



POSITION DESCRIPTION

Position Title	Director Corporate Services		
Location	Darwin	Department	Corporate Services
Position Level	Level 11	Work Group	Executive
Position Type	Permanent / Full time	Approval Date	22 April 2026
Coverage	WARC Enterprise Agreement 2024	CEO	CEO

Position Objective

As a member Executive Team, this position provides strategic leadership in the areas of finance, procurement, ICT, data management, grants, and travel. This role is to ensure strong financial stewardship, compliance and corporate systems remain contemporary. The Director Corporate Services is to support the Chief Executive Officer (CEO), Council, Council Committees, including Local Authorities, to deliver Council's strategic and operational objectives in the West Arnhem local government area.

Key Duties and Responsibilities

1. Provide strategic leadership of Corporate Services (finance, ICT, information management, grants, travel and administration) to deliver Council's strategic and operational objectives.
2. Oversee Council's financial strategy, budgets, long-term financial plan, cashflows, investments, taxation compliance, ensuring sound internal controls, asset protection and compliance with legislation and standards.
3. Ensure reporting deadlines are met, including audit, compliance reviews and plans and budgets, and Council and Annual Reports.
4. Oversee external grants and subsidy funding, ensuring all reporting requirements are achieved and new opportunities are explored.
5. Oversee records and data management, ensure compliance with legislation.
6. Oversee ICT needs including Council's ERP (TechnologyOne CiA), connectivity, asset replacements and registers.
7. Oversee travel management and Council's insurance covers.
8. Lead and develop the Corporate Services team.
9. Provide high-level advice to the CEO, Executive, Council, Local Authorities and external stakeholders as required.
10. With regard to work health and safety in the workplace, this is an Officer role, and requires:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the CEO which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary qualifications in Accounting, Business, or a similar field and extensive experience in financial management at a senior management level. Must be a member of a recognised accounting body i.e. CA ANZ or CPA.
2. Demonstrated ability to understand, interpret and apply relevant Federal, Territory and Local legislation particularly in the areas of financial, procurement, risk management, ICT, corporate planning and reporting.
3. Highly developed written and oral communication skills with the ability to represent Council in a variety of forums displaying a high level of professionalism.

Essential Criteria

4. Demonstrated experience in leading and managing a team of staff (over 10 staff), defining and communicating work targets and priorities and ensuring work output is in accordance with performance standards and measures.
5. Experience, strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
6. Qualifications / licences / checks:
 - a. Current C Class Drivers licence, at a minimum
 - b. Current NDIS Worker Screening Check, or ability to obtain one (WARC will seek this on your behalf)
 - c. Current Ochre Card (Working with Children Check in the NT), or ability to obtain one (WARC will seek this on your behalf)
 - d. Bankruptcy Check (WARC will seek on your behalf)

Desirable Criteria

1. Relevant experience working in the Public Sector, and in particular, regional Local Government.
2. Experience with working within a legislative framework.

Organisational Relationships & Further Information

Reports to	CEO	Supervises	Finance Manager (and Team), ICT Coordinator, Information Advisor, Grants Coordinator, Travel and Administration Officer
Internal liaising	Other Executives All staff	External liaising	Consultants Auditors Government
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.