

POSITION DESCRIPTION

1 TITLE

Chief Executive Officer

2 LEVEL

Band 4 Salaries and Allowances Tribunal

3 DEPARTMENT/SECTION

Office of the Chief Executive Officer

4 POSITION OBJECTIVES

4.1 Objectives of the position

- Implement Council's directions in a timely manner
- Implement the strategic goals and objectives of the Shire
- Lead and manage the people, infrastructure and assets of the Shire

4.2 Within Section

- Meet corporate objectives
- Lead the organisation in providing a high level of service to the community and Elected Members
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.

4.3 Within Organisation

- Develop a corporate approach within the Management Team towards the development of a budget and have financial controls within each operating Department
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role
- Manage the performance of employees with reference to appropriate key performance indicators
- Monitor and improve the organisational culture and staff morale
- Ensure continuous improvement in the natural and built environment and customer service
- Administer the legal and statutory processes of the Shire's operations and be the chief adviser to the Council on these matters
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area
- Provide strong strategic direction and leadership to the entire organisation
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority

5 COMPETENCY REQUIREMENTS

NOTE: all competency requirements are essential unless otherwise stated

5.1 Leadership

- Proven leadership at Chief Executive Officer/General Manager/Managing Director level
- High level of Strategic Planning skills and knowledge of corporate management
- Delegation skills to ensure the achievement of outcomes, accountability of management and staff and the development of employees' abilities
- Demonstrated capacity to administer contemporary human resource management practices
- Demonstrated community leadership
- Understanding of Social Media usage and implementing policy and procedures in the organisation

5.2 Policy Implementation

- Good knowledge of public policy issues as they impact local government

5.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management
- Demonstrated capacity to administer the *Local Government Act 1995* and associated legislation applicable to local government
- Proven ability to provide professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents
- Sound knowledge of statutory, legal and contractual obligations

5.4 Financial Results

- Extensive experience in the area of financial management

5.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Considerable experience in dealing with community members and stakeholders
- A proven track record of building and maintaining positive strategic relationships within the Community
- An appreciation of the culture and heritage of the Shire and how it integrates with planning and policy

5.6 General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships with all stakeholders

- Tertiary qualification(s) in relevant management, business and/or public sector administration discipline or experience that is accepted as comparable is desirable

NOTE: Employment is subject to relevant police clearance and other checks

6 KEY DUTIES AND RESPONSIBILITIES

- 6.1 In consultation with the Council, promote and implement strategic and service delivery plans for the Shire
- 6.2 Coordinate, in conjunction with the Management Team, the fiscal management of the Shire to reflect Council's aims and objectives
- 6.3 Manage the human resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by Council
- 6.4 Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focussing on service delivery to the Community
- 6.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to the Council on these matters to ensure Council is operating within statutes and all legal requirements are met
- 6.6 Be responsible for the day-to-day operations of the Shire
- 6.7 Ensure all legal and statutory compliances are met, particularly related to substantial asset infrastructure
- 6.8 On behalf of Council, make effective representation of the issues, views, policies and needs of Council as required
- 6.9 Ensure the development and maintenance of sound communications and good relationships between the Shire, government departments and the community at large
- 6.10 Provide appropriate leadership to the organisation
- 6.11 Provide Council with appropriate information and advice on relevant statutory requirements
- 6.12 Ensure reports and recommendations to Council are well written and based on sound judgement and include appropriate recommendations and options
- 6.13 Ensure that Council's statutory compliance obligations are met

7 PERFORMANCE CRITERIA

- The extent to which the Chief Executive Officer is effective and efficient in the management, development and coordination of the resources of the Council
- The extent to which the Chief Executive Officer is committed to innovation and review in the planning and delivery of services administered by the Council

- The manner by which the Chief Executive Officer maintains and enhances a corporate approach within the Council
- The nature of relationships with the Council, Senior Staff, other staff and community
- The extent to which the Chief Executive Officer projects the image of the Shire
- The manner by which the Chief Executive Officer implements the programs and policies of the Council and the extent to which these policies are communicated to the public
- The extent to which the Chief Executive Officer maintains and enhances the reputation of the Shire as a provider of cost-effective services for the community
- The manner and effectiveness of the internal and external communications of the Chief Executive Officer
- The extent to which the Chief Executive Officer is committed to forward planning in the management of the Council's resources and the review of formulation of policies
- The manner by which the program of Council, adopted through the annual budget, is achieved
- The manner by which cost-effectiveness and productivity is demonstrated
- Councillors receive their meeting agendas before the weekend prior to the next Council meeting (timely delivery of agendas)
- The advice provided to Council is accurate, comprehensive and timely
- The advice to Council includes all relevant information and clear recommendations and Council will accept that an 80% acceptance by Council of the CEO's recommendations is a fair indication of compliance with this clause
- All the Minutes are prepared and circulated to Council within the time period specified in the relevant legislation
- Annual budgets are prepared and presented to Council for timely adoption in accordance with the legislation
- Budgets are supported by sufficient working documents to enable both Councillors and officers to understand exactly what is to be provided and how it is to be provided
- Budget reviews are prepared and presented for adoption within the statutory timeframes
- Rates and sundry debts are collected in a timely manner and in general bad debts and write offs are kept at a minimum
- e CEO periodically reviews the adequacy of the financial management arrangements of the Shire in accordance with the regulations (at least every 4 years)
- That all purchasing is carried out in accord with Council's policies, practices and procedures and the Local Government Functions and General Regulations 1996 (Note: This is the single biggest source of complaints to the department of Local government – purchasing and bungled tendering procedures)
- That the CEO maintains tight supervision and control of tendering and purchasing so as to ensure that all officers throughout the organisation comply with the Shire's purchasing policies, practices and procedures and the Regulations
- That the CEO ensures the prudent obtaining and implementation of sound legal advice from a competent law firm on all matters where Council may have an exposure to legal action

- That all contracts and other legal documents are reviewed by the Shire's lawyers such that Council is not exposed to documents that have been drafted by unqualified persons (e.g. Jack the Builder)
- That the CEO maintains a suitably qualified and skilled team of executive and other staff aligned with the timely delivery of Shire's corporate and strategic objectives and plans
- That staff turnover is kept to an acceptable level having regard for the historic figures of the Shire, the levels of staff turnover in similar Shires in the region and the cyclical career changes made by Local Government employees
- That human resource policies, practices and procedures are compliant with the relevant legislation and common law particularly in relation to matters such as OSH, recruitment, discipline and terminations, remuneration and other employment benefits, equal employment opportunities, training and staff development and the employment of local residents
- That staff performance reviews, and probation reviews are conducted annually and/or in a timely manner and information provided to Council detailing the due dates of and actual dates of each staff review
- That the CEO maintains positive working relationships with other local governments and other agencies in the region
- That the CEO maintains effective and positive relationships with the news media, such that the image and reputation of the Shire of Wiluna is enhanced
- That the CEO manages his relationships with the public, electors and residents in such a way as enhances the image and reputation of the Shire of Wiluna is enhanced
- That the CEO engages in a minimum of weekly meet/brief with the President and a weekly information brief to all of Council

8 ORGANISATIONAL RELATIONSHIPS

- 8.1 Responsible to:
The President and Councillors of the Shire of Wiluna
- 8.2 Supervision of:
All staff by delegation to the relevant Managers
- 8.3 Internal and External Liaison
- 8.3.1 Internal
- President and Councillors individually
 - All Committees
 - Deputy CEO, Executive Managers and Managers
 - All staff
- 8.3.2 External
- Community, ratepayers, electors and the Public
 - Business community
 - Sporting Groups

- Federal and State Government departments and agencies
- Local Governments
- Media
- Primary contractors and suppliers

9 EXTENT OF AUTHORITY

- All authority vested in the chief executive officer by the *Local Government Act 1995* and the associated Regulations and local laws and other relevant Acts, both State and Federal
- Authority to sign all legal documents and cheques as delegated and properly directed by the Council