POSITION DESCRIPTION

POSITION TITLE: Director, Innovation & City Transformation

POSITION NO. 6201

DIRECTORATE: Innovation & City Transformation

LEVEL: Contract – maximum term of 4 years

DATE REVIEWED: 09/05/2017

YOUR FOCUS

To provide transformational leadership in achieving Council’s strategic objectives and key organisational goals through leading and building a high performing Innovation & City Transformation team. This includes continuing to develop and sustain an organisational culture and workforce which places a premium on being high performing, accountable, delivering service excellence, and actively participates in the organisational change required to continually improve organisational performance.

To set a clear, strategic vision for the Innovation & City Transformation team in leading and driving improved community and service delivery outcomes achieved through the identification, design and delivery of large scale innovative projects, concepts and ideas being transformed into strategic and signature projects delivering high value adding outcomes for the City of Logan.

To proactively and professionally participate as a member of Council’s Executive Leadership Team (ELT), which comprises the Chief Executive Officer (CEO) and five Directors.

AS AN ORGANISATION, WE VALUE

Our People
We respect, care about, support and develop our people. We provide a safe workplace where people can explore opportunities, enjoy themselves and achieve high levels of personal job satisfaction.

Excellence
We create an environment where people are clear about expectations and accountable for achieving excellent outcomes. We foster enquiry, innovation and creativity with a focus on continuous improvement.

Leadership
We encourage leadership aligned to our values at all levels of our organisation. We work together to best use our skills and knowledge to pursue challenges and to deliver excellent services to our customers and our community.

Integrity
We are honest and open by saying what we believe, doing what we say and giving permission for others to do the same. We take responsibility, individually and as a team, for all that we do.

ORGANISATIONAL ENVIRONMENT:

Logan City Council is committed to developing Logan as a city where we are Building Our Communities, Our Businesses and Our Pride. Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

Logan City Council has staked its claim as a regional leader, providing proactive input into the Queensland Government's South East Queensland Regional Plan. The Council sees significant opportunity in attracting investment in and opportunities to establish industries which meet both current and future business and community needs to secure an even more promising future for the City. The Director, Innovation & City Transformation will play a prominent role in pursuing these opportunities.
Logan City Council will continue to manage the growth and development of the City by:

- Concentrating on the needs of its community who collectively are the families that form the face of the City;
- Creating and supporting a variety of healthy, safe and vibrant lifestyle opportunities within the City;
- Strengthening business and employment opportunities within the City; and
- Continuing to provide an open and transparent system of local governance to the community.

**ORGANISATIONAL RELATIONSHIPS:**

Reports to: Chief Executive Officer

Internal Liaison: The Mayor and Councillors, ELT members, Managers, Line Supervisors and operational staff

External Liaison: Members of the public, community organisations, business, government and statutory authorities

Direct Reports: Managers of Strategic Projects, City Futures, Marketing & Events, External Affairs and Information Services.

**YOUR OPPORTUNITY & OUR EXPECTATIONS:**

1. As a leader and member of the ELT, lead and drive a more integrated and holistic approach to innovation across Council, and provide strategic leadership to and oversee the design, delivery and evaluation of the Innovation & City Transformation program of work and activities to optimise the return on Council’s investment in these activities, thereby enhancing Logan’s reputation as a place for business and living.

2. Provide strategic and transformational leadership to the Innovation & City Transformation team, driving effective leadership at all levels across the team, ensuring team members are clear about their accountability for and contribution to the successful achievement of organisational outcomes.

3. Play a leading, influential role in the strategic planning process for Council with respect to innovation and city transformation functions, services and outcomes in developing future focussed, integrated and comprehensive strategic and other business plans and strategies, which deliver on Council’s strategic priorities for this portfolio.

4. Provide and oversee the provision of expert advice/reports to Council on all matters relevant to the Innovation & City Transformation portfolio to facilitate proactive, well informed, evidence-based decisions, ensuring Council is positioned to achieve current and future strategic objectives and related outcomes.

5. Represent Council at public forums and on State, regional and industry groups by actively engaging and collaborating with all levels of government and industry, ensuring the City of Logan’s strategic interests are well represented and considered when developing their infrastructure, investment and other plans.

6. Proactively lead and consistently demonstrate the values and culture of Council, influencing and driving the behaviours of employees at all levels in Council, including those required to ensure the health and safety of Council’s workforce and the community when in our work places.

7. Engage the Mayor, Councillors and the CEO in strategic conversations relating to Council’s current and future strategic objectives, particularly those which might be more effectively achieved through improved and more integrated innovative efforts and outcomes, and improved conceptualisation, design and delivery of the Innovation & City Transformation program of work.

8. Undertake any other duties required by the CEO.

**YOUR CONTRIBUTION & CAPABILITIES**

**Leadership,** including but not limited to:

- Proven leadership capabilities, particularly in setting appropriate standards of excellence and “walking the talk”.
- Demonstrated achievement in inspiring, developing, motivating, mentoring, coaching and supporting team members, enabling them to realise their full potential.
- Proven track record of success in inspiring, building and sustaining a “Values” based culture built on accountability and performance.
- Proven success as a senior executive responsible for improving business and stakeholder outcomes through improved innovative capacity, capability and ultimately outcomes for the organisation.
- Demonstrated experience in leading transformational change at an executive level which has delivered superior strategic and operational business performance and outcomes.
POSITION TITLE: DIRECTOR, INNOVATION & CITY TRANSFORMATION

Culture, Change and People Leadership, including but not limited to:
• Proven experience in leading the development, embedding and sustaining of a constructive corporate culture amongst staff which delivered superior workforce culture, engagement and organisational performance outcomes.
• Demonstrated ability to embrace and lead change, together with a high level of skill in managing different perspectives in achieving common agreed goals.

Strategy, Planning, Organisational Performance, Digital and Advocacy, including but not limited to:
• Demonstrated ability to lead and drive strategic planning and related business strategy development, planning and implementation processes which effectively engage all key stakeholders in delivering improved outcomes driven by improved innovative inputs and outputs, as well as improved delivery of city transformation projects.
• Demonstrated ability to advocate for, create, utilise and sustain strategic partnerships, alliances and networks in delivering high quality business and strategic project outcomes demonstrating a positive return on investment and/or improved economic and social outcomes for the City of Logan.
• Demonstrated ability to have lead digital transformative projects, with real outcomes delivered for organisations.

Personal Management and qualifications, including but not limited to:
• Strong reputation for being a credible, trusted and ethical senior leader who displays integrity in all you do.
• Exceptional verbal, written communication and presentation skills, together with highly proven influencing, negotiation and stakeholder engagement skills.
• Demonstrate ability to effectively delegate to and empower other leaders and staff in delivering and achieving quality outcomes.
• Maintaining an excellent industry and professional knowledge of functional responsibilities and contemporary management issues, and well developed networking skills.
• Tertiary qualifications in business, similar relevant to the position would be highly regarded.
• History that substantiates the ability to work as a quality professional, acknowledging the unique political environment of Local Government; and
• Maintaining an excellent industry and professional knowledge of functional responsibilities and contemporary management issues, including reading widely and well developed networking skills.

POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS:
As per Contract.

DELEGATED AUTHORITY AND ACCOUNTABILITY:
Council delegates to the Director, Innovation & City Transformation standing authority to exercise power, discretion and judgement to authorise the purchase of goods and services on behalf of Council in accordance with the Council’s Delegation of Authority register.

EXTENT OF AUTHORITY:
The Director, Innovation & City Transformation shall undertake such delegations as resolved by Council.

CORPORATE RESPONSIBILITIES:
Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Work Health and Safety Act 2011 and LCC Corporate Health and Safety Directive HSP390 Obligations and Responsibilities which include a commitment to safe work practices, instructions and rules and using appropriate protective clothing and equipment.

Compliance with Council's Code of Conduct, Management Directives and attendant policies and procedures.

Commitment to delivery of Council's Corporate Plan.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.
POSITION TITLE: DIRECTOR, INNOVATION & CITY TRANSFORMATION

REQUIREMENTS:
To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.

This position will be required to administer “authorised person” powers under relevant legislation and must be appointed as an authorised person in accordance with the appropriate legislation.

POSITION DESCRIPTION AUTHORISATION
This position description is subject to change from time to time as Logan City’s organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.