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| **CHIEF EXECUTIVE OFFICER** |
| **Award Classification** | Senior Officer |
| **Directorate** | Executive |
| **Reports to** | Council |
| **Supervises** | Director People & Governance; Director Community & Planning, Director Sustainable Infrastructure; Executive Manager Communications, Engagement & Advocacy; Executive Assistant to CEO & Mayor |
| **Approved By** | Council (via Council resolution) |

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| **POSITION OBJECTIVES** |
| The Chief Executive Officer (CEO) is responsible for supporting the Mayor and Councillors in the performance of their roles and ensuring the effective and efficient management of the day-to-day operations of the Council. The CEO will lead and manage the organisation, supported by the Executive Leadership Team to maintain strategic direction and high-quality leadership ensuring the Council is working towards achieving its vision, meets organisational objectives and strategic outcomes and fosters a positive workplace culture. The CEO will proactively engage with a wide variety of stakeholders and work closely with Councillors in a collaborative manner to achieve outcomes for the Shire that address future challenges and promote the overall wellbeing of the community. |

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| **KEY RESPONSIBILITIES AND DUTIES** |
| Section 46 of the *Local Government Act 2020* outlines the key functions of the Chief Executive Officer who is responsible for supporting the Mayor and the Councillors in the performance of their roles; and ensuring the effective and efficient management of the day-to-day operations of the Council. This responsibility includes the following:* Ensuring that the decisions of the Council are implemented without undue delay;
* Ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
* Supporting the Mayor in the performance of the Mayor's role as Mayor;
* Setting the agenda for Council meetings after consulting the Mayor;
* When requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision; and
* Carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the Workplace Injury Rehabilitation and Compensation Act 2013.

The effective and efficient management of Council operations includes:* Establishing and maintaining an organisational structure for the Council by
	+ Maintaining a workforce plan that describes the organisational structure of the Council specifying the projected staffing requirements for a period of at least 4 years and sets out measures to seek to ensure gender equality, diversity and inclusiveness;
	+ Informing the Council before implementing any organisational restructure that will affect the capacity of the Council to deliver the Council Plan;
	+ Maintaining recruitment based on a recruitment policy that ensures that recruitment decisions are based on merit, support transparency in recruitment processes and has regard to gender equity, diversity and inclusiveness;
* Being responsible for all staffing matters, including appointing, directing, managing and dismissing members of Council staff;
* Managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented;
* Implementing any delegations of power, duty or function made by instrument of delegation of the Council under this Act or any other Act; and
* Performing any other function or duty of the Chief Executive Officer specified in the Local Government Act or any other Act.
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| **SKILLS** |
| * Capacity to provide strong leadership and a customer focus in the planning and provision of council services;
* Ability to develop a positive relationship with all Councillors based on trust, teamwork, and mutual respect;
* Strong leadership skills in promoting good governance and effective decision-making processes based on accountability, responsibility and transparency;
* Ability to lead, develop, collaborate and motivate employees by being a passionate, inspirational and impactful leader driven by a clear vision and the confidence to take decisive action;
* Exceptional communication and public relation skills, both verbal and written and a capacity to effectively communicate with all stakeholders with a transparent, balanced and measured approach ensuring an excellent commitment to customer service;
* Well-developed negotiation, problem solving and conflict resolution skills;
* Exemplary interpersonal skills to build sustained relationships across all stakeholder groups;
* Strong political acumen and the ability to interface with any stakeholder, Council and council staff;
* Considerable degree of problem solving ability related to policy formulation and to achieving strategic objectives within resource constraints;
* Ability to make decisions related to the issue at hand based on in-depth knowledge and understanding of Council’s broader goals and objectives; and
* Ability to build and maintain networks relevant to the business of council.
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| **OCCUPATIONAL HEALTH AND SAFETY** |
| * The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others; and
* The position is responsible for complying with the Council’s Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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| **RISK MANAGEMENT** |
| * Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation;
* Ensure Council’s Risk Management Policy and Procedures are observed and complied with at a personal level;
* Promote the identification, evaluation and documentation of risks in the Risk Register and ensure that existing and new risks are effectively managed;
* Create an environment where risk management is accepted as a responsibility of staff;
* Ensure that effective risk communication occurs; and
* Ensure that employees are adequately trained in the identification, assessment and procedures available for minimisation of organisational risk.
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| **ACCOUNTABILITY AND EXTENT OF AUTHORITY**  |
| * Effective overall management of Council;
* Discharge of the responsibilities and duties in this Position Description;
* Accountability for the performance of all staff; and
* Authority over all decision making and functions within Council organisation in accord with the provisions of the Act, within the constraints of Council policy, budget and other decisions of Council, unless there is a statutory requirement for the decision to be made by Council.
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| **QUALIFICATIONS** |
| * Tertiary qualifications and/or equivalent experience in relevant sectors including but not limited to public administration.
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| **EXPERIENCE** |
| * Extensive experience in local government or a complex service delivery organisational background (including the private sector), ideally with experience in a regional or rural environment;
* Proven track record with a sound understanding of the economic, political, social and climate issues relating to a rural Council and the needs of its community;
* Extensive experience in applying financial acumen and proven ability to drive medium to long term financial substantiality in a financially constrained environment;
* Experience in leading, and contributing to, the strategic direction of Council and to enhance the shire’s reputation as an employer of choice;
* Proven track record implementing strong business practices and looking at alternate service delivery models;
* Proven track record in effective advocacy on behalf of the community and the ability to drive Council revenue generation through actively pursuing government grants and renewed approaches;
* Experience in overseeing the effective application of digitalisation and information technology in the workplace to promote improved customer service, productivity and efficiency;
* Proven track record in stakeholder management at all levels, including the establishment of relationships with key stakeholders including other councils, government, community and business groups and the media;
* Proven track record of quality management and continuous improvement;
* Extensive experience leading a complex organisation with and through a team of dedicated and diverse professionals;
* Experience in supporting and advocating the organisations culture with the capacity to ensure a positive organisational culture;
* Proven track record in being a team player and leveraging the experience and capabilities of others;
* Ability to deliver outcomes through Council decisions and monitor these outcomes against the Council Plan; and
* Experience in operating and acknowledging that the management of risk is an integral part of service planning and delivery and there needs to be appropriate resources and support provided to manage those risks.
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| **KEY SELECTION CRITERIA** |
| * Extensive understanding and experience of sound governance practices in the public sector or complex organisations;
* Proven ability to provide strategic leadership and inspire others ensuring an inclusive, respectful and collaborative workplace culture;
* Strong leadership in driving high performance across all levels of the organisation, ensuring the efficient and effective achievement of strategic objectives;
* Extensive experience in financial management, ensuring fiscal responsibility, long-term sustainability, and transparent use of resources to support organisational priorities;
* Ability to establish and nurture relationships with Community stakeholders and other levels of Government characterised by effective working arrangements, high levels of mutual respect, reliability, consistency and trust;
* Ability to build and maintain strong, professional relationships with Councillors, providing strategic advice and facilitating effective decision-making; and
* Proven success in ensuring the timely and efficient delivery of projects and services, while supporting the implementation of Council decisions in alignment with community needs and organisational goals.
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