POSITION REQUIREMENTS

NAME:

POSITION: Executive Manager Corporate Services

CLASSIFICATION: Senior Officer

APPOINTMENT: Full-Time (5 Years Maximum Term)

DEPARTMENT: **CEO**

DATE APPROVED: February 2026

ORGANISATIONAL VALUES

Our RISE values set the expectations for all interactions we have with each other and the community; they guide our decision making and influence our culture.

Respect. I promote connection and fairness. I treat others the way I would like to be treated. I build effective and productive relationships, communicate positively, and seek to understand the interests and perspectives of others.

Integrity. I act with honesty and trust. I do the right thing even when no-one is watching. I take responsibility for my actions, act with integrity, and am trusted to do what I say I am going to do.

Service. I am community focussed, accessible, valued by customers and colleagues. I am committed to a high-quality service for our internal team members and external customers. I actively listen, seek to understand, anticipate, and respond to all customer requirements. I create an environment that is inviting to everyone and encourages interaction.

Empower. I am supportive, innovative, and inclusive of diversity and thought. I continuously learn, am agile and willing to consider change. I encourage collaborative communication and active participation, the sharing of ideas and empower others to contribute. I demonstrate adaptability and flexibility to find solutions to support our community and consider different perspectives to create process improvements leading to innovation.

1. POSITION OBJECTIVES

The Executive Manager, Corporate Services (EMCS), partners with the CEO and Executive Leadership Team (ELT) to provide strategic and operational leadership across the organisation.
The role leads the Corporate Services Department to ensure YPRL has the systems, capability, culture and governance required to deliver on its strategic aspirations. This role provides expert guidance across:

- Financial Management and Procurement
- People & Culture
- Corporate Governance
- Risk Management
- Internal and External Audit
- Audit and Risk Committee support

2. KEY RESPONSIBILITY AREAS

2.1 Strategic Leadership

- Lead the development of contemporary strategies that ensure YPRL has the workforce capability, systems, and structures needed now and in the future.
- Drive organisational culture initiatives that embed YPRL's values and create a positive, high-performing workplace.
- Lead organisation-wide change initiatives and ensure alignment to strategic priorities.
- Build strong leadership capability across the organisation through coaching, development, and targeted interventions.
- Ensure that Corporate Services contributes proactively to strategic planning and organisational performance.

2.2 Operational Management

- Lead, mentor and develop Corporate Services staff using best-practice performance, coaching, and feedback approaches.
- Ensure the department provides consistent, high-quality, customer-focused services.
- Oversee the development, implementation, and continuous improvement of Corporate Services policies, systems, and processes.
- Ensure the Review People & Culture systems and practices support and improve organisational capability and performance.
- Provide expert advice across recruitment, performance management, employee relations, organisational development, child safety and OH&S,.
- Lead enterprise bargaining processes and manage complex employee relations matters constructively.
- Provide high-level financial oversight, ensuring timely and accurate advice to the CEO and ELT.
- Oversee procurement, administration, and volunteer management frameworks.
- Make decisions and recommendations to the CEO on complex or sensitive matters.
- Chair internal staff committees and working groups, as required.

2.3 Partnerships and Relationships

- Develop and maintain strong internal and external relationships, including with unions, industrial bodies, regulators, member councils, and professional organisations.
- Represent YPRL on committees, panels, and forums, as required.
- Engage constructively with workplace delegates and employee representatives.

2.4 Financial Management

- Ensure compliance with all financial governance legislation, regulations, and policies.
- Lead strategic financial planning, including long-term financial strategies, annual budgets, and reporting.
- Ensure procurement practices meet legislative and policy requirements.
- Manage the Corporate Services budget, ensuring resources support organisational priorities.

2.5 Occupational Health and Safety (OH&S)

- Ensure compliance with all relevant OH&S legislation, standards and internal policies.
- Provide strategic leadership to embed a safe workplace culture across all teams and functions.
- Lead the development, implementation and continuous improvement of OH&S systems, procedures and risk-management practices.
- Ensure effective identification, assessment and mitigation of workplace hazards and risks within the Executive Manager's portfolio.
- Monitor and report on OH&S performance, incidents and trends to support informed decision making and continuous improvement.
- Promote accountability for safe work practices among managers and staff, ensuring appropriate training, induction and competency requirements are met.
- Lead incident response and ensure timely investigation, corrective actions and communication and implementation of lessons learned.
- Champion employee wellbeing initiatives that support safe, healthy and productive working environments.

2.6 Child Safety

- Uphold YPRL's zero-tolerance approach to child abuse and comply with all Victorian Child Safe Standards.
- Responsible for ensuring that the Child Safe framework supports the proactive management of child safety within YPRL.
- Responsible for the management of all child safety incidents, including the investigation process.
- Maintain up-to-date knowledge of legislative obligations and reporting requirements.
- Drive Support a culture of vigilance and safety for children and young people.

2.7 Risk Management

- Embed a strong risk-aware culture across YPRL.
- Lead implementation of the risk management framework.
- Identify, monitor, and report on emerging and strategic risks.

2.8 Executive Leadership Team

- Contribute proactively to ELT decision-making and leadership.
- Provide high-level strategic advice to the CEO and Board.
- Prepare, present, and endorse Board papers as required.
- Act as CEO when delegated.

2.9 General Responsibilities

- Contribute proactively to ELT decision-making and leadership.
- Provide high-level strategic advice to the CEO and Board.
- Prepare, present, and endorse Board papers as required.
- Act as CEO when delegated.

3. ORGANISATIONAL RELATIONSHIPS

Reports to:	CEO
Supervises:	Senior Manager Finance & Business Senior Manager People & Culture

Internal contacts:	Executive Leadership Team
	Branch Staff
	Library Support Staff
	Volunteers
External contacts:	Councils
	Unions
	Industrial and Professional Organisations
	Suppliers
	Partner agencies

4. ORGANISATIONAL CONTEXT

The Corporate Services Department delivers key enabling services—finance, procurement, P&C, governance, volunteers, risk, and administration.
It partners with leaders across the organisation to support the successful delivery of the YPRL Library Plan.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Lead the Corporate Services Department, including frameworks, policies, planning, and governance.
- Ensure compliance with HR, OH&S, Child Safe and relevant legislation, including Local Government Act 1989-2020.
- Represent YPRL in external forums and negotiations.
- Manage budgets within delegations and ensure sound financial decision making.
- Lead the volunteer governance framework.
- Ensure efficient and effective organisational risk management.

6. JUDGEMENT AND DECISION MAKING

- Provide expert judgement on complex matters requiring interpretation, analysis, and strategic insight.
- Develop and implement strategic frameworks and solutions.
- Manage sensitive issues requiring negotiation, diplomacy, and influence.
- Exercise autonomy and initiative in decision making beyond established guidelines when necessary.

7. SPECIALIST SKILLS AND KNOWLEDGE

7.1 Technical Expertise

- Extensive senior experience managing multi-function service units in local government or similar environments.
- Deep knowledge of local government practices, governance, and compliance.

7.2 Management Skills

- Demonstrated leadership across people management, change, development, and capability building.
- High-level financial and business management capability.
- Strong delegation, prioritisation and forward-planning skills.
- Ability to work autonomously with high accountability.

7.3 Interpersonal Skills

- Highly developed communication, influencing, negotiation and presentation skills.
- Ability to build strong relationships at all levels.
- Demonstrated leadership in high-performing executive teams.
- Commitment to continuous improvement and innovation.

8. RISK MANAGEMENT

- Comply with and promote the YPRL Risk Management Policy and Strategy.
- Report hazards and support mitigation strategies across the organisation.

9. OCCUPATIONAL HEALTH & SAFETY AND EQUAL OPPORTUNITY RESPONSIBILITIES

- Comply with all OH&S and EO policies, including hazard reporting and safe work practices.
- Ensure a workplace free from bullying, discrimination, and harassment.
- Supervisors must ensure safe work practices and intervene when unsafe behaviour occurs.

10. QUALIFICATIONS AND EXPERIENCE

- Proven executive management experience, preferably within local government.
- Degree in Human Resources, Business/Organisational Development, Public Administration, Financial Administration, or related discipline.
- Postgraduate qualifications in management (desirable).

11. SELECTION CRITERIA

- Relevant tertiary qualifications and postgraduate management qualifications.
- High-level interpersonal and negotiation skills.
- Demonstrated experience in employee relations, organisational change, and conflict resolution.
- Strong strategic planning, project management, and policy development capability.
- Extensive experience with organisational budgeting and financial management.
- Current Victorian Driver Licence.
- Satisfactory National Police Check and Working with Children Check.

12. INHERENT REQUIREMENTS

The position includes a significant component of office desk and keyboard based duties.

Task	**Performed Often** (5+ times in one shift or sustained for 30 minutes)	**Performed Sometimes** (Less than 5 times in one shift)	**Never / Rarely Performed**
Passive			
Keyboard duties	✓		
Reading Task	✓		
Writing tasks	✓		
Telephone duties (incoming and outgoing calls)	✓		
Sitting (extended periods)	✓		
Walking / Standing (brief periods)	✓		
Walking / Standing (extended periods)			✓
Climbing stairs			✓
Driving a car		✓	
Manual Handling			
Lifting / carrying < 20kg		✓	
Lifting / carrying > 20kg			✓
Pushing / Pulling trolleys		✓	
Bending, squatting or reaching		✓	
Repetitive arm / wrist movements	✓		
Bending or twisting spine		✓	
Looking up/down		✓	
Reaching forwards or sideways		✓	
Gripping or grabbing			✓
Sensory			
Fine Hand Coordination		✓	
Hearing – hold direct conversation	✓		
Hearing – telephone	✓		
Visual – read materials and signage	✓		
Emotional			
Exposure to challenging conversations and behaviours		✓	
Dealing with grief and loss			✓
Communicating with elderly patrons			✓
Communicating with Non-English speaking patrons		✓	
Providing empathy and support		✓	

Note: This table is not an exhaustive of all the job factors, however forms a basic capability guide to the activities required to undertake the role.

I have read and understood the position description and agree to perform in the position of **Executive Manager Corporate Services** as per the requirements of the position description.

_____ _____

(Employee signature) Date