



## POSITION DESCRIPTION

### Chief Executive Officer

#### Doomadgee Aboriginal Shire Council

**TITLE:** Chief Executive Officer  
**AWARD:** Executive Contract  
**PROGRAM** Executive Team  
**LOCATION:** Doomadgee

<b>Job Summary</b>	Effectively lead, advise, and coordinate all Council activities including strategic planning and management, policy advice, effective corporate governance, sound financial management, maintenance of positive working relationships with elected members, staff and the community and manage continuous improvement.
<b>Reports to:</b>	Council, through the Mayor.
<b>Accountability:</b>	The Chief Executive Officer (CEO) is accountable to Council, and is its principal staff officer, exercising overall management responsibility for Council's operations.
<b>Position Objectives</b>	<p>The CEO provides strategic leadership to Council's organisation and is responsible for leading and managing the organisation to achieve Council's vision and objectives, discharge its functions in accordance with legislation and provide high quality services for the community. Under the Local Government Act 2009, the CEO is responsible for organising the presentation of reports and reporting to Council, acts as the primary link between Councillors and the organisation and is responsible for providing assistance to Councillors in developing policy.</p> <p>The main areas of focus for the CEO involve:</p> <ul style="list-style-type: none"> <li>• Managing Council Relationships</li> <li>• Managing the Organisation</li> <li>• Financial Management</li> <li>• Human Resources Management</li> <li>• Community Development and Stakeholder Relations</li> </ul>
<b>General requirements of employment:</b>	<ul style="list-style-type: none"> <li>• Satisfactory Police and Pre-employment Checks</li> <li>• A Working with Children Blue Card</li> <li>• An Australian Permanent Resident</li> <li>• Hold a current Qld C Class Driver's License</li> <li>• At all times comply with all Council's policies, particularly Council's Code of Conduct for Employees and Work Health and Safety requirements and procedures</li> </ul>
<b>Organisational Relationships</b>	<p><b>Internal liaison:</b> this position will liaise with Councillors, Executive Management Team members and a wide range of Council personnel.</p> <p><b>External liaison:</b> The position may liaise with any or all of the following – Local, State and Federal government agencies, Local Government representative bodies, Community organisations, business professionals and general public.</p>

<p><b>Duties and Responsibilities:</b></p>	<p><b>Managing Council Relationships</b></p> <ul style="list-style-type: none"> <li>• Ensure that Council has a well-developed and highly professional suite of Council policies and governance protocols.</li> <li>• Attend all Council meetings and report fully to the Council on progress against all strategic or major projects and initiatives.</li> <li>• Ensure that accurate records are kept of all Council's meetings, Committees, operations and decision-making and ensure they are secure and are retained in line with statutory provisions.</li> <li>• Work closely with the Mayor between formal meetings to keep the Mayor informed on all key operational matters, organisational performance and progress on new initiatives.</li> <li>• Ensure review, implementation, and quarterly reporting of Council Corporate and Operational plans.</li> <li>• Provide advice, policy development and decision-making support to Council.</li> <li>• Provide development opportunities for Councillors.</li> </ul> <p><b>Managing the Organisation</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and co-ordinate departmental operations and performance.</li> <li>• Ensure outputs are delivered in an efficient and effective manner</li> <li>• Develop and maintain organisational structures to achieve Council's objectives.</li> <li>• Provide organisation change leadership and support.</li> <li>• Ensure development and maintenance of appropriate systems, procedures, and performance standards.</li> <li>• Continuously monitor the performance of the organisation in complying with its statutory and contractual obligations.</li> <li>• Ensure that Council has an effective disaster management function.</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Advise Council of financial implications of policy determinations.</li> <li>• Exercise management oversight of Council financial operations.</li> <li>• Ensure appropriate financial planning.</li> <li>• Ensure financial systems and controls are implemented and maintained.</li> <li>• Prudently manage expenditure by Council within budget constraints and funding guidelines and ensure that all senior executive staff manage to their own approved Departmental budgets.</li> </ul> <p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Manage human resources fairly and effectively, in accordance with statutory requirements and contribute to staff recruitment, retention and resource adjustment as and when required.</li> <li>• Manage the recruitment, on-boarding, induction and performance management of senior leaders, and oversight performance reviews of employees more generally.</li> <li>• Monitor the work of all Directors, other senior executives and operations generally, to ensure that all Council activities comply with legislation, regulations, licenses/approvals and sound business management practices.</li> <li>• Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety</li> </ul>
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	<p>requirements of operations or specific sites are well understood by staff that need to know.</p> <p><b>Community Development and Stakeholder Relations</b></p> <ul style="list-style-type: none"> <li>• Foster strong working relationships with existing and potential government and community stakeholders as well as funding agencies to continue to promote Council, attract grant funding and improve services to the community.</li> <li>• Cultivate and maintain effective relationships with regulators and industry stakeholders generally.</li> <li>• Represent Council at meetings, conferences and workshops where required in consultation with the Mayor.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Such other duties as reasonably allocated to the Chief Executive Officer.</li> </ul> <p><i>The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required of the position</i></p>
<b>Required Skills, Experience and Qualifications (Key Selection Criteria)</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in management, business, local government, engineering, planning or other disciplines relevant to Council, and advanced qualifications in a business or management field would be highly desirable.</li> <li>• Extensive senior management experience in leading an organisation providing services to the community, including an expert knowledge of financial, staff management, customer service, continuous improvement and governance disciplines, preferably within the local government industry.</li> <li>• Extensive experience in leading organisations in meeting significant service obligations to a community involving regulatory and compliance requirements.</li> <li>• Extensive experience in dealing with stakeholders at senior levels in government, industry and community levels, and the capacity to work productively with Councillors, communities and local stakeholders.</li> <li>• Deep knowledge of corporate governance and the ability to provide high level advice to Council on financial, risk, people management, services, disaster management and organisational continuity.</li> <li>• Demonstrated high level leadership, organisational and people management skills and the ability to prioritise key objectives and manage change effectively.</li> <li>• Superior presentation, communication and representation skills and the ability to act as the public 'spokesperson' for Council if required by the Mayor.</li> </ul>
<b>Performance Indicators</b>	<p><b>MANAGING COUNCIL RELATIONSHIPS</b></p> <p><b>Responsibility:</b> Ensure that Council has a well-developed and highly professional suite of Council policies and governance protocols.</p> <p><b>Measure:</b> Council policies and governance protocols are always regularly reviewed by the Council and kept fully up to date.</p> <p><b>Responsibility:</b> Attend all Council meetings and report fully to the Council on progress against all strategic or major projects and initiatives.</p> <p><b>Measure:</b> Satisfaction of the Mayor and other Councillors on the progress of strategic and major projects.</p>

	<p><b>Responsibility:</b> Ensure that accurate records are kept of all Council's meetings, Committees, operations and decision-making and ensure they are secure and are retained in line with statutory provisions.</p> <p><b>Measure:</b> Good governance practices are always followed, including appropriate dealing with conflicts of interest.</p> <p><b>Responsibility:</b> Work closely with the Mayor between formal meetings to keep the Mayor informed on all key operational matters, organisational performance and progress on new initiatives.</p> <p><b>Measure:</b> Good working relationships are maintained between the CEO, Mayor and Councillors.</p> <p><b>Responsibility:</b> Ensure review, implementation, and quarterly reporting of Council Corporate and Operational plans.</p> <p><b>Measure:</b> Quarterly reporting on Council Corporate and Operational plans.</p> <p><b>Responsibility:</b> Provide advice, policy development and decision-making support to Council.</p> <p><b>Measure:</b> Timely quality advice, no significant oversights.</p> <p><b>Responsibility:</b> Provide development opportunities for Councillors.</p> <p><b>Measure:</b> Councillor satisfaction in the programs offered.</p> <p><b>MANAGING THE ORGANISATION</b></p> <p><b>Responsibility:</b> Provide leadership and coordinate departmental operations and performance.</p> <p><b>Measure:</b> Performance planning and reporting system effectiveness, variance identification, and communication effectiveness.</p> <p><b>Responsibility:</b> Ensure outputs are delivered in an efficient and effective manner.</p> <p><b>Measure:</b> Outputs are delivered and meet environmental, safety and community expectations.</p> <p><b>Responsibility:</b> Develop and maintain organisation structure to achieve Council's objectives.</p> <p><b>Measure:</b> Organisational structure achieves efficiency and effectiveness.</p> <p><b>Responsibility:</b> Provide organisational change, leadership, and support.</p> <p><b>Measure:</b> Improvements to the operational performance of Council.</p> <p><b>Responsibility:</b> Ensure development and maintenance of appropriate systems, procedures, and performance standards.</p> <p><b>Measure:</b> Queensland Audit Office reports.</p> <p><b>Responsibility:</b> Continuously monitor the performance of the organisation in complying with its statutory and contractual obligations.</p> <p><b>Measure:</b> Feedback from regulatory authorities.</p> <p><b>Responsibility:</b> Ensure that Council has an effective disaster management function.</p> <p><b>Measure:</b> Maintenance of a current local Disaster Management Plan and a functioning Local Disaster Management Committee.</p>
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## **FINANCIAL MANAGEMENT**

**Responsibility:** Advise Council of financial implications of policy determinations.

**Measure:** Timely quality advice with no significant oversights.

**Responsibility:** Exercise management oversight of Council financial operations.

**Measure:** Queensland Audit Office reports.

**Responsibility:** Ensure appropriate financial planning.

**Measure:** Forward financial plan in accordance with Council's objectives.

**Responsibility:** Maintain financial systems and controls.

**Measure:** Financial systems and control effectiveness.

**Responsibility:** Achieve financial targets.

**Measure:** Financial targets achieved.

## **HUMAN RESOURCES MANAGEMENT**

**Responsibility:** Manage human resources fairly and effectively, in accordance with statutory requirements and contribute to staff recruitment, retention and resource adjustment as and when required.

**Measure:** Statistical data reporting on organisational HR trends.

**Responsibility:** Manage the recruitment, on-boarding, induction and performance management of senior leaders, and oversight performance reviews of employees more generally.

**Measure:** New staff become productive quickly.

**Responsibility:** Monitor the work of all Directors, other senior executives and operations generally, to ensure that all Council activities comply with legislation, regulations, licenses/approvals and sound business management practices.

**Measure:** Quarterly Operational Plan reporting.

**Responsibility:** Ensure that all staff are well trained in the safe working requirements and procedures of Council and any special safety requirements of operations or specific sites are well understood by staff that need to know.

**Measure:** Improved safety performance and 100% compliance with Queensland WH&S Act.

## **Community Development and Stakeholder Relations**

**Responsibility:** Foster strong working relationships with existing and potential government and community stakeholders as well as funding agencies to continue to promote Council, attract grant funding and improve services to the community.

**Measure:** New services and contract opportunities are identified and vigorously pursued.

**Responsibility:** Cultivate and maintain effective relationships with regulators and industry stakeholders generally.

**Measure:** Positive feedback from key government, business and community groups.

**Responsibility:** Represent Council at meetings, conferences and workshops where required in consultation with the Mayor.

**Measure:** Council's image with the community and Council's stakeholders is generally positive.

	<p><b>LEGISLATIVE AND COUNCIL REQUIREMENTS</b></p> <p><b>Responsibility:</b> Maintain knowledge and understanding of legislative framework within Council operations and the capacity to quickly identify and respond to requirements.</p> <p><b>Measure:</b> Timely quality advice, no significant oversights.</p>
<b>WHS Responsibility Statements</b>	All employees have a legal obligation to comply with statutory WHS policies, procedures, and work instructions. These are to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.
<b>WHS Responsibilities include:</b>	<p>These statements (responsibilities) apply to all employees, including permanent, part-time, and casual employees.</p> <ul style="list-style-type: none"> <li>• Be aware of WHS system and processes.</li> <li>• Perform all work and associated functions in a safe manner</li> <li>• Comply with all documented WHS policies, procedures, work instructions, verbal instructions issued by the Council or its officers.</li> <li>• Correctly use and maintain all personal protective clothing and equipment supplied by Council.</li> <li>• Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace; and/or report hazards and risks in accordance with WHS procedures.</li> <li>• Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally.</li> <li>• Report and assist with investigations of incidents in the workplace, including minor injuries, near misses and property damage.</li> <li>• Attend toolbox meetings, team talks or specific training.</li> <li>• Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.</li> <li>• Work in a manner that will not endanger yourself, other employees, or the public.</li> </ul>
<b>Officer's acknowledgement:</b>	<p>I, _____ acknowledge and agree to the above position description.</p> <p>Officer's signature _____ Date _____</p>