

Scenic Rim Regional Council



Position Title:	Chief Executive Officer	Position No:	203000
Directorate:	Office of the Mayor and Chief Executive Officer		
Position Objective:	To lead, direct, manage and control Council's organisation compliant with statutory obligations in an effective and efficient manner in accordance with Council's policies and objectives for the overall benefit of the Scenic Rim Region and its communities.		

Our Values

Communication

We actively promote clear, concise and open discussion between staff, Council and communities.

Respect

We act respectfully to each other, accepting each person's individuality and their role.

Teamwork

We work cooperatively to achieve common goals, drawing on the strengths of each other, in a supportive and safe environment.

Honesty

We act with integrity and when we ask an honest question, we get an honest answer.

Accountability

We accept ownership of our role and responsibility for our actions.

Trust

We build strong relationships that we believe in and rely on.

Staff worth

Our actions demonstrate that our people matter.

Quality

We have pride in whatever we do, and strive to do it well.

Responsibilities

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated with Council's Operational and Corporate Plans. Without limiting the above, the key responsibilities of the position holder shall include:

- To pursue Council's vision through the strategic leadership of the Executive and Management Teams to ensure implementation of strategic initiatives. Success will be evidenced for the community in a Council that is financially sound and responsible, with a strong people focused culture that pursues equitable community benefits and is accountable in its service delivery.
- To support the Mayor and Councillors in their search for and articulation of strategic direction through corporate planning and strategic decision making and to be the principal adviser to the elected members on matters relating to overall Corporate and Strategic Management, budgetary programming and organisational considerations.
- To provide strategic leadership to the implementation of Council's Corporate and Operational Plans including the management of Council's Strategic Planning, Long Term Financial Strategy and Annual Budget formulation to ensure that the specified outcomes are achieved.
- To strategically manage corporate relations and networks between Council and other local governments, peak bodies, other levels of government, private and community sectors including the general public and the media to advance Council's interests, effectiveness and influence.
- To provide clarity of performance expectations for the guidance of executive level employees.
- To provide leadership and direction to the Executive and Management Teams in the interpretation and implementation of Council policy and programs as well as goal setting, program formulation and planning, performance review and corporate communication, consistent with Council's strategic and policy imperatives.

Accountabilities

The Chief Executive Officer shall be accountable to the Council through the Mayor to whom the Chief Executive Officer shall report in respect of the following matters:

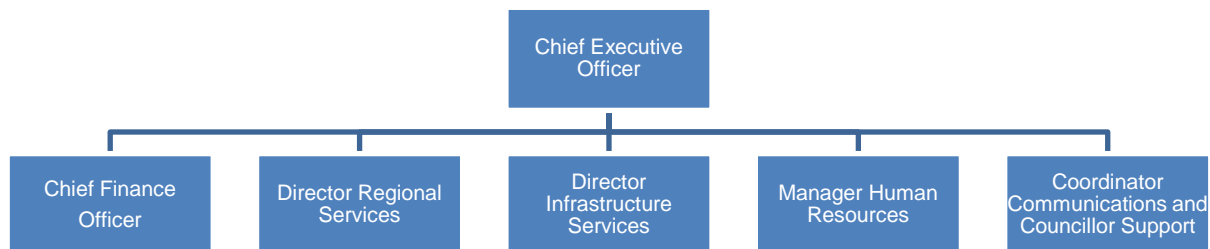
- Overall liaison and coordination across Departments to bring about an effective corporate approach to the attainment of Council's corporate objectives and the implementation of all programs.
- The acquisition, organisation, control and effective utilisation of human, physical and financial resources used to pursue the organisation's role.
- Continuing positive responsiveness to customer groups and the community in general in the carrying out of programs.
- The health and safety of staff within the organisation and of contractors and the public at large in respect of any risk to health or safety in accordance with Workplace Health and Safety legislation.
- The attainment of budget targets both in terms of output and economy.
- The effective implementation of Council policies and decisions taken by Council.
- The creation, implementation and ongoing review of Council's operational plans aimed at achieving the corporate objectives and co-ordinating all efforts of the programs undertaken by the Departments of Council to this end.

Accountability of the Chief Executive Officer shall be managed by the Mayor through Council's Executive Performance Management Scheme, which shall also provide opportunity to recognise achievement and encourage professional development.

- Demonstrate and develop a spirit of collaboration, cooperation and respect, with and within the organisation, for the achievement of Council's aims and objectives.
- Comply with Council's Code of Conduct, management directives and policies and procedures.
- Demonstrate commitment to Equal Employment Opportunity, Diversity and merit principles.
- Sponsor and promote a high quality customer service focus for the community.
- Ensure compliance with Council's Information Privacy Plan.

Organisational Relationships

- Responsible to the Council of the Scenic Rim Region through the Mayor.
- Direct reports to this position are indicated in the following organisational chart.



Extent of Authority

- The Chief Executive Officer has standing authority to exercise the powers, discretions and judgments as are normally expected of a local government Chief Executive Officer in Queensland together with the delegations specified by relevant legislation and specifically set forth in Council's Register of Delegations.
- The Chief Executive Officer shall be the principal adviser to the Mayor and the Council on matters relating to overall corporate and strategic management, budgetary programming and organisational considerations and shall proactively advise the Mayor and Councillors in relation to matters of strategic importance for the ongoing and long term viability of Council.

Delegations

The Chief Executive Officer represents the Council in all areas of executive management, and has responsibility for the implementation of major change programs to improve efficiency and service.

The Chief Executive Officer has a general delegation to command the resources of the Council toward the attainment of Council's corporate objectives within the bounds of lawful authority and budgetary allocations.

Core Competencies

Qualifications and Experience

- The Chief Executive Officer shall hold tertiary qualifications in a relevant discipline of Public Administration OR Management OR Business Administration; (OR equivalent experience - minimum eight years senior leadership with strategic accountabilities) and such other qualifications in management as would be advantageous to the carrying out of the duties of the Chief Executive Officer in a regional local government.
- Minimum of five years leading improved performance delivery in a medium sized organisation, indicatively in Services or Technical Services focussed contexts.

Personal Attributes

- Highly developed interpersonal and social skills, so as to develop genuine and credible relationships with all stakeholders (ideally based on well-developed Emotional Intelligence to understand, empathise and negotiate with other people).
- An outstanding communicator and presenter, demonstrating a high level of professionalism and political astuteness and the ability to engage with a wide range of stakeholders.
- An enthusiastic leader who uses highly developed persuasive and influential skills with a participative and inclusive management style to be able to motivate staff to achieve results.
- High level of skill in achieving settlement or agreement between parties with differing views or opposing objectives.
- Demonstrated ability to be imaginative and encourage innovation.
- A passion for building a team based culture, fostering positive staff relationships and a focus on customer service.
- High standards of personal and professional ethics and integrity.
- Well-developed analytical, critical thinking and problem solving agility.

Organisational Culture and Transformation

- Identify and act on opportunities to strengthen the economy, development and the environment of the Scenic Rim Region.
- Proven track record in the pursuance of the delivery of quality services, including setting high standards and a strong customer focus.
- Sound knowledge of and the demonstrated ability to apply the principles underlying organisational change, with an emphasis on equity, effectiveness, participation, responsiveness and accountability.
- Demonstrated ability to motivate, encourage and direct the efforts of others towards the completion of plans and achievement of determined objectives, in an environment which provides ongoing personal development opportunities for individuals.
- Ability to regularly assess global, national, regional and local environments, evaluate customer needs and identify opportunities for facilities and service improvement.
- Demonstrated ability to lead and implement a process of ongoing culture and leadership improvement in a change environment to fully engage discretionary effort.
- Demonstrated ability to identify and action change to ensure efficient and effective systems and procedures are in place to support all operations and the regular review thereof.

Strategy & Leadership

- Strong attributes associated with strategic leadership and a demonstrated record of achievement, related to the overall attainment of excellence in an executive position within a medium and highly diverse organisation.
- Excellent ability in policy formulation, articulating both strategic direction and implementation techniques.
- Demonstrated effectiveness in the development, motivation, coaching and support of staff to achieve objectives.
- Strong leadership evidenced by previous experience in delivering an innovative and creative approach to team management which has resulted in improved business performance outcomes.
- Demonstrated skill in developing and maintaining effective strategic alliances and networks in an inter-governmental context, including community engagement and responsiveness in dealing with issues of public or legal sensitivity.
- Demonstrated ability to work collaboratively with elected members in achieving corporate outcomes and in policy formulation.
- Excellent advocacy, diplomacy, tact and public relations skills including the ability to make difficult decisions and be an effective problem solver.
- Results oriented high level financial management acumen, including the development and delivery of financial efficiencies.

Knowledge and Understanding

- Knowledge of the Queensland *Local Government Act* and other legislation as it relates to local government; OR demonstrated capacity as an agile learner.
- Sound understanding of the challenges facing local government in Queensland; OR Demonstrated capacity to analyse and interpret strategic and operational contexts for decision making.
- Sound knowledge of issues facing Council including political, legal, social, economic, planning and environmental.
- Sound knowledge and understanding of the legislative framework within which a Council operates, or the capacity to quickly identify and respond to those requirements.