

CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION



Date: 19 October 2022

1. Position Identification

Title:	Chief Executive Officer				
Level:	Band 3			Agreement:	Contract
	SAT				
Department:	Office of the CEO / Council				
Location:	Shire of Chittering, Western Australia				

2. Reporting Relationships

Reports to:	Council, including direct liaison with the Shire President
Internal relationships:	Executive Managers All Staff Volunteers/Visitors/Contractors
External relationships:	General Public Residents/ratepayers Government agencies and industry bodies Business and industry groups Local sporting and community groups Media Agencies Primary contractors and suppliers
No of Direct Reports:	9
Indirect Reports:	All Staff

3. Vision Statement

Vision: Prosperous and diverse rural communities living in harmony with nature

- We will plan for our growing communities.
- We will value and look after our natural environment and habitat.
- We will advocate and partner with government and service providers ensuring future services are available in the local community.

4. Role Purpose

To carry out the statutory duties of the CEO under the Local Government Act (1995) and associated Regulations and Local-Laws and other relevant Acts of State and Federal Parliament, with particular emphasis on working with the Council to provide good government.

To implement the strategic goals and objectives of the organisation as set by Council.

To ensure the Council receives professional and timely advice and support on all matters relating to their role in the Shire of Chittering as a local government and achievement of its goals.

To provide overall leadership and direction for the administration of the Shire of Chittering and to provide a primary link through communications and consultation between the Council and staff.

5. Key Objectives

Development and implementation of the Integrated Planning Framework including informing strategies for strategic documents and ensure corporate objectives are met.

Develop a corporate approach within the senior management group towards strategic financial management. Ensure effective financial controls operate within and across each functional area.

Ensure that delegations are exercised within statutory requirements, Council policies and strategic objectives. Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority.

Lead the organisation in providing a high level of service to the Community and Elected Members. Provide visionary leadership, strategic management and direction for the Shire of Chittering.

Develop a high performing, productive organisational and safety culture that supports diversity, staff development and retention.

Ensure the development and maintenance of sound communication and good relationships between the Shire, other Local Governments, State and Federal Government Departments and the Community at large.

6. Key Responsibilities

Governance and Management:

Develop and maintaining a positive and collaborative working relationship with Councillors, including the provision of support, guidance, timely and accurate information, recommendations and related matters.

In consultation with Council develop, implement and regularly review the Shire's Integrated Strategic Plans.

In conjunction with senior employees, co-ordinate an overall system of fiscal and operational management to reflect the Council's aims and objectives, including the preparation, maintenance and reporting of simple, monthly, quarterly and annual operational performance status reports and statutory budgets and financial performance.

Oversee and manage the legal and statutory operations of the Shire, including compliance with relevant legislation.

Responsibility for the election process and be the chief advisor to Council on these matters, including any involvement of the State Electoral Commission, to ensure Council is operating within the Statutes and all legal requirements of the election process is maintained.

Leadership:

Provide leadership to the community and Shire personnel during the development and implementation of the Community Strategic Plan.

Provide leadership, direction and advice to the Council in performing its prescribed role.

Within developed guidelines, policies and approvals act on behalf of Council in promoting the Shire, and make effective and positive representation of the issues, views, policies and needs of the local government, as necessary.

Develop and maintain community satisfaction with the Shire through a commitment towards best practice.

Accept senior management responsibility for the efficient and effective operational performance of the Shire.

Promote and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

Projects and Operations:

Provide competent oversight of infrastructure projects, including community consultation, planning, tendering and implementation to completion.

Ensure all areas of operations and administration necessary for the smooth and efficient conduct of the Shire's affairs are undertaken competently.

Workplace Health and Safety / Human Resources

Within the organisation develop and implement a safety culture with effective safe systems of work which ensure Duty of Care requirements are met under the relevant WHS legislation.

Develop and implement appropriate human resource management processes which supports effective staff development, training and retention strategies to achieve corporate aims prescribed by Council.

Build leadership capacity across all levels to enable employees to achieve a high standard of efficient and effective performance to provide exceptional service to the Community.

7. Qualifications and Experience

Leadership:

- Proven leadership at the Chief Executive Officer/Director or Senior Manager level, with the demonstrated capacity to understand all legislation impacting on Local Government.
- Significant knowledge and understanding of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management staff and the development of employees' abilities.
- Excellent interpersonal skills including personal integrity, self-awareness and communication skills focusing on maintaining good relationships with all stakeholders, internal and external.

- Demonstrated application of contemporary human resource management principles, including building leadership capacity and compliance with the relevant industrial relations framework.
- Demonstrated experience in the development and implementation of safe systems of work ensuring requirements of the relevant legislation are met.
- Demonstrated experience in the oversight of project management including project development and implementation.
- Demonstrated experience in the management and operations of infrastructure assets and facilities.
- Demonstrated and proven negotiations skills.
- Proven experience in encouraging, promoting and facilitating sustainable economic development.

Policy Implementation

- Sound knowledge of public policy issues as they impact on Local Government.

Governance and Compliance

- Demonstrated capacity to administer the Local Government Act (1995) and associated Legislation involved in the field of Local Government.
- Proven provision of professional, comprehensive and timely advice to support Council.
- Knowledge of statutory, legal and contractual obligations.

Financial results

- Demonstrated experience in the area of high-level financial management, including budget control.

Community Relations

- Demonstrated experience in contemporary community engagement.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
- A proven history of building and maintaining positive strategic relationships.

Qualifications

- Degree in relevant Management, Technical, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.
- Post graduate business management qualifications (desirable)

Mandatory Requirements

- Hold a current national "C" class driver's licence.
- Valid Permanent Australian Work Rights.
- Employment is subject to a National Police clearance, validation of qualifications, medical assessment and reference checks.

8. Authorisation Process

Title:	Print Name:	Signature:	Date:
Shire President on behalf of Council			
Employee (CEO).			