Region.
6. A background in building effective stakeholder relationships and negotiating and influencing positive outcomes for the community.
7. Demonstrated success in change management and embedding a values-based culture into an organisation and modelling those values.
8. Proven ability in fostering and building team work at all levels and breaking down 'silos' to achieve organisational goals and objectives.
9. Demonstrated skills in Integrated Planning and Reporting, Financial Management and in meeting Local Government Governance requirements.
10. Experience, awareness and knowledge of self-insurance models through an insurance mutual and experience and understanding of enterprise risk management.
11. Be a recognised visionary, who has highly developed political acumen skills, a 'can do' attitude, a passion for the Region and can 'look outside the box' in delivering solutions.
12. Demonstrated ability to meet the capability requirements of this position as defined in the capability statement.

Desirable Requirements

1. Post Graduate qualifications in Business/Management or a related discipline.