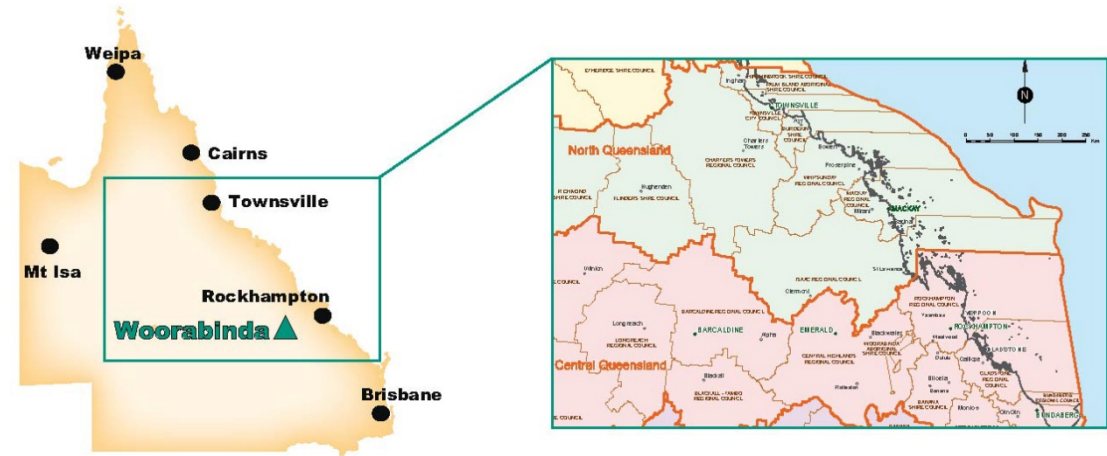




Chief Executive Officer Woorabinda Aboriginal Shire Council

About Woorabinda

- Woorabinda is located 170km south-west of Rockhampton and covers an area of 391.2 square km. The Shire has a population of 928. Woorabinda means "kangaroo - sit down". Woorabinda was established in 1927, and the community was practically maintained and sustained through 'stockwork', that led to the formation of the Woorabinda Pastoral Company. The Woorabinda Local Government Shire consists of 5 parcels of land with a total area of approx. 39,000 hectares which are held by Council under a Deed of Grant in Trust (DOGIT).



- Woorabinda has a pastoral company, a hospital, a community hall, a sports complex, a swimming pool, a general store and a primary school (1928). There are two churches and the Aboriginal Inland Mission has resident lay pastors. Police are stationed within the community and an emergency services base is located next door. An airstrip is located near the town.
- A full settlement history is captured on the website. www.woorabinda.qld.gov.au/visageimages/History.pdf

About the Role

Position Purpose

- To facilitate the effectiveness of Council's decision-making process and implement Council decisions.
- Be accountable for Council's compliance with statutory and legislative requirements.
- Oversee the development of Council-wide planning, revenue generation, performance measurement & improvement systems.
- Demonstrate project & team leadership.
- Champion community engagement, economic development and capacity building.
- Foster innovation, change & continuous improvement.



Responsibilities of the Role

- To build and maintain a mutually beneficial relationship with the democratically elected Mayor and all the Councillors to understand their vision and desire for their community.
- To provide timely and accurate advice to Council to assist decision-making and act promptly in the implementation of Council decisions.
- Provide executive leadership, strategic planning, project management and accountability for the sustainable performance of Council and ensure the effective implementation of Council's governance, legislative and statutory compliance, asset management, land management/ILUA and economic development initiatives.
- Research and pursue opportunities to secure ongoing revenue streams to meet community needs, and resource and oversee the implementation and acquittal of all grants received.
- Advise, direct and liaise with Council to ensure effective medium- and long-term financial planning, statutory and regulatory financial and audit requirements are met, and controls are in place.
- Oversee and guide the performance of the management team in the following areas: Operations, Finance, Procurement, Facilities, Health, Environment, Information Services, and Human Resources;
- Encourage and facilitate a team oriented culture;
- Develop and continually enhance corporate performance management systems, variance monitoring and effective reporting standards;
- Ensure a comprehensive policy framework is maintained across all areas of Council operations.

Key Relationships

- Mayor & Councillors
- Managers
- Supervisors
- Strategic Partners
- Business Representatives
- Federal & State Government Departments
- Community Groups & Forums
- Members of the Public



Decision Making Authority

- The Chief Executive Officer, in accordance with the provisions of the Local Government Act 2009, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.
- The position is accountable to Council in respect of the following matters:
- Efficient and effective attraction, retention and utilisation of resources;
- Researching, identifying and implementing value-adding community services and overall responsiveness to customers in general;
- Health and safety in respect of any risk to health or safety in accordance with Workplace Health and Safety legislation and in accordance with Council Policies & Procedures;
- Liaison and coordination across whole of Council's to bring about an effective and unified approach to the implementation of the Councils Community, Corporate and Operational Plans.



The Person We Seek

- The Council of Woorabinda Aboriginal Shire are looking to engage a CEO, who is a strong communicator at all levels, people friendly and understanding of the desire and objectives of the Woorabinda community. A strong focus moving forward will be on capacity building in the community and mentoring those in the community who would like to make a career in local government.

The ideal person:

- Will form a mutually respectful relationship with the democratically elected mayor and council and work to understand, serve and share their visions for the community.
- Is an experienced Executive Manager in local government environment preferably with Aboriginal Shire experience
- Is strong financial manager with a firm understanding of the requirements for local government.
- Is a strong but understanding leader who has a demonstrated ability and capacity to manage and motivate subordinate staff.
- Has proven experience in finding opportunities, preparing reports, submissions and acquittals relating to government grants.

Conditions

- Executive Salary on offer
- Employer superannuation component 12%
- 35,000km per year full private use of a motor vehicle
- Subsidised Rental
- Electricity Subsidy \$500 / month
- Mobile phone for business use / Subsidy if using own phone
- Relocation package

