



POSITION DESCRIPTION

Our Values



Position title:	Executive Officer
Position code:	2563
Section:	Chief Financial Office
Position reports to:	Chief Financial Officer
Band and level:	3/3
Salary grade:	Market
Staff management:	No
Budget responsibility:	No

Primary function of the role

The Executive Officer provides a range of high-level executive, secretariat and project support services to the Chief Financial Officer, including providing advice, managing communications, supporting business improvement and continuity initiatives, and supporting the achievement of the Chief Financial Officer strategic and operational objectives.

The Executive Officer will partner with staff and managers to create an environment and culture that contributes to continuous improvement as an integral component of Council and to ensure the delivery of best value services to our community.

Person Description

The right person for this role will:

- Be outcomes focused.
- Be open minded in sharing information and knowledge freely
- Have natural curiosity and a drive for improvement
- Have personal integrity and take responsibility.
- Maintain confidentiality, with the ability to discern what should be shared and with whom.
- Possess the ability to prioritise and schedule work and meet deadlines.
- Have excellent time management and organisational skills
- They will embody Council's values.

The Executive Officer

- Has the skills, capability and willingness to analyse problems, evaluate alternatives and present solutions with a focus on collaborative problem solving.

- Engages and consults by means of well-developed oral and written communication skills, with the capability to influence, listen to others, put forward ideas and encourage the views of others to ensure effective outcomes.
- Enjoys complexity, handles ambiguity, and is willing to challenge the status quo to support the Chief Financial Officer as needed.
- Will understand and pro-actively support the priorities of the Chief Financial Officer.

Key responsibilities and performance goals:

Responsibilities		Accountability
Work Health and Safety	Manage and monitor work health and safety responsibilities to ensure compliance with the legislation and regulations that govern the operations within the business areas of the Chief Financial Officer and assist others in the team to implement the relevant policies, procedures and processes.	<ul style="list-style-type: none"> • Make safety an integral part of work; it is everyone's responsibility to implement the expected behaviours of our organisation.
Best Practice and Benchmarking	Achieve excellence through the establishment, management and monitoring of business systems, processes, standards and service delivery benchmarks.	<ul style="list-style-type: none"> • Accept ownership to accomplish new and different requests. • Implement, monitor, and report on strategic, operational and project plans to inform decision making and support the achievement of organisational objectives. • Develop and oversee the implementation and evaluation of administrative practices, systems, and procedures to optimise efficiency and support the achievement of quality outcomes, while promoting the adoption of best practice for finance, human resource management, performance development, IT and procurement. • Explore opportunities to add value to the job.
Governance and Risk	Ensure risks to projects and service delivery to business units are identified and managed.	<ul style="list-style-type: none"> • Align service delivery to meet the Delivery Plan and Community Strategic Plan outcomes for the organisation. • Project risks are identified on the corporate risk register with appropriate mitigation strategies. • Be actively engaged in the governance requirements of Council and ensure transparency and ethical practices at all times.

Responsibilities		Accountability
Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external) related to service delivery.	<ul style="list-style-type: none"> • Drive an outcome focused, customer service approach in all interactions. • Act as a Chief Financial Officer point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
People	Promote team harmony.	<ul style="list-style-type: none"> • Demonstrate accountable, affiliative, and constructive behaviours in all interactions. • Commitment to fostering and participating in a positive team environment. • Facilitate mutually respectful and strong collaborative relationships particularly focusing on the development and well-being of our Aboriginal and Torres Strait Islander staff.
Drive Innovation	Be part of a culture that inspires people to generate innovative solutions	<ul style="list-style-type: none"> • Facilitate the identification, analysis, and implementation of improvement initiatives as part of the annual, four and 10-year business planning cycles. • Identify business inefficiencies and assist in the development and implementation of organisation-wide improvement plans/ programs. • Track progress of business improvement projects to ensure completion in accordance with agreed timelines and report on project milestones and outcomes. • Initiate utilisation of technology to ensure single source of the truth. • Network with peers and other government agencies/ industries to continue to generate business improvements.
Communication and Consultation	High level of written, verbal and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"> • Represent and speak for the Chief Financial Officer with a range of internal and external stakeholders • Provide clear concise information. • Prepare, manage and review the provision of high-level communications and sensitive and complex correspondence, including briefings, reports, business cases, proposals, submissions, speeches and notes to ensure the quality, comprehensiveness, accuracy and timeliness of written information. • Research and prepare strategic advice, information and reports on diverse and complex policy, planning and

Responsibilities		Accountability
		<p>operational matters to facilitate informed decision making and planning.</p> <ul style="list-style-type: none"> • Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation. • Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans. • Liaise with internal stakeholders and develop relationships to leverage innovative solutions.

Key challenges

- Anticipating and addressing contentious issues and providing accurate advice on complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.
- Developing and presenting effective solutions to sensitive, multifaceted problems within tight timeframes and where there may be little or no precedent; ensuring that emerging priorities are dealt with accurately and expeditiously.

Entry Level Qualifications: Skills and Experience

Qualifications, certificates and licences

- Qualification in business, leadership, project management or related discipline along with technical knowledge, expertise, skills and proven experience in a similar role.
- Current Class C Drivers Licence.

Experience, skills and knowledge

- Transferable experience in the provision of organisational business and project support activities.
- Demonstrated understanding of business improvement methodologies and their application in complex settings.
- Demonstrated extensive experience and ability to deliver services aligned to the business activities of the team.
- Ability to initiate, influence and manage change to achieve positive outcomes.
- Ability to report on project and plan progress and outcomes clearly, concisely, and accurately to Council and other stakeholders.
- Demonstrated high level communication skills, particularly with respect to presenting reports, preparing business cases and other written material.
- Demonstrated ability to work independently, to meet deadlines and have a high level of initiative.
- Demonstrated high level of skills in problem solving, decision making, sound judgement and analysis.
- Demonstrated experience in working collaboratively with peers to ensure consistency in the achievement of organisation objectives (multi-skilling, information and resource sharing).
- Demonstrated experience in building and managing constructive professional relationships with a diverse range of internal and external stakeholders.

- Sound business planning, organisational, financial and high-level report writing and administrative skills.
- Proven high degree of personal integrity, emotional intelligence, flexibility and comfort working with ambiguity while driving towards clarity and solutions.
- Excellent broad ranging computer skills, and an understanding of how IT can be used to improve effectiveness and efficiency, including use and application of computer technology/ software.
- Commitment to and understanding of equal employment opportunity and work health and safety principles and practices.

