



Executive Officer

Position Description

Position Title	Executive Officer
Reference no	ISJO-01
Accountable to	Illawarra Shoalhaven Joint Organisation Board & Chairperson
Supervises	Office Administration Officer Chief Operations Officer
Indirectly Supervises	Illawarra District Weeds Authority – Chief Weeds Officer Regional Waste Manager Regional Procurement Coordinator Enabling Water Sensitive Communities Project Coordinator
Classification	Executive
Status	Up to five year performance based contract with possible extension
Type	Full Time
Hours	35 with flexibility in spread of hours required
Location	ISJO Offices - Kiama
Mobile phone	Yes
Laptop	Yes
Vehicle	Leased vehicle, for operational and private use
Last updated	31 March 2021



The following Councils are members of the Illawarra Shoalhaven Joint Organisation (ISJO): Kiama Municipal, Shellharbour City, Shoalhaven City and Wollongong City covering an area of approximately 5,800 square kilometres with a current combined population of 428,727 that is estimated to increase to 504,910 over the next 20 years.

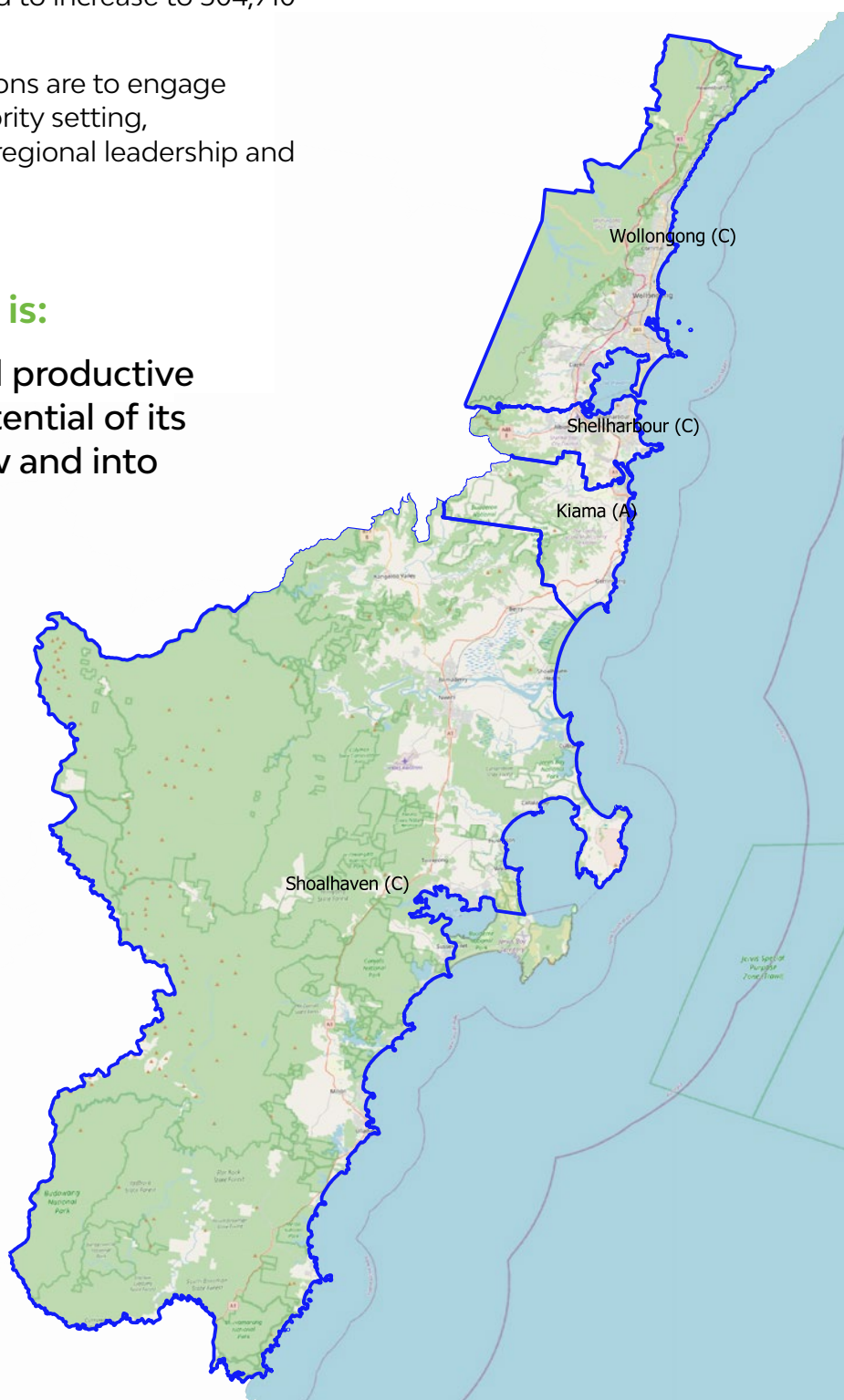
The core functions of Joint Organisations are to engage in regional strategic planning and priority setting, intergovernmental collaboration and regional leadership and advocacy.

ISJO's vision for the region is:

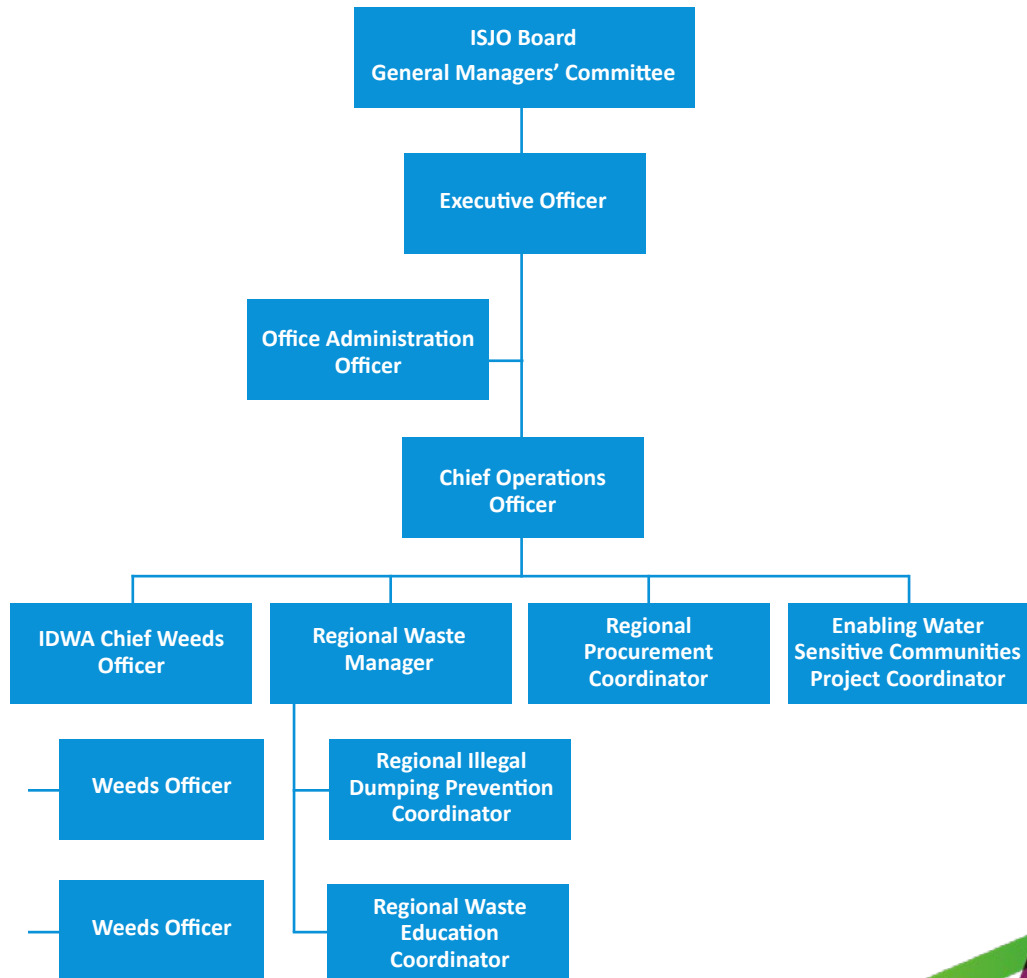
A confident, vibrant, safe and productive region that optimises the potential of its people and environment now and into the future.

ISJO's mission is to:

Lead, advocate, collaborate and deliver outcomes that serve the interests of the region's diverse communities.



ISJO's Structure





Executive Officer

Primary Purpose of the Position

To lead and manage the organisation to achieve both long and short term strategic objectives and priorities as set by the Board and to fulfil the obligations of the role of Executive Officer as defined by the *Local Government Act 1993* and its associated regulation and any other responsibilities delegated by the Board.

The Executive Officer will also be expected to:

- Regularly update the Board in relation to performance, identified key priorities, activities and shared service functions and activities.
- Work collaboratively with State agencies to achieve and deliver strategic regional planning priorities.

Principle Duties and Responsibilities

ISJO OPERATIONS

- Regularly communicate with and provide advice, support and accurate and timely information to the ISJO Board and the Chair
- Monitor the external environment to identify potential risks threats and opportunities and ensure the Board is kept informed to assist in decision making.
- Lead and manage the organisation and its staff to ensure optimum performance, effectiveness and efficiency.
- Ensure annual budgets and operating plans are consistent with the key direction of the Board's financial plan to and achieve practical and sustainable outcomes
- Develop and maintain collaborative relationships with ISJO members, Members of Parliament, Parliamentary Secretaries, Ministers, key regional contacts and agencies and the wider regional community to ensure that ISJO is seen as an effective forum to work with State and local government to deliver core strategic regional priorities infrastructure and services that matter most to the community.
- Maintain high level political knowledge regarding regional issues and priorities to facilitate communication and negotiation with key agencies and to anticipate and respond to issues
- Implement and maintain cooperative information exchange and resource sharing mechanisms between ISJO member councils
- Support the development of policies and strategies to capitalise on opportunities and achieve positive outcomes for the region.
- Liaise with agencies on issues of regional significance as needed to gain State and Federal government commitment to ISJO strategic regional priorities.

ISJO OPERATIONS (continued)

- Ensure ISJO maintains a regional profile as the leading local government advocate for the region
- Identify key targeted opportunities to advocate on behalf of ISJO to maintain a high level regional profile
- Subject to relevant policies and in consultation with the Chairperson of the Board, act as the spokesperson for ISJO.
- Ensure compliance with all relevant legislative requirements
- Act as the conduit between the Board, employees and the community

ISJO COMPLIANCE

- Ensure ISJO compliance with legislation
- Oversee the annual audit processes with the NSW Audit Office, ensure the development and maintenance of the ISJO Risk Register and report on mitigation strategies
- Oversee ISJO compliance to Public Interest Disclosures (PID), and the Government Information Public Act (GIPA) and report on same at key times throughout the year
- Ensure the maintenance of an annual compliance register for ISJO

REGIONAL PROCUREMENT

- Lead the development of annual regional procurement strategies
- Lead the implementation of regional procurement strategies, delegating relevant actions to the Regional Procurement Coordinator.
- Lead the regional procurement focussed Jobs Growth Working Group, reporting outcomes to the General Manager's Committee
- Ensure ISJO and regional procurement practices follow strict probity guidelines
- Lead collaborative change management practices to ensure member councils recognise the value of regional procurement
- Apply commercial acumen in decision making to ensure not only cost savings for member councils but also revenue streams for ISJO
- Manage stakeholder relationships with relevant agencies such as LG Procurement

Work, Health & Safety and Equal Employment Opportunity Responsibilities

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description and ISJO's Code of Conduct, policies, protocols and procedures.

WORK HEALTH AND SAFETY (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to ISJO's property to the Board

CERTIFICATES OF COMPETENCY / LICENCES

- Where required for the position, either by legislation or through ISJO's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the Board of any change to these, including vehicle licences

INJURY MANAGEMENT

- Report all injuries/illnesses to the Board immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

RISK MANAGEMENT

- Report any potential public liability and professional indemnity exposures in your workplace to the Board

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the ISJO's EEO policies

Selection Criteria

ESSENTIAL

- Relevant tertiary qualifications in Business Management or related discipline
- Extensive leadership experience in a senior management role
- Proven ability to endorse, commit to and implement Board decisions
- Knowledge and understanding of the financial, economic, environmental and social regional issues and drivers facing joint organisation member councils, governments, agencies and communities.
- Excellent financial management skills and experience
- Highly developed communication skills, including advocacy, influencing, negotiation and conflict resolution
- Proven ability to write strategic business plans and reports and prepare grant applications
- Proven ability to build constructive and collaborative working relationships in a complex political environment to support and deliver shared regional objectives
- Current Class C driver's licence

DESIRABLE

- An understanding of the regulatory requirements of Joint Organisations
- An understanding of the issues relevant to the ISJO region.



**Illawarra
Shoalhaven**
Joint
Organisation

www.isjo.org.au