



APPLICANT PACK

# Manager Council Business (City Secretary)

City of Gold Coast



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CITY OF  
**GOLDCOAST™**

## CONTACT

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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 role is pivotal in elevating the governance and operational effectiveness of Council. Acting as the central liaison for Council's business, the City Secretary ensures seamless coordination and compliance across Council operations.

This role combines a deep understanding of governance principles with high-level administrative expertise to streamline Council's decision-making processes and ensure the highest standards of service delivery.

Reporting directly to the General Manager, Office of the CEO, the City Secretary operates with a hybrid focus on governance integrity and operational efficiency.

# Key Responsibilities

## Governance and Compliance

- Uphold a strong governance framework, ensuring compliance with legislative obligations, including Local Law 1 and subordinate policies.
- Enhance the maturity and consistency of Council's report writing, ensuring coherence in tone, content and quality.
- Oversee the development, implementation and review of governance policies and procedures to reflect modern standards.
- Ensure Council's legislative and compliance obligations are met, mitigating risks through proactive measures.



## Key Responsibilities continued

### Meeting Management

- Manage the end-to-end process of Council and committee meetings, including the preparation and distribution of agendas, minutes and reports.
- Ensure the lawful and orderly conduct of Council meetings, maintaining strict adherence to timelines and processes.
- Serve as a key advisor in Council and committee meetings, offering guidance on governance and procedural matters.
- Coordinate the integration of Council decisions into the administration for timely execution.

### Strategic Leadership and Liaison

- Act as the primary liaison between the CEO's Office and Council, ensuring a cohesive flow of information and decision-making.
- Work closely with Executive General Managers (EGMs) to align Council operations with organisational priorities and objectives.
- Assist Councillors in drafting high-quality motions and provide consistent, apolitical advice.
- Brief senior executives, including the CEO and General Manager, on critical governance and operational issues.

### Stakeholder Engagement

- Engage with a diverse range of stakeholders, including Councillors, the Mayor, senior executives and external organisations.
- Foster strong relationships with government departments, community groups and private enterprises to support Council's objectives.
- Act as a trusted advisor to Councillors, ensuring alignment with governance standards and community expectations.



# Key Responsibilities continued

## Policy and Process Development

- Oversee the review and modernisation of outdated policies, ensuring alignment with contemporary governance practices.
- Develop training programs to improve report writing and Councillor engagement, fostering a culture of excellence.
- Establish and maintain resources for Councillors, including an induction program and governance handbook.
- Drive initiatives to improve operational efficiency, aligning processes with organisational goals and community needs.

## Operational Planning and Coordination

- Plan and coordinate Council's reporting and meeting cycles, ensuring deadlines are met without compromise.
- Support the development and implementation of strategic initiatives that elevate Council's performance.
- Actively participate in strategic planning discussions to shape Council's future directions.

## Performance Monitoring and Reporting

- Monitor and report on the performance of Council and its committees, providing actionable insights to improve outcomes.
- Develop and deliver reports on Council activities, ensuring accuracy, clarity and strategic alignment.
- Proactively identify and address issues before they escalate to formal Council discussions.

## High Pressure Environment Management

- Operate effectively in high-pressure situations, ensuring non-negotiable deadlines are met.
- Provide on-site support during critical Council operations, demonstrating resilience and adaptability.
- Be available during extended hours or urgent circumstances to support Council's needs.



# Mandatory Qualifications/Requirements

- Degree in governance, business, management or public administration, with significant relevant experience.
- Proven expertise in government decision-making processes and governance frameworks.
- Exceptional organisational skills, with the ability to manage competing priorities and deliver outcomes under pressure.
- Strong communication and interpersonal skills to influence outcomes and foster collaborative relationships.
- Demonstrated experience in a political or high-stakes environment, managing complex and contentious issues.
- In-depth knowledge (or the ability to acquire) of relevant legislation and policies, including the Local Government Act 2009.

# Desirable Attributes

- Legal qualifications or a strong understanding of legislative frameworks.
- Advanced skills in report writing, with a focus on consistency, quality, and strategic alignment.
- Experience delivering training programs and fostering a culture of continuous improvement.
- High-level engagement capability, with a nuanced understanding of political dynamics.



# Why This Role

The City Secretary position offers an unparalleled opportunity to drive excellence in governance and operational delivery within a dynamic Council environment.

By ensuring the seamless coordination of Council's business, you will play a critical role in shaping the City's future. This role promises an exciting challenge for an accomplished professional with the vision, skills and drive to elevate Council's performance to the highest level.

Together, we enhance the Gold Coast way of life.



# 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.

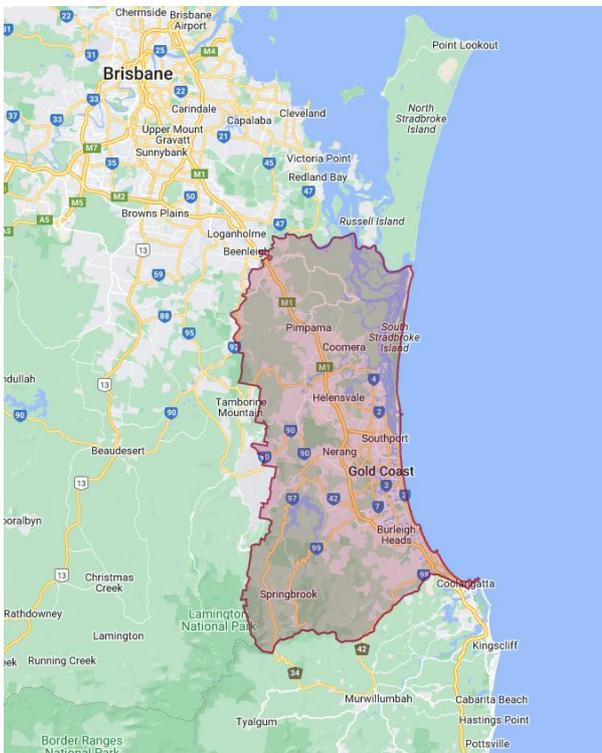
The region is known for its vibrant tourism industry, beautiful beaches and a growing population, currently estimated at 647,824 residents (2022).

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 Monday 10 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

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Client Rating ★★★★★

Candidate Rating ★★★★★



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