



JOB DESCRIPTION – Chief Executive Officer

DEPARTMENT – Administration

REPORTS TO – Shire President and Shire Council

SUPERVISORY RESPONSIBILITY – Overall Supervisory Responsibility for Council Operations

POSITION SUMMARY:

The Chief Executive Officer is Council's principal staff officer, strategically leading and managing the operations of Council to provide services to the community in accordance with its Community Strategic Plan, statutory and regulatory requirements and organisation values.

Specifically, the position is required to:

- Advise Council in relation to the local government's functions;
- Ensure that advice and information is available to Council so that informed decisions can be made;
- Cause Council decisions to be implemented;
- Manage the day to day operations of the local government;
- Liaise with the President on the local government's affairs and performance of functions;
- Speak on behalf of the local government if the mayor or president agrees;
- Ensure effective partnerships are established between Councillors, the organisation and the community;
- Lead and develop a highly motivated professional team dedicated to excellence and high performance, with a commitment to achieving Council objectives;
- Initiate, develop and implement sound commercial and financial practices for the long term benefit of the Shire;
- Provide leadership and direction to Council and the senior management team to ensure the development of a shared vision and clear strategic direction for Council;
- Provide quality management and advice on the development and implementation of policy to the President and Councillors.

SELECTION CRITERIA:

Qualifications:

- Tertiary qualification in a public sector, business, economics, engineering or an equivalent discipline, or relevant practical experience considered by Council as comparable.
- Current Driver's License (Minimum C Class)

Experience

- Proven leadership and senior management experience of multi-disciplinary teams.
- Demonstrated experience in developing and delivering strategic plans and effective public consultation.
- Demonstrated experience and understanding of contemporary human resource management principles including the ability to lead, motivate and develop staff.
- Demonstrated experience in interpreting and preparing financial statements and budgets.
- Demonstrated experience in managing complex projects.
- Demonstrated experience in interpreting and carrying out the requirements of the Local Government Act 1995 and other pieces of legislation impacting Local Government.

CORE POSITION ACTIVITIES:

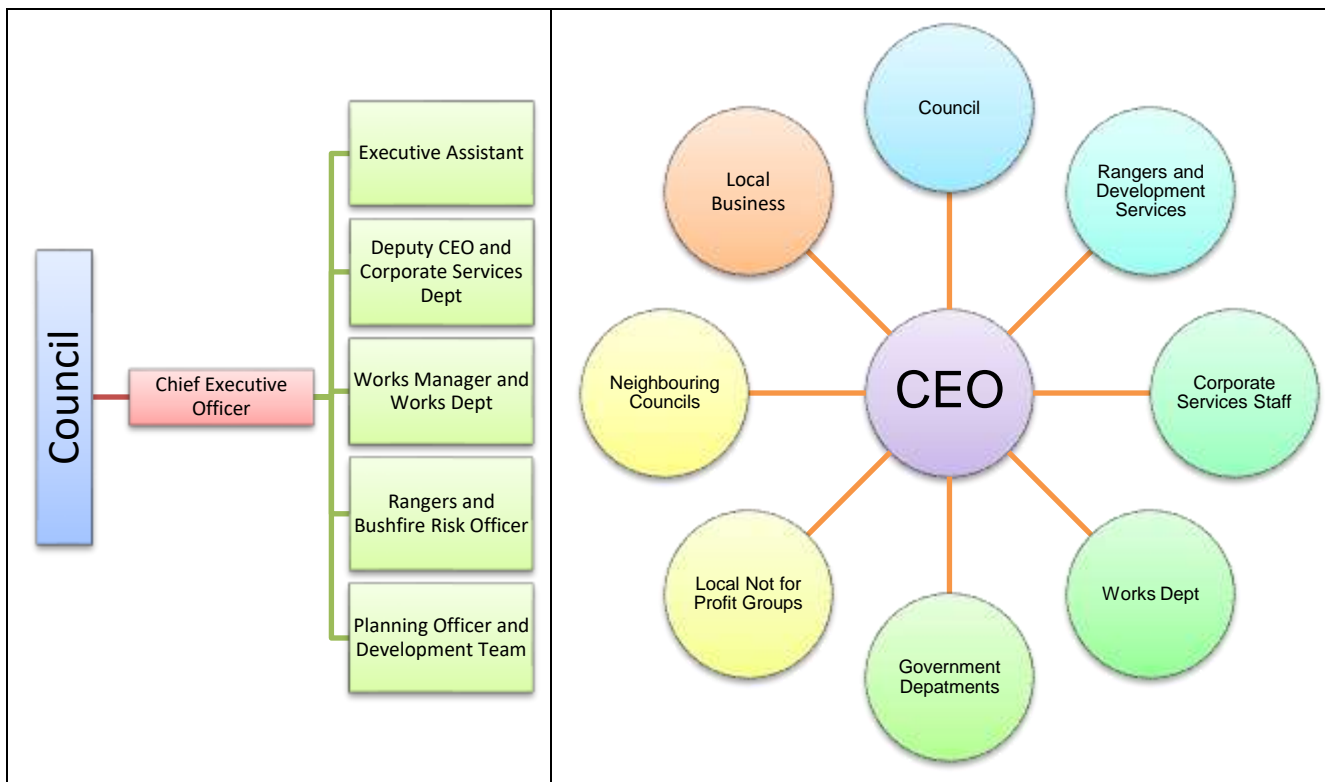
<p>Internal Administrative Functions</p>	<p>INTERNAL PRIMARY ROLES OVERVIEW</p> <ul style="list-style-type: none"> • Managing Council relationships • Strategic organisation and operations management • Financial management • Human resource management • Undertake emergency preparedness administrative roles <p>Managing Council Relationships</p> <ul style="list-style-type: none"> • Promote collaborative working relationships both within and external to Council, ensuring effective communication between the Councillors, the organisation, and the community • Identify emerging trends and issues, providing Council with appropriate policy advice and decision making support • Ensure Council's resolutions, policies and decisions are effectively implemented • Assist with development opportunities for Councillors <p>Strategic Organisation and Operations Management</p> <ul style="list-style-type: none"> • Provide leadership and strategic direction to the organisation ensuring that systems and structures are in place to effectively monitor and deliver high levels of performance and the achievement of Council objectives • Develop, maintain, implement and review Council's Corporate Plan, ensuring that corporate performance is continually evaluated; performance standards met and strategic opportunities are identified • Provide leadership in organisational change, demonstrating commitment and support for reform and change processes, and ensuring that ownership for the change agenda is built at all levels of the organisation • Demonstrate a commitment to customer service excellence ensuring that a strong service ethic is built throughout the organisation <p>Financial Management</p> <ul style="list-style-type: none"> • Oversee the management of Council's financial and physical resources to the long term benefit of the Shire • Ensure effective management systems and practices are in place to effectively manage and monitor Council's financial performance, the achievement of Council's financial objectives and meet all statutory obligations • Provide appropriate and accurate reports to Council that advise on the financial implications of policy determinations and contribute to informed
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	<p>Council decision making</p> <ul style="list-style-type: none"> • Implement an appropriate financial planning process that contributes to the long-term financial health and well-being of the Shire <p>Human Resource Management</p> <ul style="list-style-type: none"> • Ensure that Council’s people are managed in accordance with legislative and best practice principles including principles of merit and equity • Promote teamwork, develop and maintain positive work relations and a “People First” organisational culture • Provide oversight to the EBA and Award related negotiations • Lead and build a strong management team, inspiring collegiate working relations and a climate of trust, confidence and teamwork • Ensure human resource management plans, systems, procedures and programs are developed and implemented <p>Emergency Management</p> <ul style="list-style-type: none"> • Chair the Local Emergency Management Committee • Oversee the development and maintenance of Local Emergency Management and Recovery Plans • Supervise the Bushfire Risk Planning Co-ordinator to carry out duties as defined by the Service Level Agreement between the Shire and DFES
<p>External Service Delivery</p>	<p>External Primary Roles Overview</p> <ul style="list-style-type: none"> • Stakeholder relations management • Project management and delivery • Carry out emergency management response roles <p>Stakeholder Relations Management</p> <ul style="list-style-type: none"> • Facilitate the development of a customer service culture in the organisation that is grounded in a customer service excellence charter • Effectively communicate and promote Council’s policies to the community it serves, maintaining an ethical transparent position in all external relations • Ensure services, communications and dealings of staff with the public and external bodies is of a high standard • Establish and maintain effective community participation and consultation processes, ensuring that feedback is sought, and incorporated into advice to Council • Prepare “operational” press releases or media publications and liaise with the media with approval from the Shire President <p>Project Management</p> <ul style="list-style-type: none"> • Actively seek grant funding, prepare and implement project plans to carry out projects identified in the Community Plan and/or annual budget. • Carry out and deliver projects which arise during the year that require the attention of the CEO and deliver value to the community <p>Emergency Management</p> <ul style="list-style-type: none"> • Assist the Chief Bushfire Control Officer and local Emergency Services to respond to emergencies and after hours incidents • Assist local Emergency Service Organisations to ensure they are well equipped to manage and respond to incidents within the Shire • Carry out items identified in the Local Emergency Management Plan in response to an event or incident

KEY PERFORMANCE AREAS 2018:

ITEM	WEIGHTING
<ul style="list-style-type: none"> To be agreed and established between the CEO and CEO Review Committee within 3 months of commencement. These will be guided by the Community Plan and the Corporate Business Plan. 	<ul style="list-style-type: none"> %

KEY RELATIONSHIPS



EMPLOYEE

Name: _____ Signature: _____ Date: _____

SHIRE PRESIDENT

Name: _____ Signature: _____ Date: _____