

BARKLY REGIONAL COUNCIL



POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

Position Holder:	Position Title: Chief Executive Officer
Employee Code:	Function / Department: Executive
Location: Tennant Creek	Team Size (Direct / Indirect):
Classification: Contract	DOJ:
Direct Reporting:	Matrix Reporting:

1. Position Objective

The objective of this role is to provide leadership to the organisation and management of staff through empowered decision making, and the building of strong and trusting relationships with senior staff giving them the confidence to carry out their various roles to a very high standard. The role is also the vital link between appointed Council staff and the elected Councillors who represent the Barkly Communities and providing support and guidance to the Councillors in their governing body role to help reach the common goals outlined in the Corporate Plan.

2. Key Responsibilities

The key responsibilities of the Chief Executive Officer are to:

- i) Build strong and trusting internal relationships with Senior Executive staff;
- ii) Ensure the implementation of Council's Strategic Plan and Business Plan and is included into Position Descriptions as appropriate;
- iii) Manage relationships within the Council;
- iv) Oversee the organisational and operational management of Council business;
- v) Ensure strong financial management supported by rigorous Governance;
- vi) Ensure a modern Human Resource Management framework is developed and maintained;
- vii) Ensure a modern Work Health and Safety Management Plan is developed, implemented and maintained;
- viii) Ensure a strong work ethic is visible to the community through supplying exemplary customer service;
- ix) Commit to and encourage a working culture based upon Teamwork and Participation;
- x) Ensure that the Council nurtures a culture of innovation based upon strong values throughout the organisation which commits to the workplace and Council's vision;
- xi) Build and encourage a contemporary Team building approach to management inclusive of CEO to Councillors, CEO to staff and CEO to combined Councillors and Staff;
- xii) Delivery of reports to ensure Council is provided with advice on performance which can be measured against Council's Corporate Strategic Plan

- xiii) Carry out other reasonable responsibilities not mentioned in this document as may be required to be assumed from time to time under the direction of Council's President.

3. Key Accountabilities

The key accountabilities of the Chief Executive Officer are to:

Responsibility i)

- Empower Senior Executive staff to carry out their roles using leadership, teamwork and contemporary human resource management techniques to achieve this;
- Provide leadership through management which will encourage the Directors and other managers to utilise the Performance Appraisal system within their Departments;
- Respect the skills, knowledge and experience of Senior Executive and other staff members of Council;
- Utilise a collaborative approach to decision making, particularly with the Senior Executive staff;
- Ensure adequate delegations are in place through the utilisation of the Delegations Register;
- Ensure the delegation of management tasks to suitable Senior Executive staff as identified in the Northern Territory Local Government Legislation;
- Hold formal and informal meetings with Senior Executive and other staff as required relative to Council's operational requirements by following the Strategic direction as set by Council;

Responsibility ii)

- Ensure the development, implementation and monitoring of Council's Strategic and Corporate Plans;
- Use tactics identified in the strategic plan to ensure adherence to the plan and to include this approach in the Business plan and Position Descriptions;

Responsibility iii)

- Build a strong rapport with the Council President and other elected members through respect, sound leadership and team building techniques;

Responsibility iv)

- Provide fearless and decisive advice to the Elected Council and develop policy and strategies for the Council's consideration;
- Ensure the implementation of Council resolutions, policies and other decisions without undue delay;
- Provide relevant development opportunities for elected officials;
- Ensure Council's compliance with the Local Government Act and all other relevant Territory and Federal legislation;
- Review Council's strategic plan as required and collaboratively with the elected members;
- Monitor Council's organisational structure and liaise with Council's President to ensure achievement of Council's objectives and make changes to the structure when and if required;
- Be seen as a champion for organisational change when and if required;
- Ensure the development, implementation and maintenance of systems, procedures and performance standards;
- Conduct or cause to be conducted regular management meetings with a view to ensuring participation in the decision making process and to make staff members aware of current issues;
- Review or cause to be reviewed the policies and frameworks within each management area of Council;

Responsibility v)

- Ensure short and long term financial planning is implemented and regularly reviewed;
- Play a pro-active role on the Council Finance Committee;
- Achieve financial budget targets;

Responsibility vi)

- Ensure Human Resource Management Plans are developed, implemented and maintained;
- Ensure regular Human Resource Policy reviews
- Ensure a Learning and Development Management Plan is developed, implemented and carried out;

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- Ensure a Workforce Plan is developed which incorporates the development of local Aboriginal and local non-aboriginal staff members with a view to building a “Grow Our Own’ approach to the future of Council;
- Conduct regular Customer Satisfaction surveys;
- Ensure Merit Based recruitment and selection processes are utilised by the organisation which satisfy the principles of Equal Employment Opportunity
- Ensure all staff members are trained in Cultural Awareness;
- Ensure that all job re-evaluations are transparent and that the Authorisation of the Human Resources Manager is obtained prior to recommendations being forwarded to the CEO or Council (if a new position) with a view to matching the Structure as outlined in the Organisational Chart as approved by Council;

Responsibility vii)

- Develop, implement and maintain a modern Work Health and Safety Plan;
- Ensure a strong work culture exists across the organisation relative to Work Health and Safety;

Responsibility ix)

- Develop, implement and maintain policies, and corporate processes relating to Customer Service;
- Participate in ongoing reviews of customer service practices to ensure community relevance and satisfaction;

Responsibility x)

- Bring to life Council’s Corporate vision by communicating it through internal public announcements, corporate badging and the ongoing development of an organisational commitment to the vision;
- Encourage innovation by staff to meet the aims of Council’s vision;

Responsibility xi)

- Represent Council in negotiations with external stakeholders, government agencies, ratepayers and the general Barkly Community with professionalism and high quality;
- Ensure communication lines are open in a two way manner to ensure the appropriate level of information is given and that the opportunity exists for information to flow in;
- Ensure that Directors and Department members work cohesively and collaboratively in a manner which will instil a work culture of teamwork;
- Hold regular meetings with Direct reports to ensure a strong communication flow;
- Build respect by treating others how you would like to be treated;

Responsibility xii)

- Prepare reports for the information of the President;
- Prepare the monthly Agenda inclusive of a CEO’s report for the information of Council and the general public;
- Prepare reports Territory and Federal Government Agencies as required;
- Prepare reports for the information of Senior Executive staff;
- Prepare other reports when and if required relating to any other Council business which may arise.

4. Organisational Relationship

Reports to: Council President

Title: Chief Executive Officer

Department: Executive

Supervises: Directors

Public Relations Officer
EA to CEO

Internal Liaison: President and Councillors
Directors
Managers

External Liaison: Local Authority Members
Local Government Association of the Northern Territory (LGANT)
Territory and Commonwealth Government Departments
Non-Government organisations
Professional associations
Community
Members of the public

5. Organisational Context

This position is the one responsible at law through the Northern Territory Local Government Act (2009) with delivering the administration requirements through strong management and leadership for the benefit of the towns and remote communities for Local Government Services within the Barkly Region. The CEO must also support the Council President and the Councillors who are the elected representatives of the various Wards throughout the Barkly Region.

6. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal Culture
- Demonstrated ability to work with minimal supervision and the ability to plan and organise work
- Demonstrated time management and organisational skills in order to meet specific timeframes and allocated tasks within the role
- Strong problem solving skills and ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- Ability to source cooperation and assistance from other staff, management and community members to achieve position objectives.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables
- Good communication and interpersonal skills
- A willingness to adapt to work in a challenging environment

Change Management:

- Ability to recognise issues and use initiative to identify and discuss and implement proposed solutions
- Ability to promptly respond to changed circumstances and make sound decisions to ensure key deliverables reflect the best interests and strategies agreed to by Barkly Regional Council
- Ensure compliance with and adherence to, all legislative requirements and best business practices at all times.

7. Essential Selection Criteria – Qualifications, Skills and Experience

- Demonstrated ability in understanding the connection between leadership and management and the ability to introduce this into the workplace;
- Demonstrated strong interpersonal, negotiation and communication skills commensurate with being the senior officer in a highly complex service organisation;
- Demonstrated Governance commitment within a highly regulated industry;
- Demonstrated understanding of the needs of Aboriginal people utilising a Culturally Aware approach in delivering the highest possible service standards to townships and remote communities;
- Demonstrated ability to produce policy and other high level documents as required;
- Demonstrated ability in working within a Community Development Framework
- Demonstrated ability to work under pressure and meet competing deadlines
- Demonstrated ability to engage and connect with the community
- Tertiary qualifications in Business, Management or similar discipline
- Class 'C' Driver License accompanied with a 4WD qualification or the ability to obtain this qualification

8. Desirable Selection Criteria

- Appropriate Post Graduate qualifications;
- Previous experience at Executive level in a highly complex and multi-disciplinary public sector role;

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities and other requirements of the position

Michael A. Hummel
Manager, Human Resources

____/____/____
Date

10. Acceptance

I, _____ have read and understand the requirements of this position and hereby agree to the responsibilities and accountabilities as outlined above

Signature
Employee

____/____/____
Date

11. Compliance

The details contained in this document complies with Barkly Regional Council's current HR policies

Michael A. Hummel
Manager, Human Resources

____/____/____
Date

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