



CORPORATE STRATEGY OFFICER

Salary \$66,393 to \$84,988 + Superannuation

Liverpool Plains Shire is a vibrant rural area located four hours north of Sydney and 45 minutes south of the regional centre of Tamworth. The region has a rich agricultural history and picturesque beauty encompassing the foothills of the Great Dividing Range and the sweeping expanse of the fertile Liverpool Plains. The area offers the opportunity for a true rural lifestyle in a friendly atmosphere with excellent transport links. Employment with Council offers a range of benefits to employees including a 9 day fortnight, training and study assistance.

The position of Corporate Strategy Officer reports directly to the Director of Environment and Economic Development and is responsible for coordinating the delivery of Council's Integrated Planning and Reporting, insurances, leases, delegations and registers. This position will also be required to assist in the review of legislation associated with Council's policies, coordinate and prepare submissions and undertake special projects as required.

Qualifications / Experience required include:

- Appropriate relevant qualifications in business or demonstrated equivalent combination of relevant experience and/or education and training
- Well developed understanding of Local Government Reporting requirements
- Demonstrated ability to produce high quality documentation such as submissions, briefing papers, reports and grant applications
- Well developed written and oral communication skills and the ability to make presentations
- Well developed administrative and project management skills
- Advanced computer skills particularly in Microsoft Office suite of programs including Excel and Word
- Well-developed relationship building skills with a professional, approachable and accommodating attitude to internal and external clients
- Demonstrated ability in organisational and coordination skills to meet deadlines and sound time management skills, including the ability to prioritise and handle multiple tasks
- The ability to think independently and work unsupervised where required
- Excellent problem solving skills
- A thorough understanding of the principles of Equal Employment Opportunity and WHS

If you are interested in this challenging opportunity, please contact **Donna Ausling, Director of Environment and Economic Development**, on **(02) 6746 1755** or visit Council's website www.lpsc.nsw.gov.au to find out more about the position and obtain an Information Package.

Written applications, including detailed resume and a statement addressing each of the essential and desirable criteria, should be marked "**Confidential Corporate Strategy Officer Application**" and addressed to the **General Manager, Liverpool Plains Shire Council**. Applications may be submitted as follows:

Postal Address: P.O. Box 152, Quirindi. 2343
Hand deliver: 60 Station Street, Quirindi
Email: lpsc@lpsc.nsw.gov.au
Fax: (02) 6746 3255

Applications will be received until **4:00pm, Monday 22 May 2017**.

Ph: (02) 6746 1755
Fax: (02) 6746 3255
lpsc@lpsc.nsw.gov.au

27 April 2017
PO Box 152 Quirindi 2343
Ron Van Katwyk
GENERAL MANAGER