

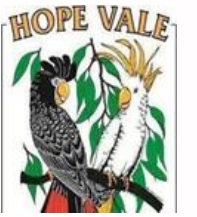


Chief Executive Officer

Hope Vale Aboriginal Shire Council

peak services
Recruitment

Hope Vale Aboriginal Shire Council



HISTORY

This is a region rich in Aboriginal story-places, special geographical landmarks and ancient rock art. Hope Vale was built in the late 1940s and today has a population of around 1,500 people. It was originally a Mission run by the Lutheran Church, who brought Aboriginal people from all over Australia, so now there is a mixture of languages and culture in the community, although Guugu Yimithirr is the language most spoken after English. Cape Bedford and Elim was the original location of the Lutheran Mission founded in 1876. The buildings no longer remain, but a large wooden cross marks the place of the original mission. It is a very beautiful area, and today many Hope Vale people have a shack here and go fishing at weekends. In 2004 the Community Council became a Local Shire under the Local Government Act.

TODAY

Hope Vale Aboriginal Shire Council is administered by a Mayor and 4 Councillors. There are approximately 80 Staff employed by the Council. Council's financial and governance record continues to place the Hope Vale Council in the forefront of local government in Queensland. This is a position that has been acknowledged by the Queensland Audit Office (QAO) and the Department of Local Government.

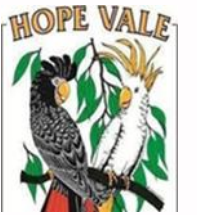
MISSION STATEMENT

Through the practice of good governance and strong leadership, the Hope Vale Aboriginal Shire will:

- Provide quality services
- Be accountable; provide equitable representation; drive change
- Foster growth
- Promote success in a friendly environment and comply with all legislative statutory requirements



Hope Vale Overview



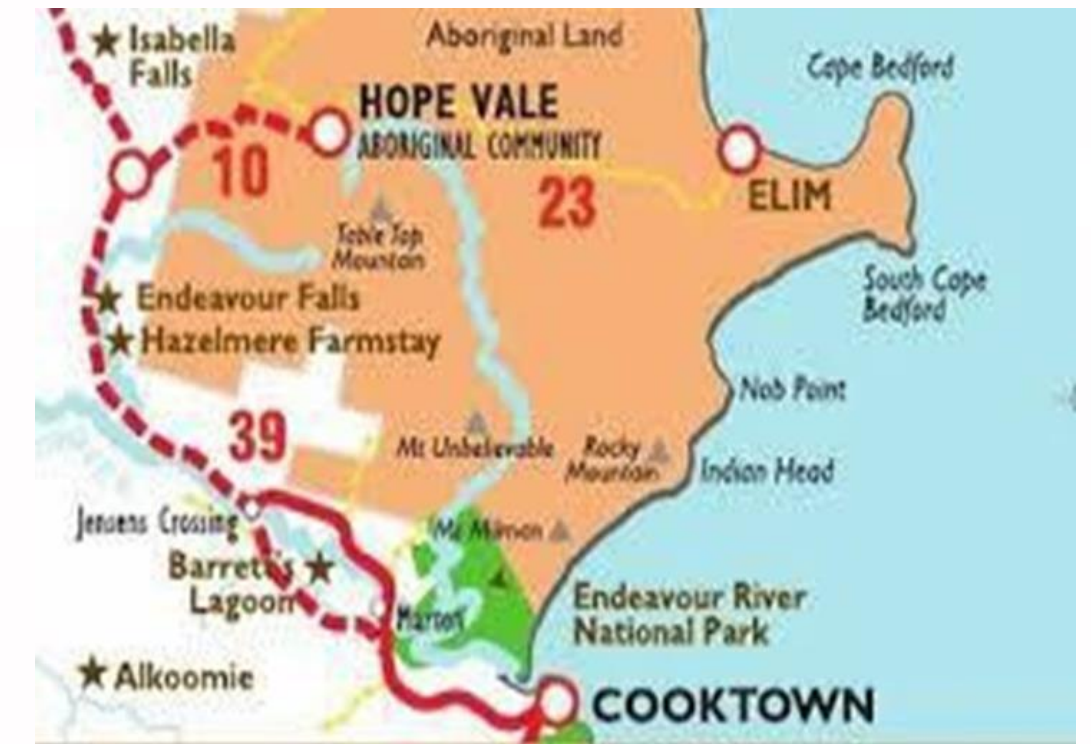
Hope Vale is situated 46 kilometres north of Cooktown and was established as a Lutheran Mission in 1949. The Aboriginal people from the Hope Valley and Bedford Missions were settled here.

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 display shades of yellow, black and red.

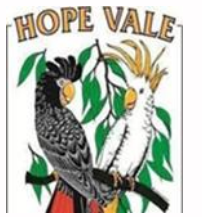
The stunning beach at Elim is home to the famous Coloured Sands, and a popular spot for Hope Vale people, many of whom have a shack here and visit at weekends to go fishing. It is also a popular camping spot, and the Elim Beach campground belonging to Thiithaarr-warra Elder, Eddie Deemal, is right on the water's edge with fabulous views to Cape Bedford, providing the perfect base from which to explore the area.

The mesmerising dune formations of the Coloured Sands are a 300 metre walk along the beach. Driving on the beach should NOT be undertaken in a 2wd vehicle, and only in a 4wd vehicle with extreme caution at low tide.

The drive from Hope Vale to Elim takes about an hour on an unsealed road which winds through white silica sand hills, rugged escarpments and heath lands.



Hope Vale Overview (Cont)



Hope Vale is a remote township, accessible from Cairns by road (4 1/2 hours drive) or a daily passenger air service to Cooktown (40 minutes). Hope Vale township is situated 46km north west of Cooktown and is located in a valley surrounded by tropical native bushland, mountain ranges, pristine coastal and diverse flora and fauna, Hope Vale has a population of approximately 1500 people.

Hope Vale is home to thirteen clan groups who mostly speak Guugu Yimithirr and other related languages, as well English. Hope Vale has a range of community services including:

Community: Child Care Centre, Community Justice Group, Home & Community Care, PCYC.

Education: Kindergarten, Primary School

Facilities: Radio Station, Indigenous Knowledge Centre, Lutheran Church, SES

Health: Aged Care, Health Centre, Disability Services, Well Being Centre, Swimming Pool, Splash Park, Sport Centre

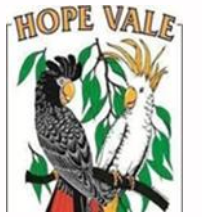
Retail: Cafes, Service Station, Supermarket

Tourism: Arts & Cultural Centre, Elim Camp Ground, Guurrbi Tours, Maaramaka Walkabout Tours

Endeavour Valley Road between Hope Vale and Cooktown is fully sealed, making access for tourists and visitors to Hope Vale a scenic and enjoyable drive.



Making Hope Vale Home



Visitors are warned not to bring any alcohol into the community as part of the Queensland Government's aims at tackling alcohol abuse. Traffickers of such contraband substances may be subject to fines. The government also help the community by giving small one day a week jobs involving community service to deter locals away from boredom and alcohol abuse.

EDUCATION

Hope Vale has a primary (Prep-6) campus of Cape York Aboriginal Australian Academy, which is headquartered at the corner of Thiele and Poland Streets in Cairns.

There is no secondary school in Hope Vale. The nearest secondary school is Cooktown State School in neighbouring Cooktown.

MEDICAL

Hope Vale provides a suite of regular visiting medical, community and allied health services in partnership with other health and social service providers, including diabetes educators, podiatry, pediatricians, hearing health, mental health, maternal, child health, eye specialists, and ear nose and throat specialists. A purpose-built dental suite provides comprehensive dental care to the local community.

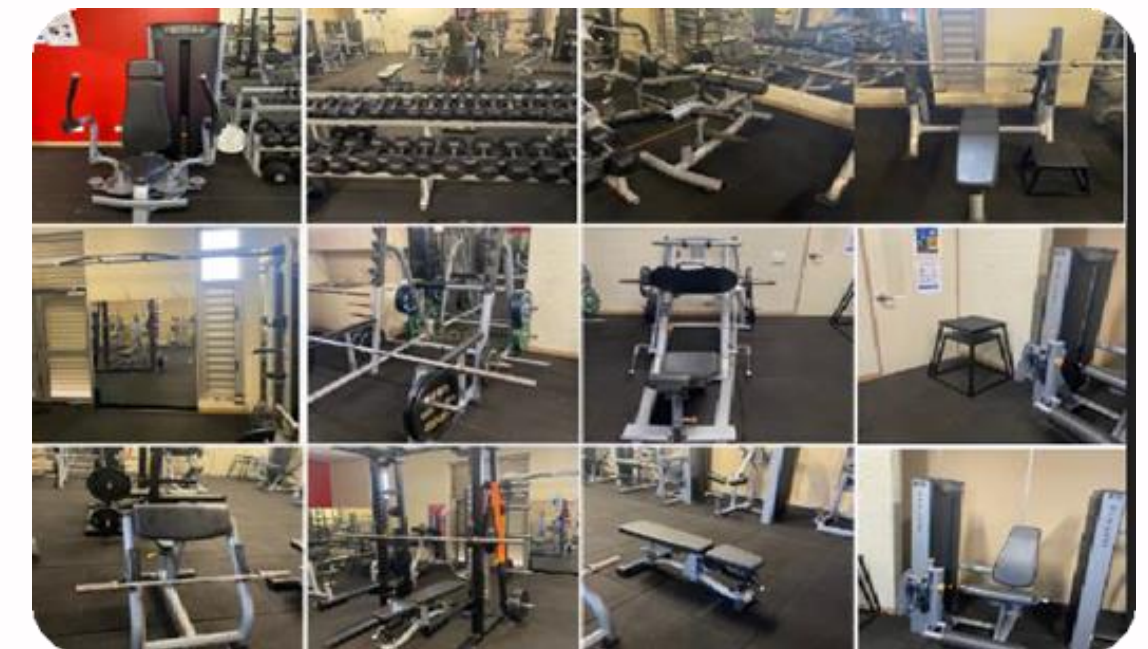
SPORT AND RECREATION

Our Sports and Recreation Program ICSRP aims to achieve:

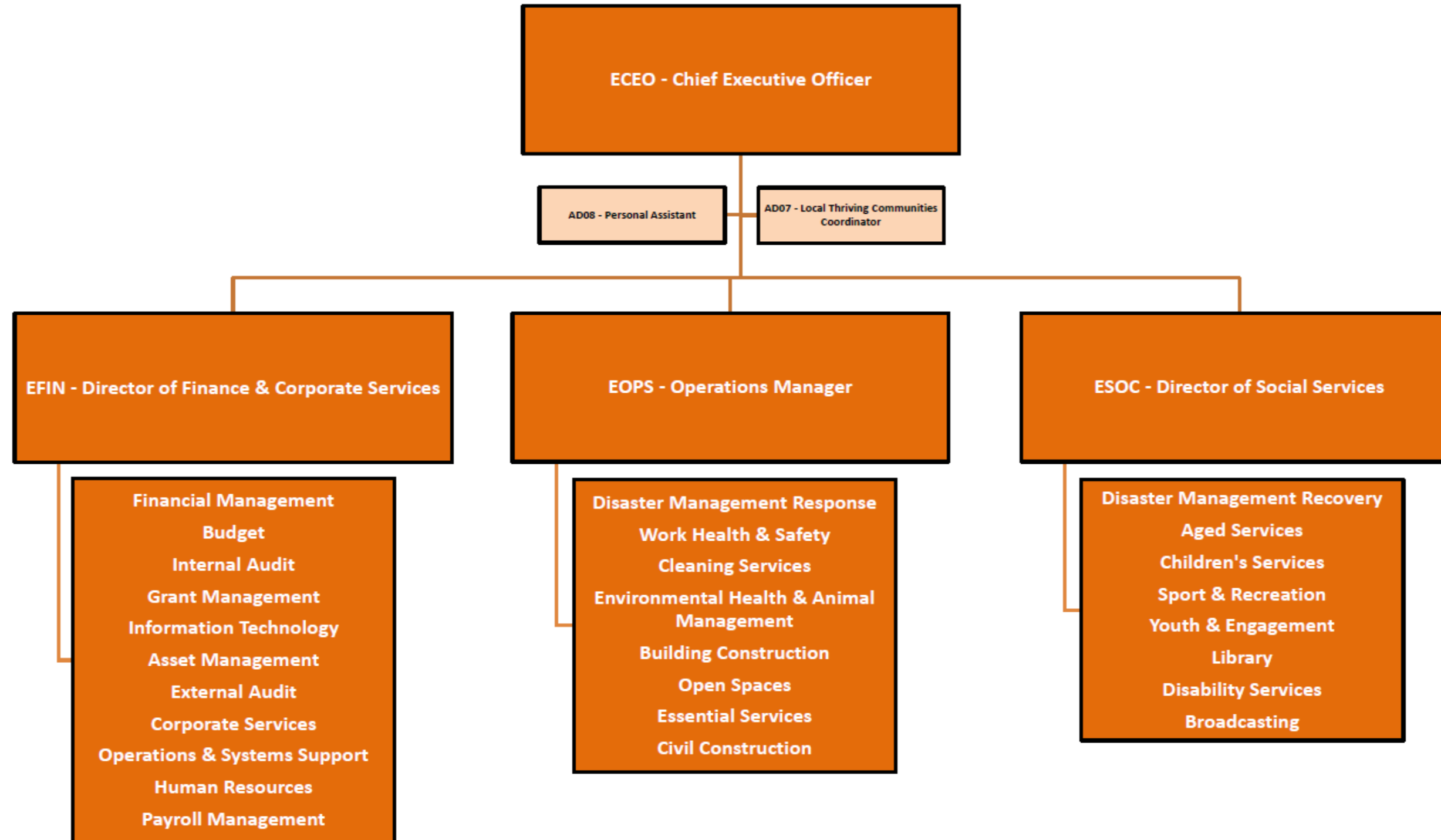
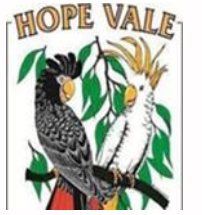
Increased participation (playing and volunteering) of Aboriginal and/or Torres Strait Islander people in sport and active recreation activities in each community.

A quality, sustainable sport and recreation program is delivered in each community (with opportunities for youth and whole-of-community).

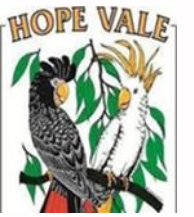
Increased capacity of communities to plan, deliver and manage quality sport and recreation programs appropriate to local needs.



Organisation Structure



Council Information



[Hope Vale Corporate Plan 2018-2023](#)

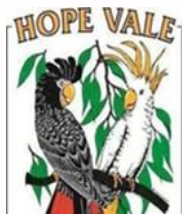
[Operational Plan 2024](#)

[Annual Report and Financial Statements 2022-2023](#)

For further information please visit www.hopevale.qld.gov.au



Chief Executive Officer



Location:	Muni St, Hope Vale
Reports to:	Mayor
Employment Status:	3 Year Contract

PURPOSE

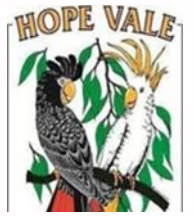
Accountable to Council, the Chief Executive Officer (CEO) is Council's principal staff officer, exercising overall management responsibility for Council's operations.

POSITION OBJECTIVES FOR THE CEO

- Acts as the primary link between councillors and the organization and is responsible for providing assistance to Councillors in developing policy
- Provides leadership to staff in achieving Council objectives
- Oversees the financial management of the Council
- Communicates And promotes Council policies to the community
- Assists the Council in developing and implementing its strategic direction, particularly in the areas of economic and community development.



Responsibilities and 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

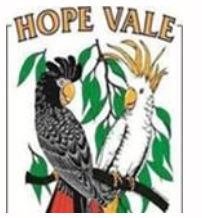
- Provide leadership and co-ordinate departmental operations and performance.
- Ensure output is monitored and services provided in an efficient cost -effective manner
- Development, review and maintain Council's corporate plan
- Develop and maintain organisational structures to achieve Council's objectives
- 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.



Responsibilities and Duties (Cont)



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

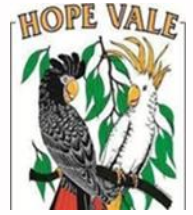
- Communicate and promote Council's policies to the community it serves
- Ensure services, communications and dealings with staff with the public and external bodies is of high standard.

OTHER

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



Required Skills and Knowledge



SKILLS

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

KNOWLEDGE

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

ESSENTIAL EXPERIENCE

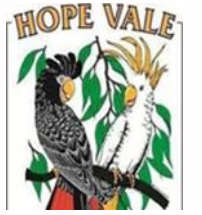
- Sound judgement and demonstrated ability to operate effectively in a political environment
- Demonstrated leadership, motivational, complaints and supervisory skills
- Current drivers' licence (minimum Class C)

PREFERRED/DESIRABLE EXPERIENCE/QUALIFICATIONS

- Highly developed knowledge of the QLD Local Government framework including a comprehensive knowledge of the QLD Local Government Act and Regulations
- Tertiary qualifications in a relevant discipline and/or significant local government experience
- at an executive or senior level
- Previous experience working in remote communities with a good understanding of issues relating to Indigenous communities and indigenous Local Government.



Required Skills and Knowledge (Cont)



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 & Straining 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 and developed and actioned.
- Ensure consultation with employees and employee WH& S representatives on all or workplace changes which affect health and safety of staff.

ORGANISATION 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.

PHYSICAL REQUIREMENTS

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

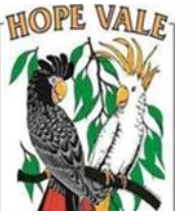
EQUAL OPPORTUNITY EMPLOYER

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.



Why this role?



- Reporting to the Mayor, you will be able to make the role your own and actively take the reigns of something that will continue to underpin the way Council strives to deliver against their values and strategy for economic growth and prosperity for the Community.
- If you are a Director or similar looking to leverage out of one of the larger Council in SEQ into a CEO role or simply looking to leverage your current experience as a CEO - then this is a great role and opportunity to have a 'sea change' and join a progressive Council where you can truly make your mark and continue developing your career.
- Hope Vale has a good level of governance and is arguably regarded as one of the Councils that 'leads the way' in QLD Local Government.
- If you enjoy being strategic and thinking 5 years ahead vs just doing a day to day job then this is an environment where you can truly make a difference and be involved in some exciting projects that you wouldn't get the chance to normally be involved in.
- The CEO accommodation in Hope Vale is far superior to most Council Housing across the State. It is located within the Hope Vale private estate in quiet surroundings and has 3 bedrooms and is fully air conditioned with gardens surrounding the property.
- Hope Vale is QLD's least remote community. It is only 20mins on sealed road to Cooktown airport with easy connectivity to Cairns and down the Eastern Seaboard.
- There is also an office in Cairns where Finance personnel are based.



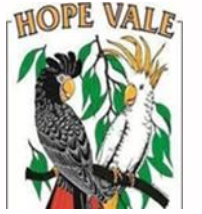
Additional Information



- Bringing fresh energy and eyes to the role you will share the values of good leadership in order to get the best out of people and operate with transparency and consistency. Reviewing the operation as a whole after initially observing, assessing and giving confidence to staff you will recommend any changes that are required to ensure Council is positioned to meet the needs of the future.
- Having a deep understanding of and knowledge of the QLD Local Government Act 2009 would be highly regarded.
- Be a good communicator who can foresee what is required and action it eg provide information and updates on where matters are at vs just what has been completed in Council meetings
- Work with relevant staff to implement a culture/regime of upskilling people.
- Having the diplomacy skills where the tough conversations are had in a professional yet firm and kindly manner to ensure consistency across the business will be important.
- You will lead the weekly ELT meeting where higher level issues are covered. Having your finger on the pulse with what is happening across the organisation and the community and therefore being able to listen well to what is happening is essential. Joining the dots to ensure harmony and to head off potential issues will be an important attribute to bring to the role.
- Lead Council Workshops
- A calm, pragmatic disposition and the ability to confidently act at the 'Front Person' in dealings with all levels of the organization will be underpinned by your knowledge of the Act and ability to ensure all parties are aware of the role they play within its confines eg ensuring operational matters are separated from what may be deemed political.
- There are some large projects awaiting funding including a significant building program of community infrastructure, and precinct planning to revise certain areas to enable future commercial activity as a couple of examples.



Remuneration and Council Benefits



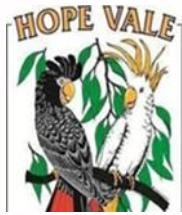
- The cash component will be up to \$200K dependent upon skills and experience
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%.
- Fully furnished and air-conditioned 3-bedroom house of an executive standard to include internet and electricity charges
- Fully maintained vehicle (Toyota Prado) in accordance with Council vehicle policy
- A mobile phone with reasonable personal use and a lap top in accordance with Council policy
- 5 weeks annual leave per annum + 17.5% leave loading of total salary
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Ongoing training and support – Council believe in continual development to improve everyone's skills and abilities
- Generous Relocation Allowance

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.

CEO House below



Recruitment Process



Application Period:	Friday 26 th April – Monday 13 th May 2024
Closing date for Applications:	10pm Monday 13 th May 2024
Initial Assessment:	14 th -16 th May 2024
Council Interviews (first)	w/c 20 th May 2024

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of candidates to Council.

In consultation with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as 'fit' for the organization. There will be a requirement to provide appropriate referees and to undergo a Criminal History Check.

Privacy Information:

Peak Services is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.



Contact

For more information contact

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