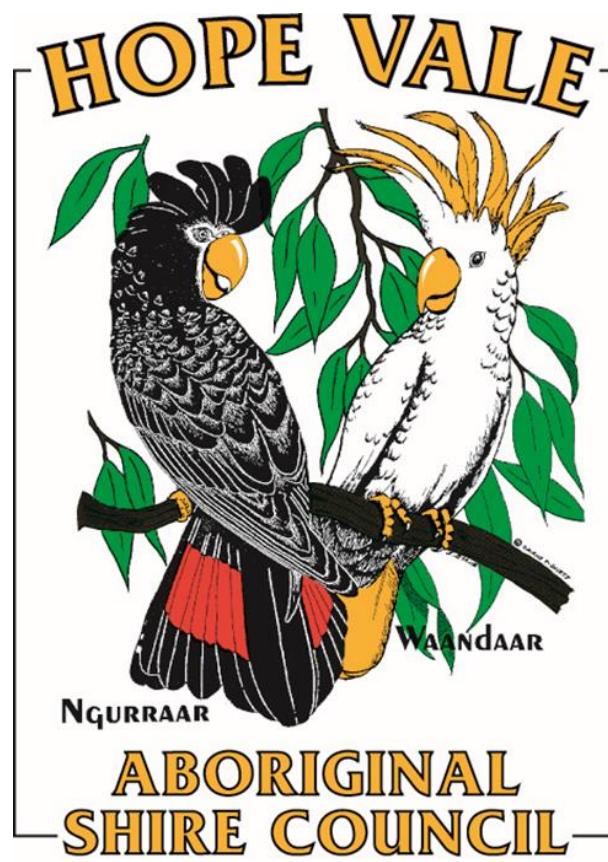


**Chief Executive Officer**  
**Hope Vale Aboriginal Shire Council**



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## THE SHIRE

Hope Vale located 46 km north of Cooktown and 370 km north of Cairns was established as a Lutheran Mission in 1949. The Aboriginal people from Hope Valley and Bedford Missions were settled here.

The magnificent land surrounding Hope Vale covers freshwater springs, palm tree lined rivers and beautiful bright sand dunes. Hope Vale itself is made of rich red soil. The unique coloured sands near Elim displays shades of yellow, black and red.

Land in the Shire (totalling 110,000 hectares) is made up of parcels that are Deed of Grant in Trust (DOGIT) tenure under the trusteeship of the Council for the town designated DOGIT, land under the trusteeship of the Hope Vale Congress Corporation and small block of freehold, a part of which has been subdivided to provide a subdivision for freehold residential allotments



## DOING BUSINESS IN HOPE VALE

Hope Vale has a range of facilities available to residents and visitors. These include:

**Community:** Child Care Centre, Community Justice Group, Commonwealth Home Support Program, PCYC

**Education:** Kindergarten, Primary School

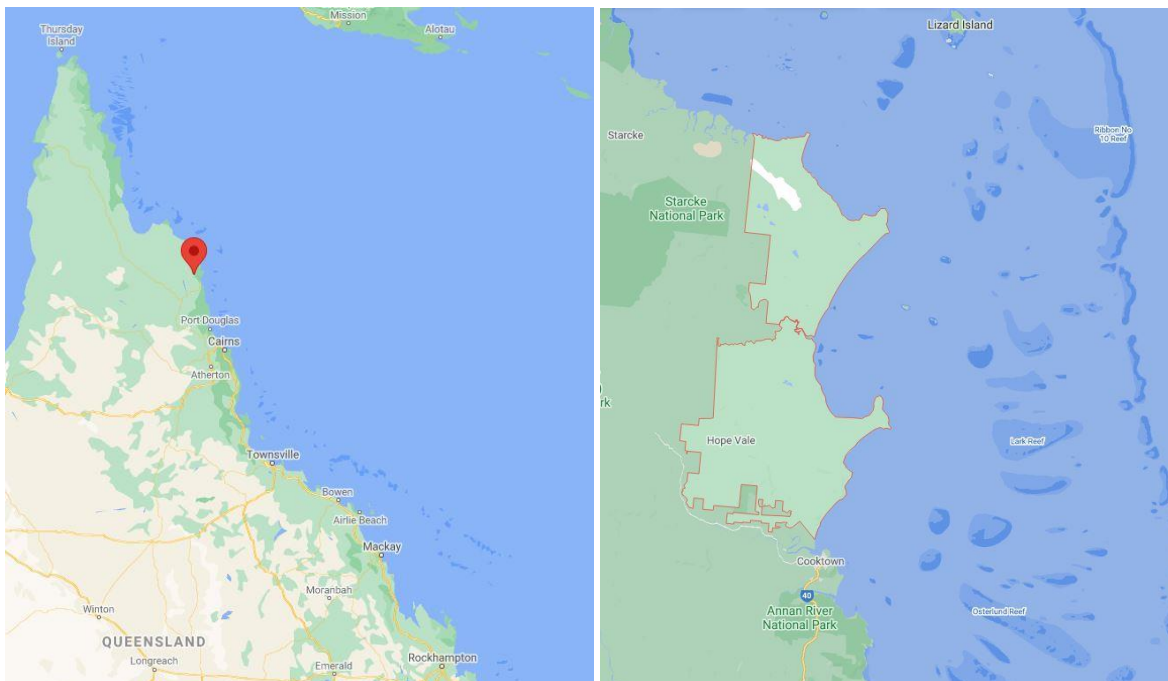
**Facilities:** Radio Station (107.7 FM), Conference/Meeting Rooms, Indigenous Knowledge Centre (Library), Lutheran Church, SES & Rural Fire Service, Multi Purpose Centre, Football Field, Aquatic Centre and Airstrip

**Health:** Hospital – Health Centre, Aged Care Hostel, NDIS Service, Well Being Centre, Men's Shed

**Retail:** Supermarket (inc. ATM), Service Station, Take Away Food Outlet, Café, Post Office, Bait and Tackle Shop

**Tourism:** Art & Culture Centre, Elim Camp Ground,

**Government Services:** Police Station, Centrelink Agency, Department of Housing & Public Works, My Pathway (Jobs Centre)





## THE ORGANISATION

The Hope Vale Aboriginal Shire Council consists of the Mayor and four (4) councillors who are elected by the residents of Hope Vale for a four (4) year term.

The Executive Management Team is made up of the Chief Executive Officer and senior managers in the following areas.

- Finance
- Social Services
- Operations

The annual budget for the Council is approx. \$18 million with a staff establishment of around 80 people.

Council prides itself on its governance and financial management practices. In this regard, it has been able to achieve a low-risk financial sustainability rating for the past 10 years and has been able to finalise annual financial statements signed off by the Queensland Audit office in late July/early August for the past 10 years as well.

Council has been able to establish good business practices in its operational areas and maintains Principal Contractor status for all building construction works and civil construction works undertaken by Council in Hope Vale.

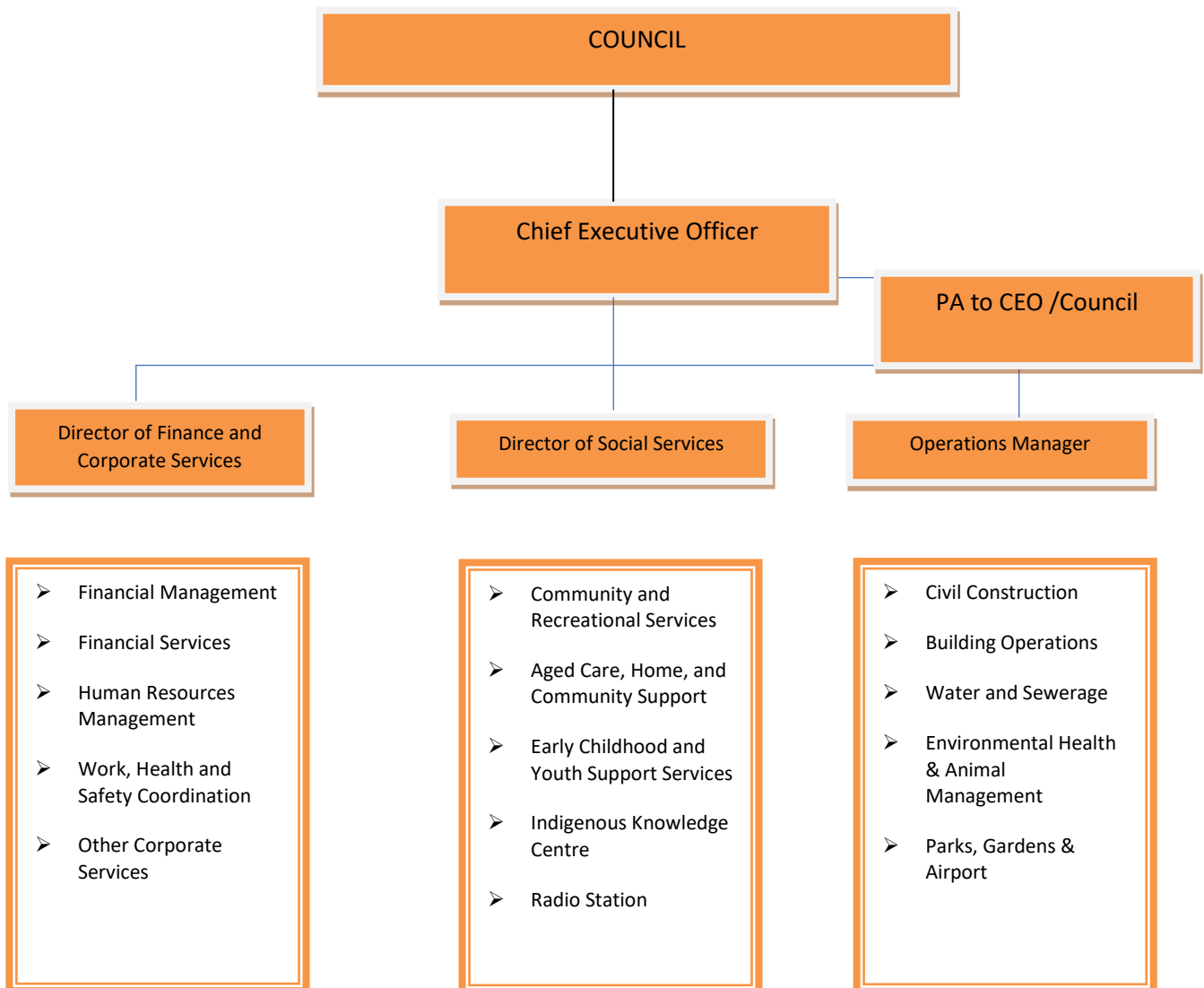
Other services provided by Council from a social perspective include an Aged Care Facility, Commonwealth Home Support Program, NDIS Connector Service and a Child Care/Day Care Centre.

Further information about Council and Hope Vale can be found on Council's website [www.hopevale.qld.gov.au](http://www.hopevale.qld.gov.au)



## ORGANISATION STRUCTURE

### HOPE VALE ABORIGINAL SHIRE COUNCIL



## CEO POSITION DESCRIPTION

**POSITION TITLE:** Chief Executive Officer (CEO)  
**AWARD:** Contract Position  
**REPORTS TO:** Mayor and Council

### 1.0 Purpose of the position

Accountable to Council, the Chief Executive Officer (CEO) is Council's principal staff officer, exercising overall management responsibility for Council's operations.

#### a) *Position Objectives*

The CEO:

1. acts as the primary link between councillors and the organisation and is responsible for providing assistance to Councillors in developing policy;
2. provides leadership to staff in achieving Council objectives;
3. oversees the financial management of the Council;
4. communicates and promotes Council's policies to the community.

### 2.0 Responsibilities & Duties

#### Managing Council Relationships

- Provide advice, policy development and decision making support to Council.
- Ensure implementation of Council resolutions, policies and decisions.
- Provide development opportunities for councillors

#### Organisation and Operations Management

- Provide leadership and co-ordinate departmental operations and performance.
- Ensure output is monitored and services provided in an efficient cost –effective manner
- Development, review and maintain Council's corporate plan
- Develop and maintain organisational structures to achieve Council's objectives
- Provide organisation change leadership and support.
- Ensure development and maintenance of appropriate systems, procedures and performance standards.

#### Financial Management

- Advise Council of financial implications of policy determinations.
- Exercise management oversight of Council financial operations
- Ensure appropriate financial planning
- Ensure financial systems and controls are maintained and financial targets are achieved.

## **Human Resource Management**

- Ensure human resource management plans, systems, procedures and programs are developed and implemented.
- Promote teamwork and development and maintain positive work relations and appropriate organisation culture.

## **Public Relations**

- Communicate and promote Council's policies to the community it serves
- Ensure services, communications and dealings with staff with the public and external bodies is of high standard.

## **Other**

Such other duties as a reasonably allocated to the Chief Executive Officer

## **3.0 Required Skills and Knowledge ( Key Selection Criteria)**

The successful applicant will have:

### **Skills**

1. High level of interpersonal and communication skills
2. High level of research and reporting skills
3. High level of time management skills
4. High level of supervision skills
5. High level of strategic planning skills, including service delivery planning, human resource planning, asset management planning and long-term financial planning
6. Good computing Skills

### **Knowledge**

1. Sound knowledge of Quality Assurance Principles
2. Extensive knowledge of State and Commonwealth legislation affecting local government, local laws and commercial law and practices
3. Comprehensive knowledge of industrial law, and good human resources management practice (including Workplace Health and Safety)
4. Comprehensive knowledge of meeting procedures and minute preparation

### **Essential Experience**

1. Sound judgement and demonstrated ability to operate effectively in a political environment
2. Demonstrated leadership, motivational, complaints and supervisory skills
3. Current drivers' licence (minimum Class C)

### **Preferred / Desirable Experience / Qualification**

1. Tertiary qualifications in a relevant discipline and/or significant local government experience at an executive or senior level
2. Previous experience in working in remote communities with a good understanding of issues relating to Indigenous communities and indigenous Local Government.



### 5.0 Workplace Health and Safety

- All appropriate actions are taken to implement and attend to all WH & S policy, procedures and legislative requirements
- Participate in WH & S training as required.

In conjunction with Council Management Team and Supervisors

- Ensure all work injuries and incidents including near misses are investigated and recorded and that preventative strategies are developed and actioned.
- Ensure consultation with employees and employee WH& S representatives on all or workplace changes which affect health and safety of staff.

### 5.0 Organisational Relationships

**Internal Liaison:** This position will liaise with Councillors, Executive Management Team members and a wide range of Council personnel

**External Liaison:** The position may liaise with any or all of the following – Local, State and Federal government agencies, Local Government representative bodies, Community organisations, business professionals and general public.

### 6.0 Physical Requirements

Work is primarily within the Council Administration office with visits and inspections of Council infrastructure. Therefore, reasonable physical health is required.

### 7.0 Equal Employment Opportunity

Hope Vale Shire Council strives to provide Equal Employment Opportunities through its Policies to:

- Ensure all Council work environment is free from Harassment, discrimination and bullying
- Ensure that staff adhere to Council's Policies, Procedures and legislation in regard to EEO.

### 8.0 Employment Related Police Checks

Hope Vale Aboriginal Shire Council has a Duty of Care to its clients, employee and general public for their Personal Safety and Wellbeing. Therefore, any person in a position with direct contact client contact will be required to undertake a pre-employment Police Check.

These Checks will be conducted for positions across areas of Council including:

- Aged Care
- Family day care and children's services
- Centre-based care services
- Youth services



## CHIEF EXECUTIVE OFFICER RESIDENCE





## CEO RENUMERATION

**The total remuneration package comprises:**

Annual cash salary	\$175,000.00 to \$185,000.00
Annual leave loading	17.5%
Superannuation	Superannuation contributions by Council in accordance with Superannuation Guarantee or Qld Local Government Act as agreed
Accommodation	Fully furnished and air-conditioned house of an executive standard to include internet and electricity charges
Vehicle	Fully maintained vehicle in accordance with Council vehicle policy
Phone and laptop	A mobile phone with reasonable personal use and a lap top computer in accordance with Council policy



## **TIMELINE FOR RECRUITMENT**

<b>Taking Applications</b>	<b>17<sup>th</sup> September 2021</b>
<b>Closing Date for applications</b>	<b>11<sup>th</sup> October 2021</b>
<b>Shortlisting of candidates for Interview and arrange Panel Interviews for first round.</b>	<b>12<sup>th</sup> October 2021 – 20<sup>th</sup> October 2021</b>
<b>First round interviews</b>	<b>Early November</b>
<b>Final Interviews if required and offer. Reference checks will be completed prior to final interview</b>	<b>Late November</b>
<b>Proposed commencement date</b>	<b>Mid January</b>