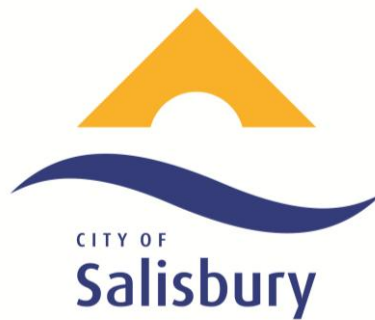


DIVISIONAL HEAD, CORPORATE SOLUTIONS

JOB & PERSON SPECIFICATION

JULY 2025



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	DIVISIONAL HEAD CORPORATE SOLUTIONS
WORKPLACE AGREEMENT:	Common Law
CLASSIFICATION:	NEGOTIATED
DEPARTMENT / DIVISION:	CORPORATE DEVELOPMENT
POLICE CLEARANCE:	NOT REQUIRED
CONTRACT TERM:	FULL TIME – ONGOING
REPORTS TO:	DEPUTY CHIEF EXECUTIVE OFFICER
DIRECT REPORTS:	FINANCE OPERATIONS MANAGER, ENTERPRISE TECHNOLOGY SOLUTIONS OPERATIONS MANAGER, PROJECT CONNECT MANAGER, CYBER/AI LEAD, PROCUREMENT OPERATIONS MANAGER

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • The Divisional Head Corporate Solutions will drive the strategic organisational outcomes that deliver contemporary financial, procurement and digital solutions • Work closely with the Corporate Development leadership team in enhancing organisational systems, process and people related initiatives • Support the Deputy Chief Executive Officer through provision of professional and strategic advice • Contribute to the strategic development of broader corporate development strategies and objectives • Deliver the business transformation outcomes related to exceptional community experience, quality outcomes and a great place to work
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VALUES AND BEHAVIOURS:	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Imagine new futures and look for new opportunities • Make a positive difference
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Build and lead a capable and engaged team, that is aligned with City of Salisbury values, committed to providing high-quality and cost-effective services, support and advice, seeks out innovative service solutions, adapts well to change, and operates with flexibility and agility • Maintain awareness of internal and external financial and economic trends, changes in financial management practice and standards, to identify opportunities to enhance outcomes for City of Salisbury • Drive innovative solutions to manage Council's technology platforms and leverage AI solutions to deliver enhanced services internally and to the community • Continue the enhancements of Council's cyber security maturity aligned to the Essential 8 framework • Develop and define the technology roadmap aligned to meeting Council's strategic objectives • Effectively deliver the business transformation initiative that will deliver a new technology platform and new ways of delivering Council services • Enhance the procurement and contract management framework to ensure relevant processes deliver both probity and community value • Place the community and internal customers at the centre of all decision making • Managing the expectations of a range of stakeholders including liaising with Council, Executive, agencies, each with competing priorities and needs regarding reporting requirements and accountability for expenditure

	<ul style="list-style-type: none"> • Embed the relevant strategies and supporting delivery to ensure real benefits are delivered • Act as an escalation point for urgent, complex or highly sensitive strategic issues across Finance, Technology and Procurement, determining appropriate responses and the need for further escalation to the Deputy Chief Executive Officer • Lead the identification and analysis of major strategic issues impacting City of Salisbury and broader agenda to inform the Executive team and Council consideration • Direct the provision of expert, authoritative advice and insights to key stakeholders on all aspects of strategy and analysis to inform business planning and action, encourage innovative approaches and enhance value through improved efficiency and outcomes • Establish collaborative and strategic relationships with senior internal and external stakeholders to maximise outcomes and develop and implement arrangements and initiatives that deliver optimal use of existing revenue streams and the identification of viable new streams • Advise the business and provide customised solutions to build strategic capability and performance across the organisation utilising the new technology platforms • Establish or revise qualitative and quantitative metrics to capture, report and evaluate the benefit and performance of relevant strategies • Lead the investigation and identification of opportunities for changes and enhancements in delivery of internal functions, existing operational programs and services, or development of additional services, to achieve continuous improvement in outcomes for customers and stakeholders • Any other duties as directed by the Deputy Chief Executive Officer
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WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Ensure that appropriate policies and procedures are followed and understood • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment)
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Employee Code Policy and all other policies and procedures adopted by the City of Salisbury as varied from time to time • To manage all Corporate Records in accordance with required procedures
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Proven experience in a similar role, within a medium to large diverse organisation • Be flexible to work as an independent contributor and leader. • Bachelor's degree in Finance, Accounting, or Technology related qualification • Experience with financial modelling, analysis, and reporting • Experience in delivering new technology platforms within a SaaS environment • Exceptional project management skills • Strong leadership and interpersonal abilities • Excellent problem-solving and decision-making capabilities. • High attention to detail and accuracy

	<ul style="list-style-type: none"> • Ability to adapt to a fast-paced, changing environment • Demonstrated ability to build positive customer centric relationships, negotiate successful outcomes and communicate effectively with staff • Demonstrated ability to be collaborative and build strategic relationships internally and externally to build partnerships to further the reputation and success of the City of Salisbury • Ability to lead, inspire and empower a multi-disciplinary team to make considered decisions and achieve outcomes • Conceptual, analytical and critical skills in originating new techniques, concepts and practices in resolving complex issues • Exceptional customer service and stakeholder management skills • Strong verbal and written communication skills, including presentation, influencing and report writing skills
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Knowledge of the operational context of local government • Relevant industry membership
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Expected to attend relevant Council Committees, briefings and Council meetings when Divisional papers are put forward • Some out of hours work will be required from time-to-time
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.
Please visit henderconsulting.com.au to apply.

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

Please Note

Your application will be automatically acknowledged by a return email.