

APPLICANT PACK

# Director Corporate Services

## Mount Isa City Council




RECRUITING FOR:



### CONTACT

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# Contents

➤ The Role .....	3
➤ About Mount Isa City Council .....	10
➤ Living in the Region .....	14
➤ Recruitment Processes and Timeframes .....	17
➤ Contact .....	19
➤ Attachment: Position Description	

We respectfully acknowledge the Traditional Owners, the Kalkadoon and Indjilandji people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

The Director, Corporate Services will play a critical role in leading and managing the financial and corporate functions of the Council, ensuring operational efficiency and strategic alignment with the broader goals of the organisation. Reporting directly to the Chief Executive Officer, this position is responsible for providing sound financial oversight, effective governance and leadership across corporate functions, including finance, human resources, customer service and IT.

The role requires a strong financial management background, with the ability to interpret financial data and communicate insights to non-financial stakeholders. It also involves guiding the Council through a significant economic transition, requiring proactive leadership, operational efficiency improvements and a focus on long-term sustainability.

## Organisational Context and Challenges

The Director, Corporate Services will join the organisation at a pivotal time, with economic challenges requiring a strategic and financially disciplined approach. Mount Isa is facing a significant economic shift due to an impending mine closure, which will have considerable community sustainability, economic and financial implications for the region and the Council.

The Council will have a leading role in supporting the community in this transition, while maintaining fiscal responsibility, supporting economic development initiatives and preserving the sustainability of the organisation.

This role will be integral in shaping Council's response to these challenges, ensuring sound financial management, driving operational efficiencies and fostering a sustainable future for the local government and the broader community. The successful candidate will need to be adaptable, resilient and capable of making informed financial decisions that align with Council's long-term strategic objectives.



## Leadership and Strategic Mindset

The Director, Corporate Services must be a strong and engaging leader, capable of motivating teams across multiple functions while balancing strategic oversight with hands-on operational management.

Effective communication is essential, particularly in translating complex financial concepts for diverse audiences, including Councillors and non-financial stakeholders. A proactive and solutions-oriented mindset is required to navigate financial and operational challenges, ensuring the organisation remains resilient and forward-focused.

The role demands a strategic thinker with strong analytical and problem-solving skills, capable of driving process improvements and supporting economic sustainability efforts. Attention to detail and a high level of personal organisation are crucial in maintaining accuracy and efficiency in financial oversight.

Additionally, the Director must be culturally aware and able to foster an inclusive and collaborative work environment, ensuring alignment with the diverse workforce and broader community priorities.

## Workplace Environment and Culture

Mount Isa is a vibrant and multicultural regional city, offering a unique lifestyle with a strong sense of community and access to a range of services and recreational opportunities. The region is known for its rich mining history, outdoor activities and friendly, close-knit atmosphere, making it an attractive location for professionals seeking a balanced work-life environment.

The Council's workforce reflects this diversity, with employees from a wide range of cultural backgrounds. The incoming Director Corporate Services will play a key role in building trust, ensuring stability and fostering a positive organisational culture. This position requires a leader who can engage effectively with staff, Councillors and stakeholders while contributing to the overall governance and performance of the Council.

# Key Responsibilities

## Financial Management

- Oversee the preparation, coordination and monitoring of Council's budget, including regular revisions and performance reporting
- Provide strategic financial advice to the Chief Executive Officer and Council, ensuring informed decision-making
- Strengthen financial controls to minimise risk and ensure compliance with statutory and policy requirements
- Lead the ongoing development and review of Council's five-year financial strategy, including rating structure, debt management and financial sustainability
- Manage Council's external audit processes and National Competition Policy compliance
- Oversee the accuracy and timeliness of Council's financial reporting and ensure financial management meets corporate and statutory obligations

## Governance and Compliance

- Develop policies, procedures and reporting mechanisms to ensure compliance across Council operations
- Address identified inefficiencies, particularly in financial management, while maintaining service delivery
- Work closely with internal auditors to address procedural shortcomings and enhance governance frameworks
- Oversee compliance with financial and governance obligations, ensuring adherence to the Local Government Act and other relevant legislation

## Leadership and Staff Development

- Lead and develop a team across multiple functions, including finance, human resources, customer service and IT
- Foster a culture of collaboration, accountability and continuous improvement
- Ensure clear communication of strategic and financial objectives across the organisation
- Provide guidance and support to departmental managers, ensuring alignment with Council priorities
- Encourage professional development opportunities for staff, maximising their contribution to Council operations



## Operational Efficiencies and Change Management

- Drive process improvements, particularly in financial operations and corporate service delivery
- Oversee the transition and integration of new financial and IT systems, ensuring optimal utilisation of available technology
- Identify areas of overstaffing or inefficiency and implement measures to optimise resource allocation
- Support Council's response to economic challenges, including the financial impact of local industry changes

## Stakeholder Engagement and Communication

- Act as the primary financial and corporate advisor to the Chief Executive Officer and Council
- Engage effectively with elected officials, ensuring clarity on financial and corporate matters
- Work closely with internal and external stakeholders, including auditors and regulatory bodies
- Communicate complex financial and strategic matters in a clear and accessible manner

## Key Priorities for the Next 6-12 Months

- Strengthen financial sustainability by addressing budget deficits, improving financial controls and optimising resource allocation
- Lead process improvements in financial operations and corporate service delivery, particularly following the recent system transition
- Enhance governance and compliance frameworks to meet audit requirements and regulatory obligations
- Foster a high-performing and collaborative team culture, supporting professional development and leadership across departments
- Engage effectively with Councillors and key stakeholders, ensuring clear communication on financial and strategic matters
- Support economic initiatives to mitigate the impact of local industry changes and contribute to long-term community sustainability.



# Technical Expertise and Qualifications

- Extensive experience in financial management, preferably within local government or a related sector
- Strong understanding of accounting standards, financial legislation and best practice financial management
- Demonstrated capability in budget preparation, financial reporting and strategic financial planning
- Experience in governance, compliance and policy development
- A relevant tertiary qualification in finance, accounting or economic development and a CPA or CA are strongly preferred.



# Selection Criteria

- Proven experience in financial strategy, budgeting and compliance, ideally within local government.
- Strong leadership skills with the ability to mentor, motivate and build high-performing teams across multiple corporate functions.
- Demonstrated ability to drive process improvements, optimise resources and contribute to long-term organisational sustainability.
- Excellent communication skills with the ability to engage effectively with Councillors, executive leadership and external stakeholders.
- Strong understanding of corporate governance, risk management and statutory obligations relevant to local government operations.

**Note:** 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.





# Council Employee Benefits

Joining Mount Isa City Council will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. In return for your hard work and dedication, the successful candidate will be rewarded with an attractive TRP negotiable based on your qualifications and experience.

Benefits of the role include:

- Base salary: \$180 000 per annum
- 12% superannuation
- Relocation assistance in line with Council policy
- 4 Year executive contract
- Council provides employees with an annual reimbursement of up to \$300.00 per annum on approved sporting organisations to support the community and to promote physical wellbeing.
- Employee assistance program (EAP).



# About Council

**Covering an area of 43,314 square kilometres, Mount Isa City Council has an annual budget of \$55M, a team of 180 staff and services and a community of 22,000 people.**



Mount Isa is the administrative, commercial and industrial centre for Queensland’s Northwest and the second largest city in Australia. Located 1,829km from Brisbane and 883km inland from Townsville, Mount Isa shares a boundary with the Northern Territory.

Mount Isa City Council supports local industry and commerce, advocates for regional economic development, operates tourism and entertainment facilities and provides a range of services for residents and visitors.

Council remains committed to making Mount Isa Queensland’s most liveable city and the major regional centre in the nation.

Mount Isa City Council seeks to create a city shaped by its unique geographical location that aspires to a high quality of life and prosperous future supported by a growing mining and minerals processing sector, expanding tourist trade and sustainable rural, commercial and industrial business.

Links to Council Information



# Council Vision & Values



## Vision

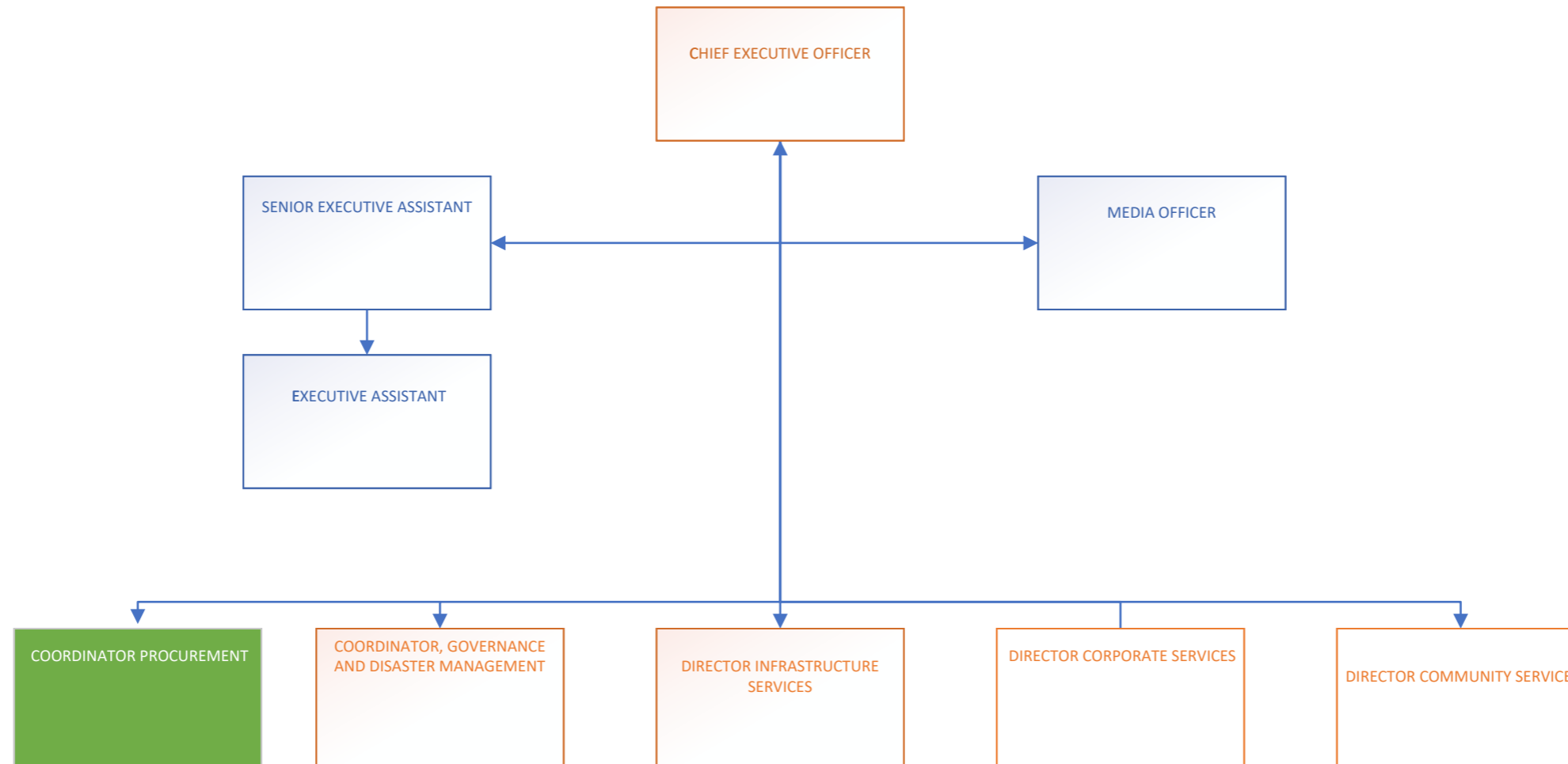
Making our good city great, through innovation, diversification and cultural enhancement.

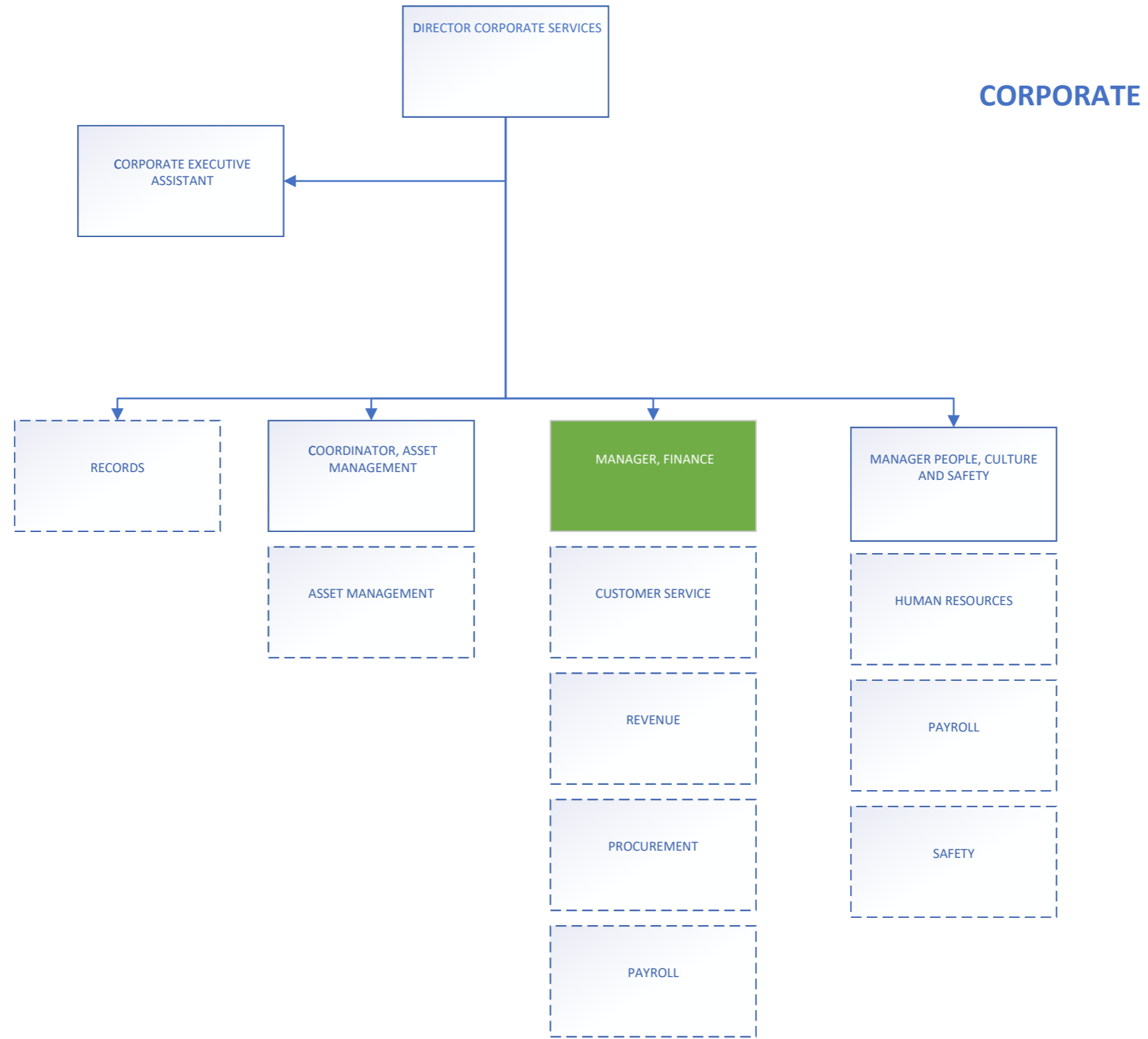
## Values

Honesty  
Accountability  
Quality Services  
Equity and Justice  
Working in Partnership with our Community

# Organisational Structure

## CEO OVERVIEW







# Living in the Region



## Housing

Housing in the Mount Isa City Council region reflects the area's strong mining heritage and remote location. The region offers a mix of housing options, from established homes in suburban neighborhoods to modern developments and worker accommodations catering to those employed in the mining and resource sectors. Rental demand can be high due to workforce fluctuations and property prices vary depending on location and amenities.



## Educational Facilities

The Mount Isa City Council region offers a range of educational facilities, catering to students from early childhood through to tertiary education. The city has several public and private primary and secondary schools, including Mount Isa Central State School, Spinifex State College and Good Shepherd Catholic College. For vocational training and higher education, the TAFE Queensland Mount Isa campus provides courses in trades, business, health and community services, supporting local workforce development. The city is also home to a campus of James Cook University's Mount Isa Centre for Rural and Remote Health, which plays a key role in training healthcare professionals for regional and remote areas.



## Healthcare

Healthcare in the Mount Isa City Council region is well-equipped to serve the community and surrounding remote areas. The Mount Isa Hospital is the largest health facility in northwest Queensland, providing a range of services, including emergency care, maternity, surgery and specialist treatments. In addition to the hospital, the region has several general medical practices, specialist clinics, dental services and allied health providers. The North West Hospital and Health Service plays a key role in delivering public healthcare, while private medical centres and pharmacies ensure residents have access to essential health services. Royal Flying Doctor Service (RFDS) operations are also based in Mount Isa, offering critical outreach services to rural and remote communities.



# Living in the Region



## Shopping & Dining

Shopping and dining in the Mount Isa City Council region cater to a diverse community, offering a mix of major retailers, local businesses and unique dining experiences. Mount Isa's main shopping precincts include major supermarkets, specialty stores and shopping centres that provide essential goods and services. The city also has a range of cafés, pubs and restaurants serving everything from casual meals to international cuisine, reflecting the multicultural influences of the region. Local markets and independent retailers offer fresh produce, handmade goods and unique outback-style products.



## Sports & Recreation

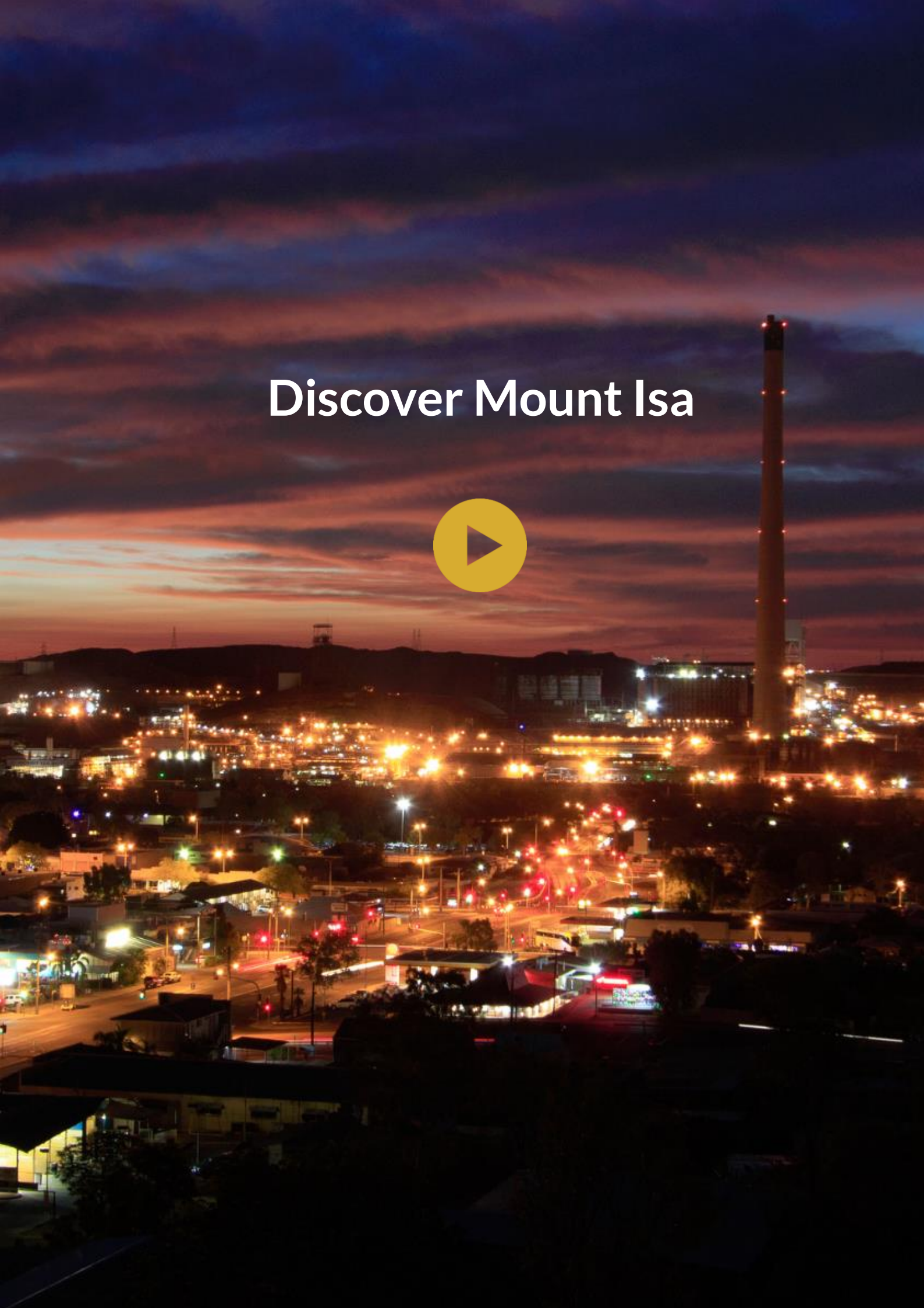
Sports and recreation play a vital role in the Mount Isa City Council region, with a strong community spirit supporting various sporting clubs and outdoor activities. The city boasts excellent facilities, including rugby, soccer and AFL fields, netball and basketball courts, a skate park, an aquatic centre and a well-equipped gym. Mount Isa also has a thriving equestrian scene, with rodeos and horse-riding events being a major drawcard. For outdoor enthusiasts, the region is surrounded by breathtaking natural wonders, including Lake Moondarra, a popular spot for fishing, boating and picnicking. Nearby, visitors can explore the rugged beauty of the Selwyn Ranges, go hiking through the stunning Outback landscapes, or take in the spectacular sights of the Riversleigh World Heritage Fossil Fields



## Getting Around

Getting around the Mount Isa City Council region is made easy with a range of transport options suited to both residents and visitors. The city is well-connected by road, with the Barkly and Flinders Highways providing key routes to and from major centres in Queensland and the Northern Territory. Public transport is available through local bus services, offering convenient travel within Mount Isa. The Mount Isa Airport provides vital air links to Brisbane, Townsville and other regional centres, with regular flights operated by major airlines. Taxis and rideshare services are also available, ensuring flexible travel options. For those exploring the outback, four-wheel drive tracks and well-maintained regional roads provide access to nearby towns, national parks and remote communities.

# Discover Mount Isa





# Recruitment Process and Timeframes



## How To Apply?

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

- Your CV
- A covering letter addressing the Selection Criteria



## Evaluation Process

Leading Roles and Mt Isa City Council 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. Mt Isa City Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO "right to work" check as well as financial probity checks.



## Indicative Timeframes



### Applications Open

- Week Commencing Monday 10 February 2025



### Applications Close

- 5:00 pm Monday 3 March 2025 or prior upon identification of suitable candidates



### Initial Assessment

- Week Commencing 3 March 2025



### Council Interviews

- Week Commencing 10 March 2025

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



# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with client. Feedback provided to applicants.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interviews:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including:               <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>



# 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 when 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

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

Client Rating



Candidate Rating





ATTACHMENT

# Position Description

# Director, Corporate Services

## Position Description

<b>Position</b>	Director, Corporate Services
<b>Work Location</b>	Administration Building, 23 West Street
<b>Directorate</b>	Corporate Services
<b>Reports to</b>	Chief Executive Officer
<b>Classification</b>	Contract

### POSITION OBJECTIVE

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The Director, Corporate Services will effectively oversee the management of Council's finance and corporate functions in accordance with statutory requirements. This position will provide assistance to the Chief Executive Officer by undertaking the day to day management of Council operations.

### POSITION REQUIREMENTS

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- Demonstrated knowledge of and experience with the application of financial management related accounting standards, legislation, contemporary financial management practices and policies, providing advice to senior management and other stakeholders;
- Demonstrated knowledge of governance issues and experience in the development of policies, procedures and reporting mechanisms with the goal of achieving compliance across the Council's operations
- Ability to research, assess and implement contemporary financial management tools, information technology, together with expertise in reviewing financial data and formulating recommendations and reports to management
- Excellent oral and written communication skills and proven ability to communicate and network with external parties, including media and industry partners.
- Demonstrated Leadership and Staff Development skills.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

#### **Financial Management**

- Preparation, coordination, regular revision (revised budgets) and reporting on performance of Council's budget;
- To integrate the relevant sections of the Department utilising effective systems and management practices to maximise resources and take advantage of available and emerging technology;
- To manage the development and maintenance of an effective and efficient financial reporting system including consultation with the Council, Chief Executive Officer and Directors;
- To ensure sufficient financial controls are in place throughout the Department to minimise any risk to the security of financial information in accordance with statutory requirements, Council policy and the Department's objectives;
- Assist in the ongoing development and review of Council's five year financial strategy – including the review of rating structure, analysis of forward forecasts, sustainability, ideal levels of debt and reserves etc;

- Manage National Competition Policy compliance and returns to Government and the Queensland Competition Authority;
- Manage the external audit for Council;
- Ensure that the overall organisation financial management satisfies Corporate requirements defined from time to time in the Corporate Plan, Operational Plan, Financial Strategy, Programme Budget and statutory obligations, including GST;
- Manage all accounting and financial systems and ensure that accurate relevant and timely reporting occurs at all levels; and
- Advise the Chief Executive Officer regarding strategic and financial management matters.
- Ensure that relevant statutory obligations are met, in particular those relating to Financial Services functions and those as defined by the Chief Executive Officer from time to time;
- To achieve and maintain a substantial level of expertise in law pertaining to the financial and treasury operations of Council; and
- Produce Council's annual financial statements in accordance with statutory and audit requirements;
- Provide and maintain high level of confidentiality;
- Actively contribute to the team and promote best practice;
- Maintain professional standards and integrity;
- Contribute to the promotion of the image of Council and the maximisation of good public relations;
- Assist the Chief Executive Officer and undertake other duties as directed.

#### **Leadership and Staff Development**

- Provide leadership for staff within the Department which ensures the establishment and ongoing operation of effective service teams providing a range of services;
- Provide motivation and leadership to engender in staff a positive response to the ongoing process of organisational, operational and environmental change;
- Develop a consultative, multi-skilled team approach within the Department;
- Develop and maintain an effective, responsive, cooperative and well managed unit by initiating and encouraging teamwork and leading the cultural change process; and
- Ensure the effective management and administration of the Council's affairs by providing strong leadership to the Department;
- Design and implement a programme of staff training and development;
- Create and nurture a working environment that encourages staff participation and a shared responsibility to achieve both organisational and personal goals;
- Engender a workplace culture which has change as the norm and rewards people; and
- Motivate and encourage staff to achieve their full potential and provide opportunities for staff to develop their skills and knowledge.

#### **Customer Service**

- Appropriate service delivery responsibilities as required;
- Monitor the requirements of customers and the quality of services provided to ensure that the clients receive services which are responsive to their needs and are accessible;
- Ensure that the Council's customers are provided with a safe, healthy and progressive environment in which to live and work by ensuring quality outcomes;
- Ensure timely and cost effective services are delivered to the Council's customers; and
- Monitor service level agreements within departmental stream and ensure compliance with performance standards and quality assurance processes.

#### **Competitive Environment**

- Collect and collate relevant data, statistics, projections and trends relevant to the operation of the Department;
- Constantly investigate and review practices so as to take advantage of sustainable competitive advantages; and
- Develop business plans in conjunction with functional supervisors.

### **General Management**

- Ensure that all departmental services are provided on time and within budget and meet the required performance criteria;
- Provide specialist advice to the Chief Executive Officer, the Executive Management Team and Council;
- Undertake performance monitoring, Department objective setting, budgeting, general finance, business planning and be involved with corporate planning and operational planning;
- Assist the Chief Executive Officer in representing the Council in an official capacity as required in negotiations with external agencies to ensure a favourable outcome for the Council;
- Ensure effective communication within the Department to ensure that staff make informed and responsive decisions;
- Contribute to designated committees relevant to function;
- Ensure the efficient and effective management and development of human resources within the Department;
- Contribute to the development and implementation of operational policies; and
- Develop, establish and report on annual operating.

### **Performance Management**

- Ensure the operations of the Department are within budget and at agreed service levels;
- Develop innovative mechanisms and measures to ensure the financial viability of the Department within the constraints of Council policy, the Local Government Act 2009 (as amended) and other relevant legislation;
- Advise the Chief Executive Officer on any trends or events that might have a material and/or contentious impact on the financial position and performance of Council;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;
- Council reserves the right to change these duties at any time.
- Effectively supervise, mentor and manage the Corporate and Financial team to meet section goals;
- Out of ordinary hours work may be required.

### **KEY PERFORMANCE INDICATORS**

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- Provision of professional advice in accordance with relevant legislation and recognised industry standards;
- Regular and systematic performance reporting to the Chief Executive Officer evidenced through the completion of projects within agreed timeframes and budget;
- Council's Corporate and Operational Plans objectives implemented within agreed timeframes;
- Attainment of budget targets both in terms of outputs and financial constraints;
- Performance Reviews for employees are undertaken annually;
- High level of confidentiality maintained;
- Develops, promotes and complies with council policies and procedures;
- Effective staff management and development following human resources policies and procedures;
- Diligent oversight of Council's governance systems;
- Effective employee performance management and development following human resources policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure;

### **WORK HEALTH AND SAFETY**

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All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures and work instructions.



# Leading Roles

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