



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JUNE 2019



JOB SPECIFICATION

POSITION: Chief Executive Officer

REPORTS TO: Elected Council

TRUST

RESPECT

VALUE

District Council of Grant Organisational Values

Position Objective

The Chief Executive Officer (CEO) is responsible to the Council for proactively leading the culture of the organisation through; implementing Council strategies, policies and decisions, establishing professional working relationships with Mayor, Elected Members, Council Staff, Volunteers, managing the various functions and activities of the District and adjoining townships, overseeing finances, assets, human resources, communications and major projects.

This position reports directly to the Council as a whole but works very closely with the Mayor in building effective relationships and trust with external parties to promote the District Council of Grant.

Key Duties and Responsibilities

Responsibilities

- Ensuring that all Council policies and decisions are implemented and action is taken in a timely and effective manner to meet the statutory requirements of relevant legislation and direction of Council;
- Ensuring that the Council's human, physical and financial resources are effectively managed and services are provided efficiently which meet customer needs and Council requirements;
- Provide strategic organizational leadership in effecting cultural change;
- Effective and timely implementation of agreed Master Plans;
- Assisting the Mayor and Council in developing initiatives for the community benefit;
- Working effectively with the Mayor to promote Council and its activities to the broader community to build on Council's previous successes;
- Working closely with the Council and Management Team to communicate and implement the overall strategic and business plans for the organisation;
- Ensure the Council's Disaster Recovery and Continuity Plans are documented, updated, reviewed and activated as required;
- Observe the Council's Code of Conduct at all times;
- Achieve or exceed the KPI's (set by Council in conjunction with the CEO) in relation to each of the key headings of this Job Specification;
- Lead a positive and values based organization with a focus on customer service.



Strategic Planning

- Working closely with Council to ensure strategic plans are prepared, monitored, updated, implemented and evaluated;
- Effectively communicating the Council vision and strategy to the community and key stakeholders to work with them to achieve the desired outcome;
- Ensuring annual Business Plans are completed and communicated on time;
- Work with management and Council to prepare long term asset management and financial management plans to ensure Council sustainability;
- Effectively consulting ratepayers and other key private and public stakeholders in the development of strategic and business plans;
- Undertake Community Engagement meetings;
- Maintaining a continuous review of the Council's progress in attaining the Objectives and Strategies of the Strategic Management Plan.

Human Resource Management

- Leading, developing, motivating and managing the human resources of the organisation;
- Regularly reviewing the organisational structure to ensure it is flexible and appropriate and achieves Council goals;
- Ensuring recruitment is undertaken in line with contemporary and equal opportunity principles, practices and legislation;
- Ensuring retention and attraction strategies are activated to position Council as an "employer of choice";
- Ensuring professional development and training opportunities, programs, records and policies are in place;
- Ensure Council complies with all its obligations under the Work Health Safety Act 2012 and associated legislation to ensure a safe and positive working environment and maintain and improve the current standards in this field;
- Ensuring detailed and quantifiable performance management procedures are in place with regular reviews undertaken against progress and that performance management targets are achieved by all Management and senior staff;
- Regularly review remuneration and conditions for senior management and ensuring they conduct similar reviews for their team along with goals for staff to attain operational efficiencies Council-wide;
- Monitor and proactively manage staff turnover;
- Creating a collaborative, positive and productive staff work environment;
- Working closely with the Human Resources team, staff and other stakeholders to ensure a positive and productive industrial relations environment to improve overall productivity and morale along with appropriate levels of remuneration to suit goals set and achieved.

Financial and Asset Management

- Ensuring annual and long term financial plans are prepared, monitored, controlled and delivered against including all scheduled work completed on budget with results evaluated with appropriate reporting back to Council;
- Completing the annual budgeting process in close consultation with the Finance and Senior Management teams at the direction of Council;
- Ensuring close monitoring and controlling of budgets following variance analysis to ensure sound fiscal management following current Council policies and procedures;
- Ensuring Council is provided with timely and accurate financial reports to aid key decision making;
- Ensuring the financial systems are sound and that appropriate technology is effectively utilised to keep Council abreast of changing circumstances and legislative requirements;
- Ensuring long term asset management plans are in place and closely monitored;
- Ensuring strong and well researched business cases are prepared to support major projects;
- Ensuring cash flow is monitored and controlled;



- Ensuring the collection and security of revenues and efficient utilisation of Council funds and assets;
- Ensuring all commercial activities of the Council have clearly defined financial goals (including rate of return on assets) and are in line with stated community service obligations and expectations;
- Ensure the efficient and effective monitoring and management of the Council's operating revenue and expenditure;
- Maximising the grants and subsidies available to Council and the broader community for projects and services.

**Operations
Management and
Major Projects**

- Ensuring improved productivity and quality by regularly reviewing existing practices, policies, authorities, controls, workplace agreements, delegations and systems;
- Proactively maintain and improve a strong customer service focus for the organisation and ensure all complaints are managed in a timely and productive manner;
- Providing an overview of the various operational areas of Council and reporting to Council and its committees on a regular and formal basis regarding the progress of the Council's operations;
- Monitor and respond to customer satisfaction resulting from regular surveys of the community to determine their perceptions on a range of activities in which the Council is providing service;
- Maintaining the quality of overall project management e.g. Waste Management projects inter Council co-operation and resource sharing;
- Ensuring major projects are completed in line with time and budgetary constraints and project status is regularly monitored and communicated;
- Improving performance of the Council by proactively embracing best practice and continuous improvement initiatives;
- Managing the Council's resources and operations in an efficient and effective manner including the development and maintenance of a "contestability" philosophy in regard to both internal and external service provision;
- Enhancing the Council's systems and technology consistent with the agreed strategic direction of the Council.

**Stakeholder
Management and
Communication**

- Liaising with community organisations, business groups and regional interests as necessary for the achievement of Council's objectives;
- Responding and initiating, as required, in regard to local and metropolitan media to position the organisation as a progressive and responsive entity;
- Ensuring positive relationships are enhanced with local, state and national media;
- Providing input to any Commonwealth, State or Local government initiatives affecting the community/council;
- Effectively liaising with Local Government authorities, the Local Government Association and other government authorities and agencies;
- Ensuring community consultation programs are conducted, analysed and incorporated in the strategic planning process;
- Lobby the various arms of the government on behalf of the Community;
- Represent the Council at appropriate events to maintain the Council's public profile within the community and amongst stakeholders;
- Represent the Council at appropriate events to maintain, and if necessary enhance, the Council's public profile within the community and amongst stakeholders;
- Ensuring Council activities and initiatives are appropriately promoted and communicated;
- Addressing public meetings in a positive and effective manner;



- Establishing and maintaining quality relationships with local business leaders, educational institutions, community service providers, governmental agencies, regional development boards, individual residents and community members;
- Promptly and diligently responding to requests for service and advice from employees and community;
- Developing internal and external communication strategies for the organisation to keep staff and the community abreast of Council's current goals and achievements.

**Advice to and
Relationship with
Council**

- Developing and maintaining a strong and positive working relationship with the Mayor and all Elected Members;
- Ensuring a high degree of satisfaction with Council members in relation to support, guidance, service quality and accuracy of information, recommendations and related matters provided by the CEO and the Management Team;
- Ensuring Council are provided with a suite of reports that indicate the status, success and effectiveness of all operations and major projects;
- Provides the information people need to know to do their roles and to feel good about being a contributing member of the Council;
- Provides timely and accurate information to all so that all Council members can make accurate decisions;
- Ensuring that the Council's statutory and governance obligations are met in a timely and effective manner;
- Ensuring Elected Members are provided with appropriate professional development opportunities and services;
- Ensuring an Elected Member Code of Conduct is implemented and upheld;
- Ensuring that effective communication and working relationships exist between the Councillors and the Administration, including attending meetings and regular and effective communication processes and interaction;
- Providing professional, thorough and objective advice to Council;
- Remaining up to date in regard to legislative and other major developments affecting Local Government and advising Council as to the ramifications thereof to achieve a good outcome for Council and the Community.

Employee Responsibilities

**Records
Management**

- Maintain an awareness of records management procedures;
- Create records to support the conduct of business activities;
- Register records into paper and/or electronic recordkeeping systems;
- Develop and maintain knowledge of where records are kept in Council;
- Ensure Council records are not destroyed without authority from the Records Department.

**Training & Staff
Development**

- Attend relevant conferences, seminars and training courses to maintain competencies;
- On-the-job training as required regarding duties and responsibilities, Council policies, procedures, accounting and other systems;
- Understands that different situations and who the stakeholder is, may call for different skills and approaches;
- Take on-board feedback;
- Personally committed to and continually strives to improve self;
- Understands significance of being emotionally intelligent and develops and adapts leadership style accordingly to situation.



Risk Management

- Observe Council's Risk Management Policy and procedures;
- Take all reasonable steps to reduce risks identified in risk audits and other relevant processes;
- Demonstrate a commitment to risk management principles and practices, and maintain a safe environment for staff and community;
- Ensure the security of Council's assets under employee's control.

Work Health and Safety Management

For Employees

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his / her acts or omissions do not adversely affect the health and safety of others;
- Adhere to all Council Policies and Procedures;
- Follow all reasonably practicable directions as directed by the supervisor / manager;
- Report any hazardous situations or safety problems immediately to their manager;
- Report all incidents and injuries;
- Attend and participate in training when required or directed;
- Participate in the development of risk assessments and preparation of safety documentation, Safe Work Procedures, Safe Operating Procedures, Safety manuals or any other safety documentation as instructed;
- Wear and maintain appropriate personal protective equipment or clothing as required.
- Participate in Council's Consultation processes;
- Operate and maintain Council's plant and equipment in a safe manner;
- Close out any Corrective and Preventative Actions allocated within designated timeframes.

For Managers / Supervisors

- Ensure adherence to WHS Legislation and Performance Standards for Self Insurers (PSSI);
- Implement controls, in consultation with workers or their representatives, using the Hierarchy of Controls;
- Communicate the outcomes of risk assessments within the department and across Council as required;
- Evaluate controls and review them for effectiveness;
- Close out Corrective and Preventative Action Register items within designated time frames;
- Ensure appropriate personal protective equipment or clothing is provided to all workers;
- Ensure appropriate and adequate levels of supervision are provided to all workers;
- Ensure full completion of documentation associated with the hazard identification and risk assessment process;
- When required, provide reports to the WHS committee or management team;
- Provide workers with appropriate training to enable them to:
 - Carry out their job tasks in a safe manner,
 - Understand and implement aspects of WHS Legislation, Programs and Procedures,
 - Apply hazard management procedures within the limits of their responsibility and in relation to the tasks they undertake,
 - Use and maintain PPE.
- Retain records as required under the GDS 20 and GDS 21;
- Seek expert advice when a need is identified.



- Injury Management**
- Undertake appropriate medical treatment for injuries or illness sustained at work;
 - Participate in the planning and implementation of a Return to Work Program where injury has resulted in time away from work or inability to perform aspects of work;
 - Comply with the Medical Officer's directions and to accept duties provided by the employer where they form part of the Return to Work Program.
- Code of Conduct**
- Ensure that the requirements of Employee Code of Conduct are observed;
 - Ensure adherence to Council Policy and Procedures.
- Fair Treatment**
- Ensure that Council's Fair Treatment Policy and Procedures are observed.



PERSON SPECIFICATION

- Qualifications**
- Tertiary and/or post graduate qualifications in an appropriate discipline are highly desirable.
- Core Competencies**
- Customer Service Orientation – proactively develops customer relationships (both internal and external);
 - Strategic Planning;
 - Can articulately paint credible pictures and visions of possibilities and likelihoods;
 - Effective Teamwork – genuine intention to work cooperatively with others, within and across Council;
 - Communication – Speaks clearly and fluently and has clear and concise written communication skills;
 - WHS – understands own responsibility towards safety and the environment;
 - Ethics and Accountability – is honest and ethical in all actions;
 - Council Policy – displays an understanding of Council policies and procedures.
- Experience and Knowledge**
- It is anticipated the successful candidate will have gained extensive experience in the management of multi-functioned service organisation, together with extensive experience in the supervision and management of strategy staff, assets and finances;
 - The appointee should ideally have a sound knowledge in the following areas:
 - Inter-governmental techniques;
 - Policy development techniques;
 - Meeting procedures;
 - Local Government Act;
 - Local Government operations
 - Communications, public relations, media liaison and marketing;
 - Obtaining grant funding;
 - Sound knowledge of industrial relations;
 - Sound knowledge of Work Health Safety legislation.
- Licences**
- Minimum Class C Driver’s Licence.
- Personal Abilities/Aptitude/Skills**
- Demonstrated high degree of personal integrity, credibility and commitment and the ability to represent the Council with professional competence;
 - Proven advanced leadership skills and competencies;
 - Demonstrated, advanced level of written and verbal communication skills, which result in effective and appropriate communication with a broad range of people;
 - High level interpersonal skills and demonstrated collaborative approach to achieving results;
 - Is a good listener;
 - Sees ahead clearly and plans well for the future;
 - Has broad knowledge and perspective;
 - Is future oriented;
 - Proven ability to liaise, network, consult, persuade, negotiate and mediate with a range of diverse stakeholders, often with competing interests and expectations;
 - Ability to show initiative and innovative thinking within a context characterised by professionalism, decisiveness and sound judgement;
 - Outcomes oriented, with an excellent ability to express clear and meaningful goals and to define the necessary approached and courses of action to achieve them;



- Demonstrated capacity to identify and analyse strategic and operational issues and think laterally to develop appropriately creative strategies for resolution;
- Political astuteness and sensitivity awareness to the processes of Local, State and Federal Governments;
- Demonstrated commitment to teamwork, a co-operative work ethic, customer service excellence and continuous improvement practices;
- High level IT literacy.

Organisational Relationship

Responsible to	Elected Members
Extent of Authority	All authority vested in a Chief Executive Officer under the Local Government Act and associated Regulations and By-Laws, together with other relevant Acts.
Accountability	The position is accountable to the Council for the performance of the responsibilities outlined in this position description.
Performance Standards	The performance of this position will be assessed as per contractual requirements.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Mayor Richard Sage on 0428 388 084 or Councillor Jody Elliott on 0419 168 250.

Please Note

Your application will be automatically acknowledged by a return email.