



POSITION DESCRIPTION

Position Title	:	Director Commercial Services
Level	:	Contract
Section	:	Commercial Services
Responsible to	:	Chief Executive Officer

1. POSITION OBJECTIVES

Objective(s) of the Position

- To supervise and control the Commercial Functions of the Shire of Coolgardie including;
 - Waste Facilities
 - Kambalda Airstrip
 - Accommodation Village
 - New Commercial ventures (as agreed with the CEO)
- Supervise and oversee the day to day running of the Commercial Functions and agreed projects.
- Liaise with Council, Chief Executive Officer, Managers, Coordinators, public, public authorities and contractors on matters required for the implementation of economic development, marketing and agreed projects.

2. KEY DUTIES AND RESPONSIBILITIES

- Oversee the Day to Day operations of the Commercial Service Areas
- Community consultations and engagement as agreed with the Chief Executive Officer
- Provide support and assistance to the Chief Executive Officer in the overall management of the Shire of Coolgardie.
- Contribute to the strategic development, policy formulation and management of the organisation by harmonious participation in the Leadership Group.

- Provide advice to Councillors, Officers and the Community on Local Government issues within the professional expertise and knowledge base of the areas of responsibility, including attending Council and public meetings as necessary.
- Initiate and develop policy formulation and implementation on matters pertaining to Commercial Services
- Oversee the delivery of Commercial Services annual budget.
- Act upon delegated authority to ensure Council's Policies and requirements of relative statutes are exercised and complied with.
- Provide Commercial Services staff with Leadership and professional support.
- Attend all Council and Committee meetings as required by the Chief Executive Officer.
- Other Duties as directed by the Chief Executive Officer

3. **GENERAL ACCOUNTABILITIES OF THE POSITION**

Occupational Health and Safety

- Fully understand their OSH responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions. (S. 33 OSH Act).
- Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace

Customer Service

- Maintain good relations with the general public and promote Council's Commercial in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

5. **Selection Criteria** **Essential**

- ✓ Relevant tertiary qualifications in Management, Business Administration or relevant discipline
- ✓ Demonstrated interpersonal and communication skills including the ability to liaise with a diverse range of people.
- ✓ Demonstrated knowledge and experience of legislation in relation to Local or State Government

- ✓ Demonstrated self-management skills including effective time management and organisational skills.
- ✓ Demonstrated project management skills
- ✓ Demonstrated leadership skills
- ✓ High level Strategic Planning Skills
- ✓ Demonstrated experience in preparing strategic reports for a Board and/or Senior Management
- ✓ A valid driver's licence.
- ✓ Pass a pre-employment medical and drug screen.

Desirable

- ✓ Local government experience ideally in a community with significant growth

6. ORGANISATIONAL RELATIONSHIPS:

Responsible to:

Chief Executive Officer

Direct Management and Supervision of:

Relevant staff employed in Commercial Services

Contractors engaged in Commercial Services

Internal/external liaison:

All staff

WALGA

Community

Relevant Stakeholders

State and Federal Governments

State and Federal Agencies

7. EXTENT OF AUTHORITY

Authority granted in accordance with relevant delegations and policy at the discretion of the Chief Executive Officer to act in certain situations, specifically in the area of Commercial Services.

Prepared	:	March 2022
Approved by	:	Chief Executive Officer