



APPLICANT PACK

# Manager Council Business (City Secretary)

City of Gold Coast



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CITY OF  
**GOLDCOAST™**

## CONTACT

Angie Simmonds  
Principal Talent Consultant  
Leading Roles

📞 0476 861 300

✉ [Angie.Simmonds@leadingroles.com.au](mailto:Angie.Simmonds@leadingroles.com.au)

Be part of shaping the  
future of Gold Coast



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We acknowledge and pay respects to the traditional Aboriginal people of these lands and waters and we acknowledge all their descendants. We also acknowledge the many Aboriginal people from other regions as well as Torres Strait and South Sea Islander people who now live in the local area and have made an important contribution to the community.



# The Opportunity

The City Secretary is a pivotal role responsible for supporting the strategic governance of Council by providing executive administrative services and guidance.

The role acts as the central liaison for Council business, facilitating effective Council operations, ensuring compliance with legislative obligations and the seamless execution of Council meetings and decisions.

The City Secretary leads a team of Chamber Support Officers and collaborates closely with internal and external stakeholders to deliver high-quality governance and operational support. Reporting directly to the General Manager, Office of the CEO, this executive position requires a proactive, detail-oriented and strategic leader.

# Key Responsibilities

## Governance and Compliance

- Provide high-level administrative and governance advice, ensuring compliance with legislative obligations.
- Deliver services aligned with Council's Local Laws, policies and best practices.
- Maintain and update knowledge of statutory and regulatory requirements relevant to the City Secretary function.
- Review audit and Independent Assessor recommendations to mitigate risks and ensure good governance.



## Key Responsibilities continued

### Meeting Management

- Coordinate and attend Council and committee meetings, ensuring agendas, minutes and resolutions are accurate and timely.
- Oversee the lawful and orderly conduct of Council meetings.
- Develop, maintain and enhance Local Law One (1) and related policies and procedures for meetings.
- Provide cyclic performance reports on Council and committee activities and outcomes.

### Strategic Leadership and Advice

- Lead and guide team members, executives and stakeholders with expert advice.
- Contribute to strategic planning to align Council activities with long-term priorities.
- Assist in developing induction programs and resources for new Council members.
- Actively participate in discussions on governance and future directions of the Council.

### Stakeholder Engagement

- Liaise with the Mayor, Councillors, CEO, senior executives and other internal stakeholders.
- Engage with external entities, including government departments, local governments and community organisations, to ensure collaboration and alignment.
- Maintain strong communication with contractors, consultants and private enterprises.



# Key Responsibilities continued

## Policy Development and Maintenance

- Develop, interpret and maintain Council policies, including those related to governance, finance and operational standards.
- Manage resources and handbooks for Councillors to ensure clarity on roles, responsibilities and legal obligations.
- Promote adherence to the Code of Conduct for Councillors and other key governance policies.

## Operational Planning and Coordination

- Plan and coordinate operational support for core Council activities.
- Drive initiatives to improve the efficiency and effectiveness of Council meetings and reporting.
- Align operational objectives with strategic goals to deliver optimal outcomes for stakeholders.

## Performance Monitoring and Reporting

- Monitor the delivery and impact of Council decisions, providing regular updates to key stakeholders.
- Produce reports on Council and committee performance, including progress toward objectives and areas for improvement.
- Establish new objectives and ensure ongoing alignment with organisational priorities.

## Training and Awareness

- Ensure Councillors and staff understand their governance roles, responsibilities and compliance requirements.
- Promote a culture of safety, respect and environmental awareness within the organisation.
- Assist in delivering training programs to enhance stakeholder understanding of governance standards.



# The Person

This role requires a unique combination of professional expertise, personal attributes and leadership capabilities. The ideal candidate is a highly skilled governance professional with strong leadership abilities, excellent communication and engagement skills, and the resilience and integrity to succeed in a dynamic and politically sensitive environment.

## Personal Expertise

- **Governance Proficiency:** A deep understanding of governance principles, legal frameworks (particularly local government laws) and high-level administrative functions.
- **Operational Leadership:** Proven ability to manage complex processes, including Council meeting systems, deadlines and reporting cycles, ensuring smooth operations under tight timelines.
- **Strategic Acumen:** Strong analytical skills to anticipate issues, align processes with strategic goals and provide forward-thinking solutions to drive Council performance.
- **Communication Excellence:** Expertise in report writing and the ability to ensure that complex information is conveyed clearly and consistently across varying audiences, from Councillors to external stakeholders.
- **Training and Mentorship:** Experience developing and delivering training programs to elevate organisational standards, particularly in governance and engagement.



## Personal Attributes

- **Political Awareness Without Partisanship:** A keen understanding of political dynamics, paired with the ability to remain impartial and provide consistent, unbiased advice.
- **Attention to Detail:** Exceptional organisational skills and meticulousness, ensuring accuracy and quality in all governance and operational activities.
- **Resilience Under Pressure:** The ability to remain composed and deliver results in a high-pressure, deadline-driven environment, including during urgent or unexpected challenges.
- **Proactive Problem Solver:** A natural inclination to identify and address issues before they escalate, ensuring smooth Council operations.
- **Integrity and Discretion:** A strong moral compass and the ability to handle sensitive matters confidentially and with professionalism.

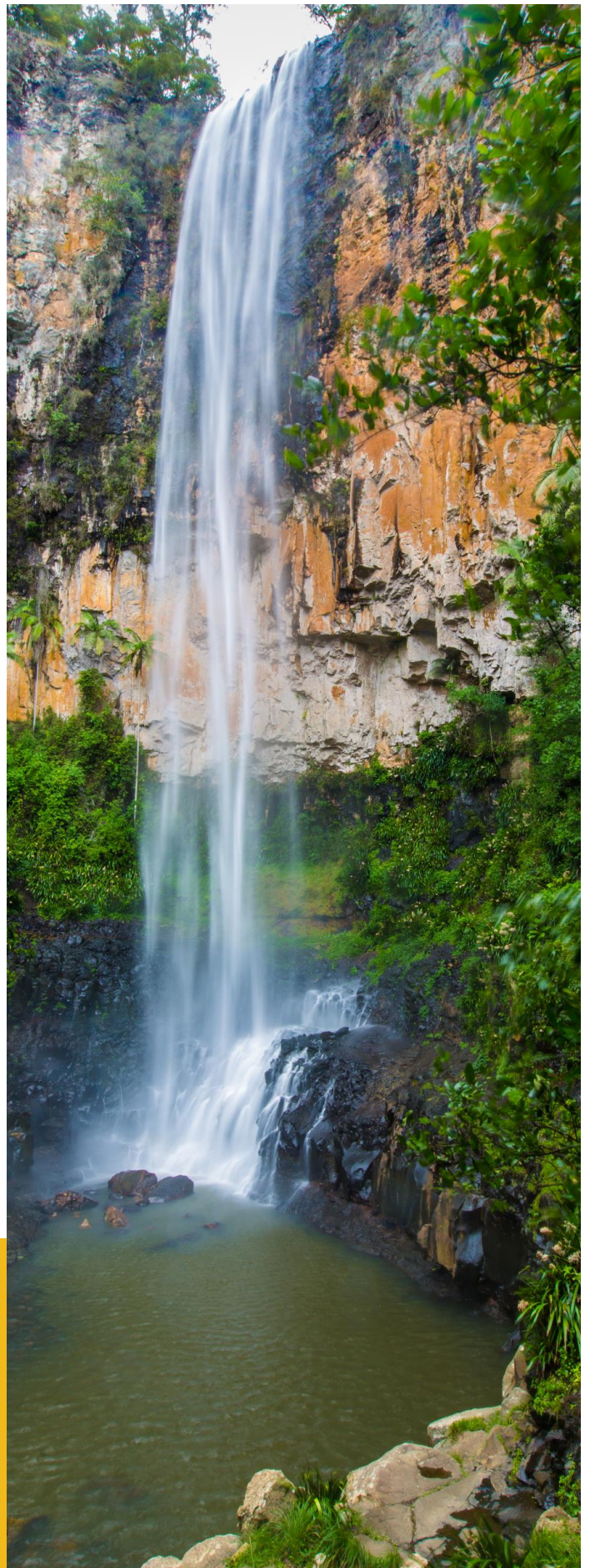


# Leadership and Influence

- **Collaborative Relationship Builder:** Skilled at fostering productive relationships with diverse stakeholders, including Councillors, senior executives and external partners.
- **Inspirational Team Leader:** Demonstrates leadership by motivating and guiding a team of support officers to achieve high-performance outcomes.
- **Enterprise-Level Influence:** Operates with the voice and authority of the CEO's office, ensuring alignment between Council priorities and organisational goals.
- **Engagement Capability:** Confidence and skill in navigating high-level discussions, providing expert advice and engaging effectively with Councillors and committees.

## Qualifications

- A degree in governance, public administration or a related field, with significant relevant experience.
- Strong knowledge of local government policies and legislation, such as the Local Government Act 2009.
- A background in legal or governance-related roles, with a balance of governance expertise over purely legal skills.
- Demonstrated experience in a political or government environment, particularly one requiring tact and balanced judgement.





# Cultural Fit

This role requires someone who thrives in a high-performance, outcome-driven environment and is passionate about contributing to the success of the Council and the broader community. They should be committed to upholding the organisation's values and enhancing the professional profile of the Office of the CEO.

In summary, the ideal candidate for the City Secretary role is a highly skilled governance professional with strong leadership abilities, excellent communication and engagement skills, and the resilience and integrity to succeed in a dynamic and politically sensitive environment.

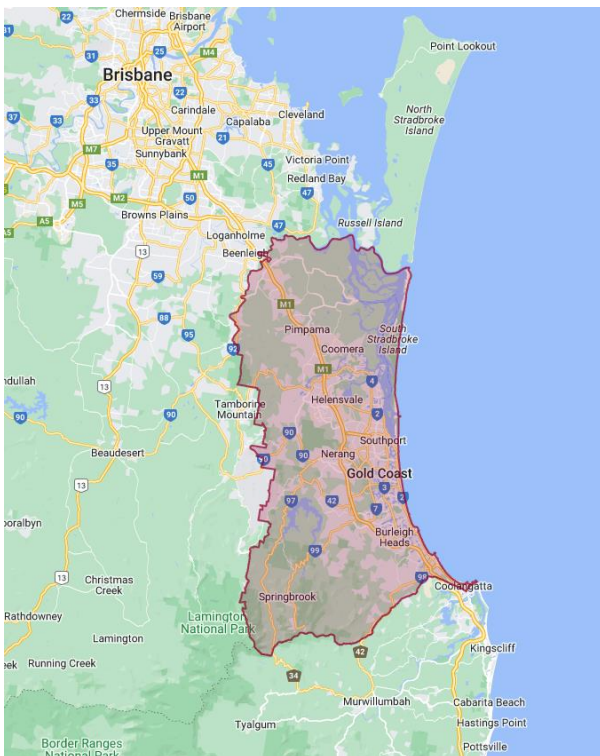
# Why Join City of Gold Coast

The City Secretary role is an exciting opportunity to contribute to the strategic governance and operational excellence of the Council. You will work closely with key stakeholders across all levels, leading initiatives that enhance community outcomes and align with the organisation's vision. This role offers the chance to shape the future of governance and play a critical part in the City's success.



# About Council

**The City of Gold Coast is the second largest local government in Australia and serves a community of approximately 650,000 residents. The council employs around 4,500 staff and has an annual budget of \$2.2 billion.**



The City of Gold Coast is divided into fourteen (14) divisions and encompasses the entire Gold Coast region which stretches along the southeastern coast of Queensland. The region includes diverse communities such as Surfers Paradise, Broadbeach, Burleigh Heads, Coolangatta and many others.

The region is known for its vibrant tourism industry, beautiful beaches and a growing population, currently estimated at 647,824 residents (2022).

The City of Gold Coast covers an area of more than 1,400 square kilometres with commercial and urban development, over 55 kilometres of beaches, more than 270 kilometres of navigable waterways and a world heritage forest.

The City plays a crucial role in fostering economic growth and development in the region. It supports local businesses, promotes tourism, attracts investment and works to create employment opportunities.

The Gold Coast has a diverse economy, with sectors such as tourism, hospitality,

construction, education, health and professional services playing significant roles.

## Links to Council Information





# Living in the Region



## Housing

Housing on the Gold Coast is diverse, offering a range of options to accommodate the needs and preferences of its residents. Property prices can vary significantly depending on factors such as location, property type, size, and proximity to amenities. Beachfront and waterfront properties, as well as those in highly sought-after suburbs, tend to command higher prices.



## Educational Facilities

The City of Gold Coast is well-served by both state and private school facilities, there are more than 100 schools throughout the region. For those wishing to further their education, there are three universities and several Queensland TAFE campuses along with other independent tertiary education facilities all located throughout the City of Gold Coast.



## Healthcare

There are excellent medical facilities in the region with both public and private hospitals readily available including Gold Coast University Hospital, Robina Hospital and the Varsity Lakes Day Hospital. The region is home to medical centres, private health centres, dental practices, aged care facilities and other traditional and non-traditional medical practitioners.



# Living in the Region



## Shopping & Dining

The City of Gold Coast is abundant with shopping choices, from major shopping centres to quaint boutiques and art galleries. The dining is second to none in the region, with fresh local produce and dining options ranging from fast food and cafe dining to 5-star restaurants.



## Sports & Recreation

The City of Gold Coast is spoilt for choice with excellent sports and recreational facilities, and many sporting clubs in the region including football, netball, soccer, rugby union and tennis to name a few. If you prefer more leisurely pursuits and getting outdoors the region is a haven for exploring local beaches, national parks and local waterways.



## Getting Around

City of Gold Coast is located approximately 1 hour and 15 minutes south of Brisbane and 41 minutes north of Tweed Heads by road. Located in the suburb of Coolangatta, the Gold Coast Airport is the primary airport serving the region. It is situated close to the Queensland-New South Wales border and is approximately 25 kilometres south of Surfers Paradise. The airport offers domestic and international flights, connecting the Gold Coast to various destinations within Australia and overseas.

# Gold Coast 2032



# Recruitment Process and Timeframes

## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter

## Evaluation Process

Leading Roles and the City of Gold Coast will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Gold Coast may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.

Following the selection of a preferred applicant the City will require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



### Applications Open

- Week Commencing Monday 13 January 2025



### Applications Close

- 5pm Friday 7 February 2025



### Initial Assessment

- Week Commencing 10 February 2025



### Council Interviews

- Week Commencing 17 February 2025

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and applicant availability.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



## ANGIE SIMMONDS

Principal Talent Consultant



Angie's experience is primarily as an internal recruiter, working in both the blue- and white-collar spaces. Initially studying law, Angie realised that while people engagement was important in her career path, she wanted to influence people's lives in a different way. In 2015, Angie found herself in a Recruitment role and that's where she found her passion.

She loves that recruitment can be challenging, but also that you get to engage with all different types of people and personalities and ultimately change lives. Angie enjoys relationship building, learning and delivering high quality outcomes for candidates and clients.

### CONTACT

☎ 0476 861 300

✉ [angie.simmonds@leadingroles.com.au](mailto:angie.simmonds@leadingroles.com.au)

🌐 [leadingroles.com.au](http://leadingroles.com.au)

Client Rating



Candidate Rating







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