LGA70108 Graduate Certificate in Local Government Management

Release: 2

LGA70108 Vocational Graduate Certificate in Local Government Management

Modification History

Release	TP version	Comments
2	LGA04 V3	Layout adjusted.
1	LGA04 V2.2	First release in TGA.

Description

The Vocational Graduate Certificate in Local Government Management reflects and supports the role of senior managers in local government who perform wide-ranging tasks and provide leadership for the organisation.
The qualification supports the responsibilities of councils' senior managers for the management and leadership of staff, strategic planning, effective management of processes and operations, and the development and engagement of the community.
Some units are also designed to be of value to elected members of councils.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	‣ Consulting with and engaging community members, business leaders, customers, staff and others who may be internal or external to the organisation ‣ Researching, preparing and presenting high-level reports and plans for diverse audiences ‣ Using clear and insightful verbal and non-verbal communication ‣ Reading and interpreting a range of information relevant to job/role, including strategic and operational plans, regulations, Acts, legislation and policies ‣ Presenting information to others at briefings and through other forms of communication ‣ Communicating the need for support ‣ Engaging stakeholders and fostering change ‣ Negotiating effectively, including contract negotiation ‣ Establishing and maintaining consultative processes ‣ Developing and maintaining effective relations with the community
Teamwork	‣ Managing teams ‣ Leading team efforts towards identified goals ‣ Managing formal human resource processes ‣ Liaising with relevant personnel ‣ Defining and promoting the roles of team members, defining lines of delegation and authority, and referring tasks to others where appropriate ‣ Working with people from diverse backgrounds ‣ Engaging and working with specialist advisors
Problem solving	‣ Identifying long-term community needs and matching policy responses to address those needs ‣ Resolving work-related problems ‣ Establishing contingency plans and responding to contingencies ‣ Forming and testing assumptions in an effort to resolve problems ‣ Implementing conflict resolution strategies ‣ Anticipating and responding to potential sources of conflict ‣ Determining breaches in compliance and rectifying causes ‣ Quantifying the benefits of options and performing

Employability Skill	Industry/enterprise requirements for this qualification include:
	calculations to assist in solving problems
Initiative and enterprise	‣ Identifying business opportunities and fostering community initiatives ‣ Harnessing the energy and commitment of community members and staff to major projects ‣ Thinking and acting proactively to solve problems and generate improved work practices and productivity ‣ Identifying relevant sources of information and using them effectively ‣ Adjusting quickly to changing situations ‣ Identifying opportunities not obvious to others ‣ Leading business strategies and planning processes
Planning and organising	‣ Leading planning processes ‣ Facilitating and leading community planning processes ‣ Managing risks ‣ Managing contracts, contractors and projects ‣ Planning and organising own work tasks and those of a team ‣ Planning and organising resources to meet deadlines ‣ Time management ‣ Establishing departmental and organisational priorities ‣ Determining schedules to ensure work is completed on time ‣ Coordinating tasks and processes ‣ Undertaking relevant research and evaluation to support work objectives
Self management	‣ Demonstrating capacity to be a self-starter and self-motivated ‣ Demonstrating entrepreneurship ‣ Monitoring own work and adjusting accordingly to meet agreed standards and expectations ‣ Managing own work area ‣ Undertaking self-development opportunities where necessary
Learning	‣ Taking responsibility for own learning ‣ Contributing to learning in the workplace ‣ Maintaining up-to-date knowledge of policies, procedures and legislation which impact on council and individual performance ‣ Obtaining feedback to identify ways to improve ongoing activities

Employability Skill	Industry/enterprise requirements for this qualification include:
Technology	- Using technology relevant to the job/role, which may include: - conducting online research - using applications to manage contracts and projects - using in-house applications to manage finances - planning and reporting processes - Adapting to the use of new technology as appropriate

Packaging Rules

To satisfy the requirements of the Vocational Graduate Certificate in Local Government Management the candidate needs to demonstrate competency in 4 units of competency drawn from the Vocational Graduate Certificate units listed below.

Units	
LGAGCM701A	Govern councils
LGAGCM702A	Manage the human resources process in local government
LGAGCM703A	Lead and develop local government staff
LGAGCM704A	Lead the strategic planning process for local government
LGAGCM705A	Manage and improve the organisation's processes
LGAGCM706A	Develop risk management systems
LGAGCM707A	Use financial and economic information for strategic decision making
LGAGCM708A	Develop, lead and build community capacity
LGAGCM709A	Build business opportunities and community initiatives
LGAGCM710A	Manage contracts and contractors
LGAGCM711A	Manage complex projects
LGAGCM712A	Develop and manage an asset management plan