

POSITION DESCRIPTION

1. POSITION TITLE CEO

2. DEPARTMENT Office of the CEO

3. AWARD COVERAGE AND CONDITIONS

- Negotiated contract

4. POSITION PURPOSE

The Chief Executive Officer is accountable to the Council for the leadership of the staff and proper management of all aspects of the Shire’s municipal activity in accordance with the Local Government Act, 1995 and all other relevant Acts, Local Laws, Regulations and Policies.

5. POSITION SUMMARY

- **Leadership and Strategic Management:** Lead the organisation to achieve its vision and objectives set out in the Strategic Community Plan and all other supporting documents. Build an executive and management team that engages with and builds capacity in the community;
- **Organisational Culture:** Build a values and vision focused high performing culture focused on a philosophy of a can-do attitude;
- **Community:** Build a strong engagement culture that builds an effective relationship with stakeholders, local and government agencies, and the various Shire communities in general;
- **Key Objectives:** Ensures the sustainable and timely delivery of all projects within budget. Oversees reviews and improvements to all aspects of planning, urban design and growth in the Shire, with an emphasis on genuine community engagement to navigate the challenges in the face of a changing climate, social and economic uncertainty;
- **Collaboration:** Works in close collaboration with Council, the President and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Council are met;
- **Governance:** Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all; and
- **Sustainability:** To provide responsible and sustainable management of the Shire’s financial resources, built and natural environment, infrastructure assets and staff.

6. KEY DUTIES/RESPONSIBILITIES

6.1 Leadership and Management

- Provide leadership to the organisation, encourage responsibility and initiative and foster an innovative and respectful work environment for all employees;
- Accountable for the execution and delivery of all major projects and programs within the Shire;
- Ensure the Shire’s front line services are respectful, inclusive and enshrine Council’s values as documented in the Strategic Community Plan;
- Ensure collaboration with Council, staff and community in all areas of decision-making;
- Be bold and proactive in the Shire’s leadership in tackling
- climate change, social justice and economic uncertainty;

- Support identified disadvantaged groups to actively participate in Shire activities, leadership and employment;
- Implements and report of the Strategic Community Plan, Corporate Business Plan and Budget; taking into account all factors impacting upon achievement of the Shire's Vision;
- Maintain effective and respectful communication and relationships with the President and all Councillors, and facilitate the timely provision of documents and information to Council to enable Councillors to engage in considered evidence based decision making;
- Manage the relationship between Council and the Administration to ensure the highest level of governance and accountability throughout the organisation and compliance with the Code of Conduct and the Local Government (Official Conduct) Amendment Act 2007;
- Advise Council on the development of responsible and appropriate corporate objectives and annual revenue, expense and capital budgets;
- Advise Council on matters of policy and provide the necessary support and advice on Council's statutory powers;
- Drive and establish the status of the Shire as an effective, innovative and responsible leader in Local Government;
- Ensure the Shire's Values and Vision drive the behaviour and attitude of all staff.

6.2 Policies and Procedures

- Council policies, manuals and management guidelines are reviewed and developed in accordance with the objectives of Council, and consistent with Council's Vision Accountable for the execution and delivery of all major projects and programs within the Shire;
- Implement, monitor and report on the Governance and Audit Plan, and report to Council variances in policies, programs, and delays in the implementation of Council decisions;
- Review and maintain the risk management plan framework for all aspects of the organisation business.
- Ensure all decisions made and directives given by Council relating to the operation of the Shire are acted upon.

6.3 Human Resource Management

- Promote a transparent, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing, and development programs;
- Lead and develop the Executive Leadership Team (ELT) in such a manner that an environment of success, energy, professionalism, respect, empathy and a culture of innovation is evident to all.
- Ensure that the Executive Leadership Team has the skills necessary to implement best practice human resource management to enable effective oversight with all levels of the organisation accountable for their performance.

6.4 Representations

- Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the Shire remains informed and, where appropriate, participates in the processes which may impact on its activities;
- Make representation on the issues, views, needs and policies of the Shire to all relevant stakeholders and advocates on behalf of the Council and community based on the Strategic Community Plan;
- Maintain a high level of cooperation and liaison with the officers of neighbouring Councils, always representing the best interests of the Shire.

6.5 Financial

- Oversee the development and timely implementation of the Council's Financial Plan, Asset Management Plan and Annual Budget;
- Regularly monitor and review and provide reports to Council on financial performance in respect of the budget;

- Ensure financial statements are prepared and audited in accordance with the required accounting standards;
- Actively pursue and encourage the sourcing of grant monies wherever possible;
- Monitor events influencing the Council's financial plans.

6.6 Commercial Activities

- Manage Council's activities to ensure that any commercial services provided by Council are promoted effectively and operate within the budget set by the Council;
- Direct and monitor the Shire's business units in accordance with relevant legislation, local laws including the administration of Shire planning services;
- Ensure an effective contract management capability exists within the organisation.

6.7 Personal Development

- Attend training and development programs including relevant conferences and seminars;
- Remain informed on contemporary management practices and best practice approaches to community engagement; and addressing climate change, social injustice, economic uncertainty and environmental protection.

7. **WORK HEALTH & SAFETY**

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

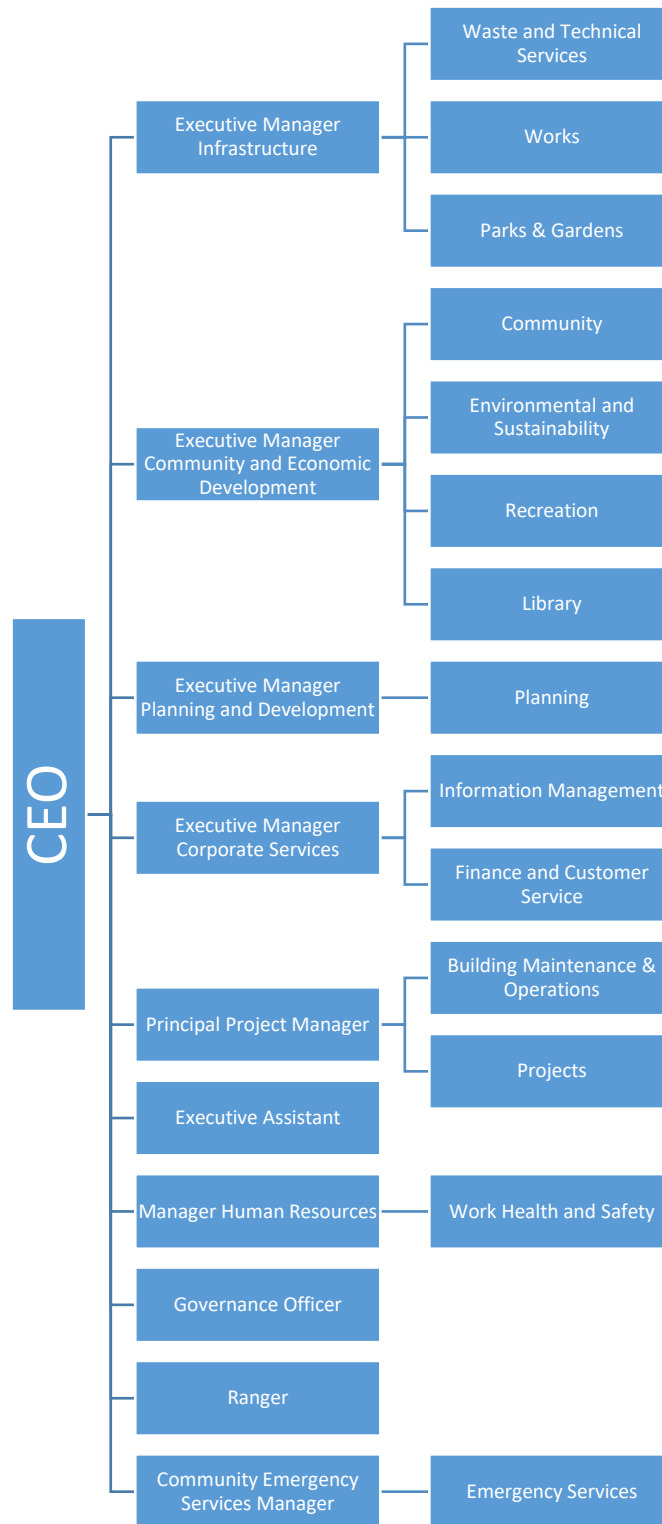
8. **ORGANISATIONAL RELATIONSHIPS**

Reporting to Supervision of

The Council through the Shire's President
 Executive Manager Corporate Service
 Executive Manager Infrastructure
 Executive Manager Community & Economic Development
 Executive Manager Planning & Development
 Principal Project Manager
 Executive Assistant
 Manager Human Resources
 Governance Officer
 Ranger

Internal External

Elected Members and all Staff
 Industry Peers
 Community representatives
 State and Federal Governments
 Members of the public
 Guests and Visitors



9.

EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council policies and delegated authority.

10. SELECTION CRITERIA

Criterion	Essential	Desirable
Highly developed strategic thinking, conceptual and analytical skills with a strong focus on values-based organisation performance.	✓	
Human relations and interpersonal skills; a strong and competent approach to building and maintaining respectful relationships, with the desire to listen. Highly effective and respectful verbal and written communication advocacy and negotiation skills	✓	
A proven record of positive organisational change management and cultural transformation.	✓	
Extensive experience in organisational decision making and problem-solving.	✓	
Experience in constructively and proactively engaging with diverse communities.	✓	
Experience and knowledge to drive continuous improvement and achieve outstanding frontline services.	✓	
Contemporary skills and experience in the management of physical and financial resources, budgets and other assets.	✓	
Experience in working in medium to large organisations within corporate governance, compliance and accountability frameworks. A person of the highest integrity, honesty, prudence and ethics.	✓	
Knowledgeable in and commitment to sustainability (balancing environmental, social, cultural and economic values), protecting the natural environment and an understanding the realities of climate change and the need for urgent climate action at a local level.	✓	
Previous executive level experience in Local, State or Federal Government or a not- for-profit organisation.	✓	
Graduate qualifications in a relevant discipline and/or extensive experience combined with formal executive learning and development.	✓	

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE

Employee

Signature: _____ Date: _____

Supervisor

Signature: _____ Date: _____