

**Illawarra  
Shoalhaven**  
Joint  
Organisation

# **Executive Officer**

**Candidate  
Information  
Package**



## Message by ISJO Chair, Lord Mayor Cr Gordon Bradbery AM

I am delighted to be able to lead the Illawarra Shoalhaven region at a time of great promise and potential. The NSW Government has created the legislative framework for councils to jointly co-operate and with the active and supportive membership of our four Councils - Kiama Municipal, Shellharbour City, Shoalhaven City and Wollongong City – we are on the way to bring a new level of progress and prosperity to our region.

The Illawarra Shoalhaven Joint Organisation is seeking to appoint an Executive Officer to lead the organisation and to work collaboratively with a Board of highly experienced Mayors and supported by a talented and energetic team of General Managers.

Our region has a unique and diverse economic, natural and cultural heritage and we have the capacity through member council cooperation to build a collective strength and regional voice in advocating to government our needs and aspirations.

We can maximise, through shared programs and initiatives, the delivery of relevant, cost effective services to the region's communities.

We are seeking an innovative, experienced and committed professional and leader to fill the vital position of Executive Officer. Your advocacy and influencing skills, and strategic planning and commercial focus will help guide the ongoing implementation of our projects and initiatives. Your exceptional leadership skills will motivate and inspire our staff and projects group as well as the many Council staff who make a vital contribution to the organisation and its initiatives.

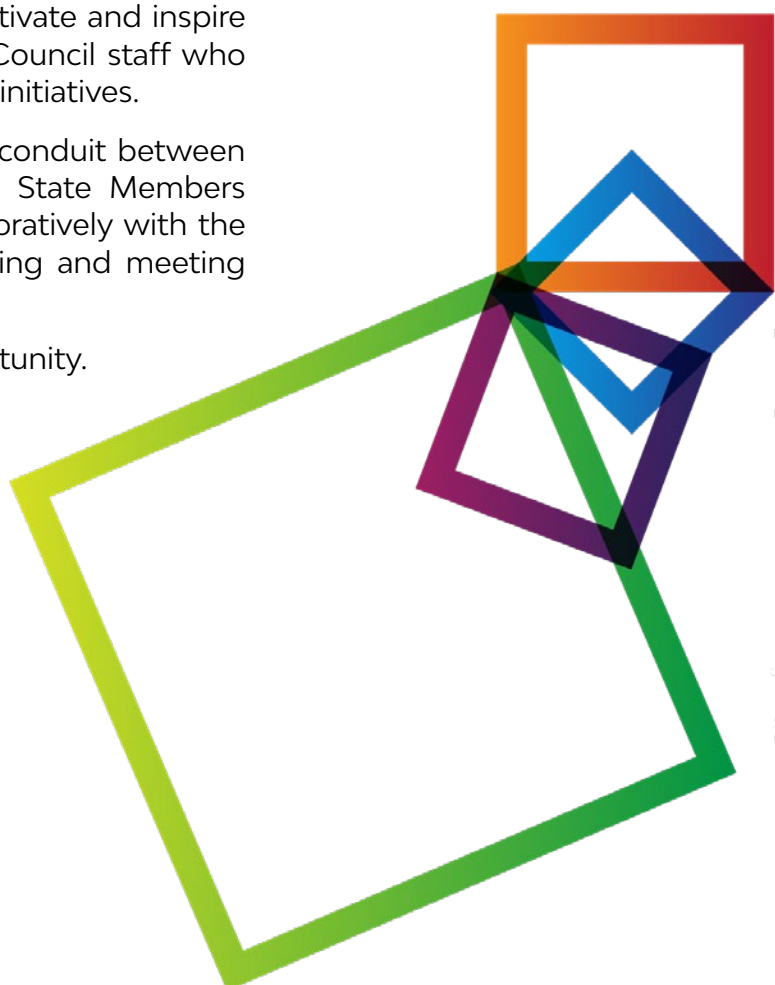
The Executive Officer will be expected to act as a conduit between member Councils, government officers and local State Members on regional matters. They will need to work collaboratively with the other 13 Joint Organisations in NSW, communicating and meeting occasionally with the Chairs and Executive Officers.

I invite you to make application for this career opportunity.

Working closely with the Mayors and General Managers you will help shape the culture of the organisation and deliver service excellence to the region.

**Councillor Gordon Bradbery**

**Lord Mayor, Wollongong City Council**  
**Chair, Illawarra Shoalhaven Joint Organisation**





# Executive Officer

## Candidate Information Package

**The Illawarra Shoalhaven Region covers an area of 5,800 square kilometres and has a current combined population of 428,727.**

The Regions within the Illawarra Shoalhaven Joint Organisation (ISJO) include the Illawarra and the Shoalhaven. The former is known for its industry, mining and marine activities, as well as having a significant tourism industry.

The latter is known for its tourism opportunities and natural features. The regions are undergoing considerable growth with extensive road network upgrades increasing accessibility which in turn increases the desire to enjoy the region's unique lifestyle. It is estimated that the population will increase to 504,910 over the next 20 years.

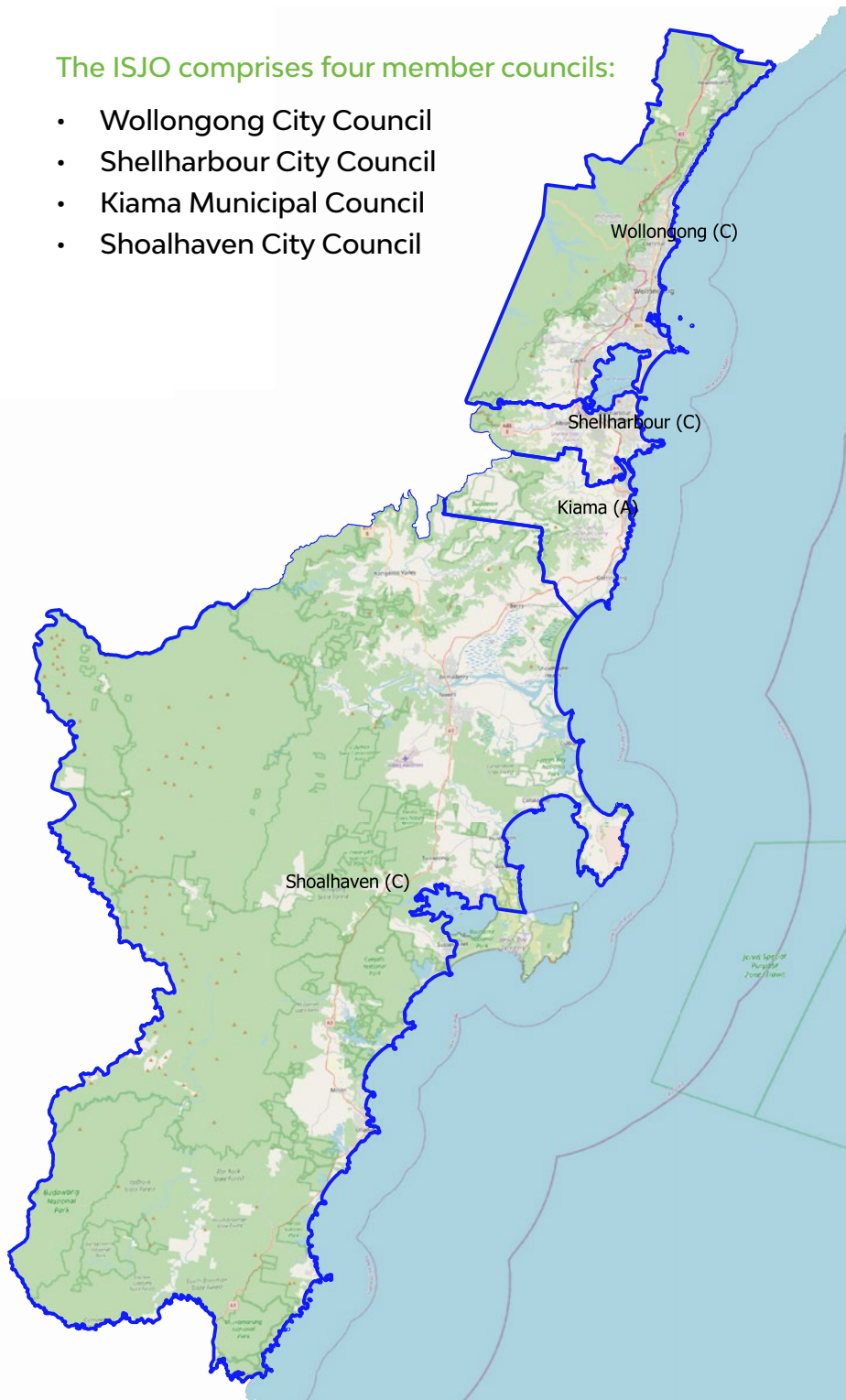
Joint Organisations are an initiative of the NSW Office of Local Government and provide the opportunity for councils, state agencies and other stakeholders to work collaboratively at a regional level to deliver shared priorities and outcomes to the communities they represent.

**The Core Functions of the Joint Organisations are:**

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Regional leadership and advocacy

**The ISJO comprises four member councils:**

- Wollongong City Council
- Shellharbour City Council
- Kiama Municipal Council
- Shoalhaven City Council





The ISJO Board provides direction and controls the affairs of the Joint Organisation in consultation with the Executive Officer.

The Board is made up of:

- The Mayors of each member council
- One additional councillor voting representative as nominated by each member council
- A non-voting representative of the NSW Government
- The Chief Executive Officers/General Managers of each member council are non-voting representatives on the Board.





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### **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 Key Regional Priorities are:**

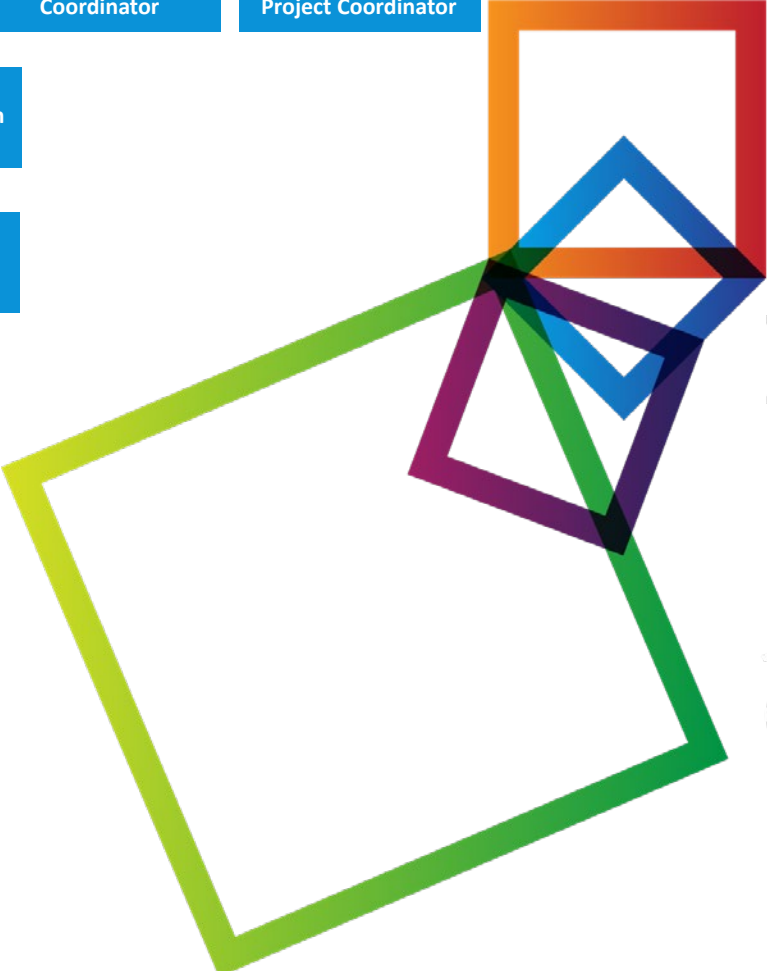
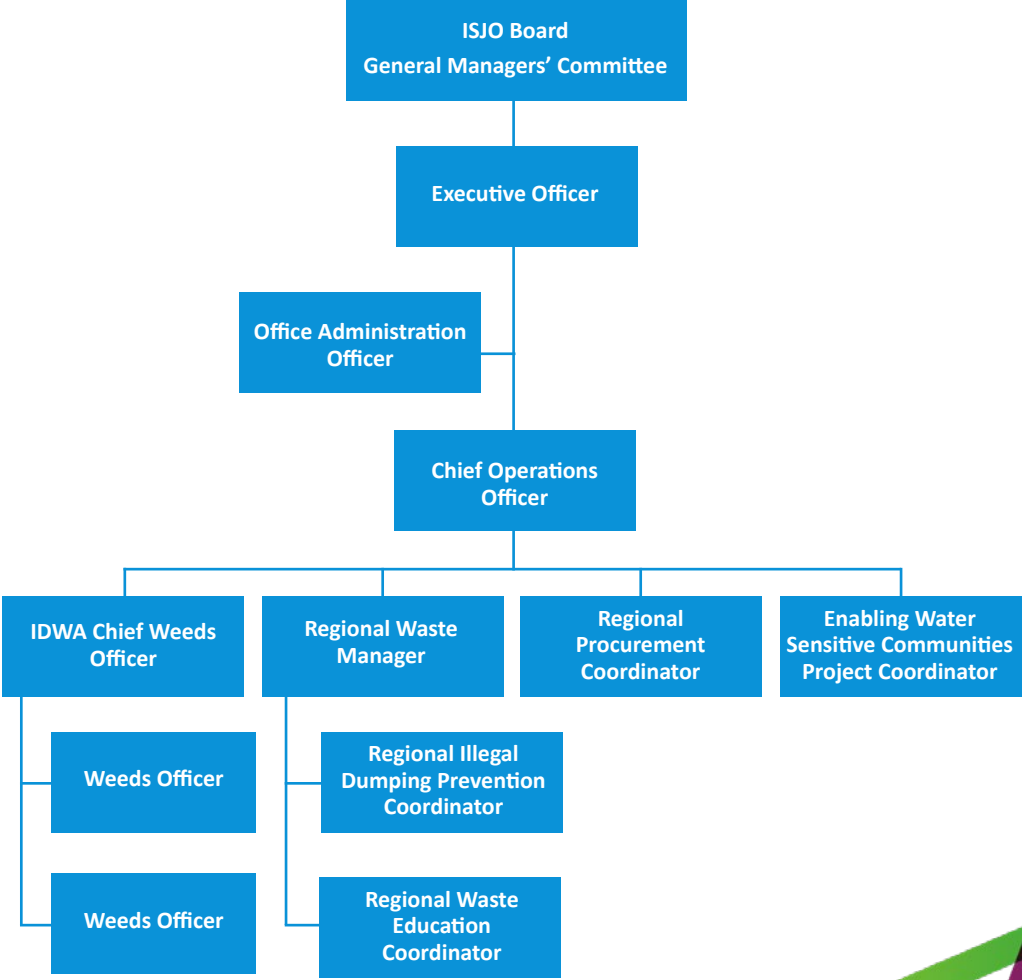
**Connectivity, Jobs Growth,  
Livability, Environment.**

The ISJO is committed to integration of digital technology into its physical landscape and operating systems to unlock its collective intelligence and enable the creation of a thriving sustainable and inclusive place, now and for the future.





## ISJO's Structure





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## Executive Officer

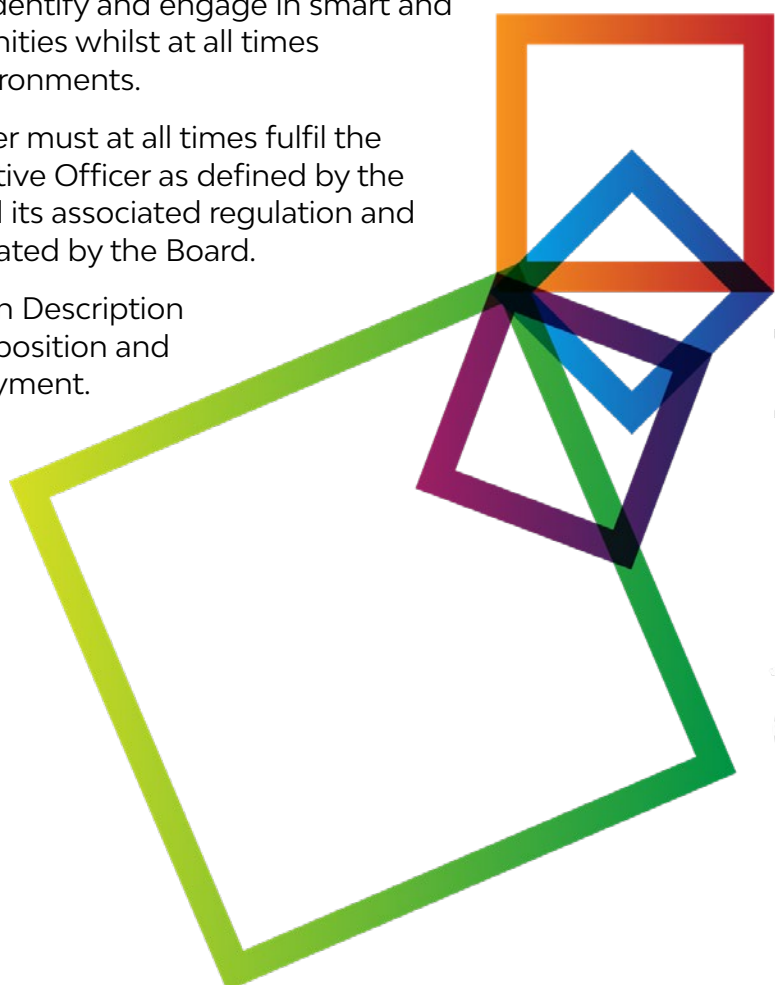
The primary purpose of the role of Executive Officer ISJO is to effectively and efficiently lead and manage the organisation to achieve both long and short term strategic objectives and priorities as set by the Board.

To be successful in applying for this position, the candidate must:

- Have had extensive experience in a senior leadership role and display the ability to think strategically and lead and manage staff
- Understand the importance of regularly engaging with and updating the Board and CEOs/General Managers regarding performance, identified key priorities and shared service functions and activities.
- Possess excellent communication, advocacy, negotiation and influencing skills
- Be politically astute and demonstrate the ability to work in a consultative and collaborative manner with all levels of government agencies and other relevant stakeholders.
- Demonstrate the ability to effectively manage both the financial and operational requirements of the organisation to achieve practical and sustainable outcomes
- Demonstrate the ability to identify and engage in smart and targeted advocacy opportunities whilst at all times understanding political environments.

In addition, the Executive Officer must at all times 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.

Please see the attached Position Description for full details in relation to the position and terms and conditions of employment.





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## Recruitment Process

Applications are invited from suitably qualified and experienced candidates for the position of Executive Officer, ISJO.

### How to apply

**Online at <https://shellharbour.applynow.net.au/jobs/ISJO400>**

Applications must include

- Your current CV outlining your work history and significant career achievements relevant to the role.
- Your qualifications relevant to the role.

Shortlisted candidates will be selected to attend an interview with the Interview Panel. Pre employment requirements will include:

- Reference checks
- Proof of ability to legally work in Australia
- Police/criminal history check
- Verification of academic qualifications

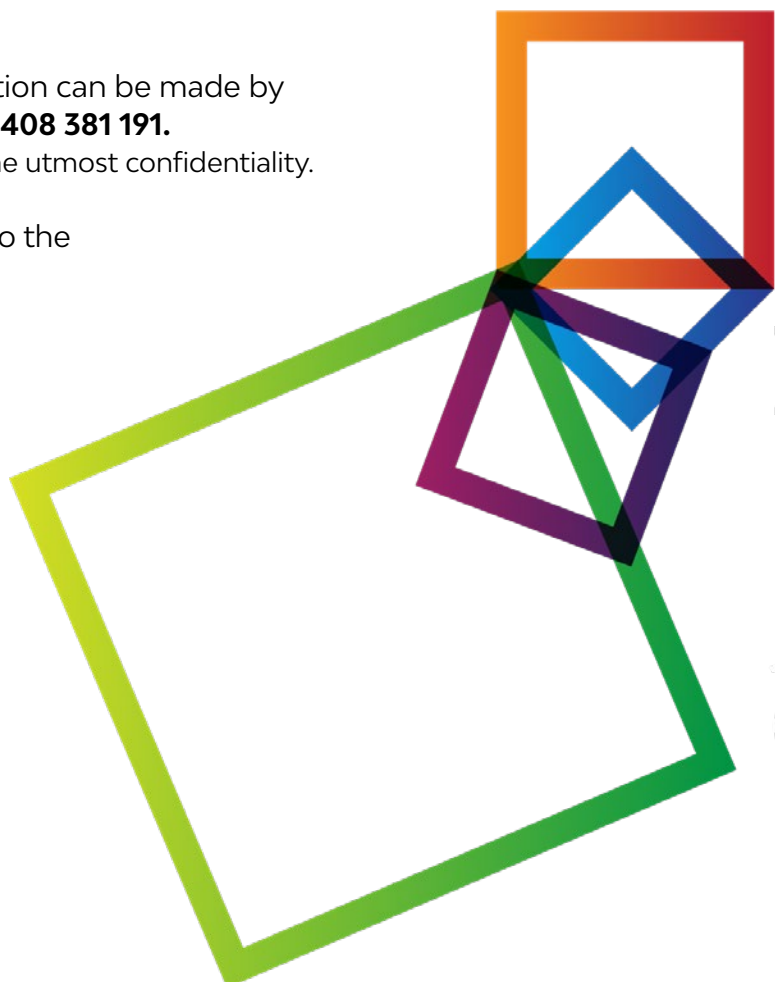
### For more information

Enquiries in relation to the position can be made by contacting **Noleen Jessup on 0408 381 191**.

All enquiries will be treated with the utmost confidentiality.

Further information in relation to the ISJO can be found at

**[www.isjo.org.au](http://www.isjo.org.au)**





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