|  |  |
| --- | --- |
| Position Title | CHIEF EXECUTIVE OFFICER |
| **Position ID** | 1001 |
| **Position Band** | Executive |
| **Reports to** | Council |
| **Employment status** | * Full time * Fixed term |
| **Location** | * Primary location Moama * Travel throughout the Council area and beyond as required |
| **Salary** | Negotiable |

|  |
| --- |
| The role: |
| The Chief Executive Officer (CEO) is Council’s principal senior officer and the primary link between the elected members and the organisation.  The CEO supports Council in developing a strong vision and a strategic direction and resourcing strategy to achieve that vision.  The CEO is responsible for the efficient and effective management of operations, including staff leadership and financial management to achieve strategic objectives. |

|  |
| --- |
| Primary objectives |
| * Lead transformational change, strategic direction and management control of Council’s operations; * Drive the delivery of the Community Strategic Plan, Delivery Program 2024-2028, Resource Strategy and annual Operations Plan within set financial parameters; * Implement Council’s organisational priorities; * Establish effective working relations with the elected Mayor and Councillors; * Develop and maintain effective working relationships and communication with the Community and stakeholders. |

|  |
| --- |
| Key challenges: |
| * Build positive Community perception of Council and its activities; * Unite and transform Council into an organisation focussed on service delivery, performance outcomes and effective Community Engagement; * Improve Councils financial standing through the achievement of operational efficiencies and the development of Council initiatives to generate new revenue streams. |

Key result area

|  |
| --- |
| Work Health and Safety (WH&S) |
| * Demonstrate a commitment to EEO principles and ensure a safe and healthy workplace. * Adhere to and co-operate with the WH&S policies and procedures of Murray River Council and relevant legislation. * Actively raise the profile of WH&S within the organisation and Council. |
| **Leadership** |
| * Provide strong, ethical and decisive leadership to Council’s Executive Management Team to enable Council to achieve its objectives in delivering services efficiently, effectively and within statutory requirements. * Ensure Councils Executive Management Team achieve delegated accountabilities and report appropriately. * Provide a model for employees to follow and achieve results that fosters change and inspires confidence in the organisation. |
| **General management** |
| * Contribute significantly to Councils strategic direction, drive the implementation of the strategic plan, delivery program and operational plan within budget parameters and prescribed timeframes. * Expertly manage resources to achieve Council goals to meet governance, risk, ethics, equity and commercial requirements and budgetary constraints. |
| **Organisational priorities** |
| * Implement the organisational priorities endorsed by Council within budget parameters and prescribed timeframes. * Review organisational priorities and make recommendations for change as appropriate. |
| **General management** |
| * Contribute significantly to Councils strategic direction, drive the implementation of the strategic plan, delivery program and operational plan within budget parameters and prescribed timeframes. * Expertly manage resources within governance, risk, ethics, equity and commercial requirements and budgetary constraints to achieve Council goals. |
| **Governance** |
| * Ensure Council operates in accordance with the Provisions of the Local Government Act 1993 and within an environment of transparency and accountability. * Ensure Councils accounting and reporting practices comply with relevant statutory requirements. * Provide the Mayor and Councillors with information and advice to make informed decisions and perform all governance and civic duties. * Report to Council any significant issues that have the potential to result in litigation and work with Council and Community to resolve any such matters in a timely and effective manner. * Undertake functions delegated by Council within guiding policies and governance frameworks. |
| **Financial management** |
| * Ensure on-time preparation of Councils annual budget * Ensure the organisation operates within budget * Inform Council of its financial position * Implement measures to ensure cost effectiveness and productivity in delivering program of work to budget. * Ensure reporting of Council’s financial position is in accordance with the Local Government Act, relevant regulations and the Integrated Planning and Reporting Framework. |

|  |
| --- |
| Relationship management: |
| * Maintain and build positive and constructive relationships through open and transparent engagement with Community and key external stakeholders in accordance with Murray River Councils Community Engagement Plan * Represent Council and inform on councils position on matters of community * Inform, collaborate and consult with Community and key external stakeholders on the delivery of services, strategic planning, and the opportunities for economic development and change |

|  |
| --- |
| Other: |
| * Operate within the Local Government Code of Ethics; Councils Code of Conduct; ICAC and Murray River Council Values * Frequently work out of hours as and when required * Frequently travel across the council area and interstate |

|  |
| --- |
| Essential criteria: |
| * Extensive local government experience in an executive leadership role * Extensive experience in corporate strategic, operational and financial planning and project management and delivery within an Integrated Planning and Reporting Framework * Proven ability to lead and influence people and organisational culture * Proven ability to lead organisational change, confront and resolve challenges and provide innovative solutions * A visionary with the capacity to develop and implement economic and community development projects * Demonstrated leadership of a multi-disciplinary team, and proven ability to motivate and develop staff * Demonstrated understanding of rural and regional issues and the changes within local government  Appropriate tertiary qualifications or equivalent experience in a relevant field |