Position Description

**HORSHAM RURAL CITY COUNCIL**

**Chief Executive Officer**

The Officer must perform the functions of the Chief Executive Officer pursuant to the Act and have administrative charge of Council subject to the terms of this Agreement.

**POSITION OBJECTIVES**

Provide advice to Council.

Manage the available human, financial and physical resources to give excellent customer service and achieve other Council objectives.

Foster good communication and relationships with the Council.

**KEY RESPONSIBILITIES**

The Local Government Act 2020 (s46) lists the key responsibilities for the CEO as:

(1)     A [Chief Executive Officer](http://classic.austlii.edu.au/au/legis/vic/consol_act/lga2020182/s3.html#chief_executive_officer) is responsible for—

        (a)     supporting the Mayor and the [Councillors](http://classic.austlii.edu.au/au/legis/vic/consol_act/lga2020182/s3.html#councillor) in the performance of their roles; and

        (b)     ensuring the effective and efficient management of the day to day operations of the [Council](http://classic.austlii.edu.au/au/legis/vic/consol_act/lga2020182/s3.html#council).

Support Council in providing strong community leadership and in pursuing the aspirations and full potential of the community.

**Council**

Provide timely accurate and astute advice, particularly on strategic issues.

Ensure that Council decisions are executed promptly and effectively.

**Communication**

Promote the best image of Council and its activities.

Through a period of significant change, motivate staff to work to their full potential towards the goals set by Council.

**Financial**

Ensure that the activities of Council are within budget, on time, in accord with best business practice and satisfy statutory obligations.

**Economic Development**

Identify and pursue opportunities that will benefit Council.

**RESPONSIBILITIES AND DUTIES - FURTHER ELABORATION**

**General**

Maintain an organisation structure aimed at providing excellent customer service, a corporate business plan, a rating strategy and all other requirements of Council.

Maintain appropriate management systems and procedures.

**Council**

Provide Council with strategic advice, based on a sound assessment of opportunities and risks, strengths and weaknesses, and the limitations imposed by law.

Prepare for and attend meetings of Council and other meetings as required by Council.

Follow through to ensure that decisions of Council are executed promptly and effectively, ensuring that all requested reports are supplied on time for Council meetings.

Provide support to Council to assist it to function as representatives of constituents and as representatives of Council on other bodies and in other places.

**Communication**

Gain an understanding of the needs and aspirations of the communities of the municipality.

Lead Council's communication processes to the community, the media and others. Promote the best image of Council and its activities. Ensure that all information is accurate, timely and positive. Ensure that Council activities and initiatives receive good media coverage.

Communicate effectively with staff.

Maintain effective and co-operative communication with community organisations, businesses, neighbouring Councils and other government authorities and departments.

Attend appropriate social engagements and community functions.

**Human Resources Management**

Encourage and provide opportunities for members of staff to develop their skills, knowledge and attitudes.

Motivate staff to work to their full potential, ensuring that staff have a clear understanding of the mission of the organisation.

Ensure that all staff provide a high level of customer service in their dealings with individuals and organisations who do business with Council. Establish systematic performance indicators.

Develop a consultative, multi-skilled team approach in each major area of activity, installing and maintaining a system of delegations that push decision making downwards towards the work force.

Ensure that equal opportunity and occupational health and safety practices are followed in all activities of Council.

Oversee the development and effective implementation of enterprise agreements and employee relations policies, with the objective of achieving best practice productivity.

Regularly review the organisation and the work force, having regard to the objectives and budget indications given by Council, and, as appropriate, make changes to the organisation and work force in order to achieve effectiveness with efficiency.

Perform the statutory functions set out in the Act in relation to appointment, review, direction and dismissal of Council staff.

**Financial and Legal**

Manage the preparation of Council's corporate plan and budgets.

Ensure that Council's services, capital works and programs are delivered in accord with the intent of Council, on time, and within budget.

Ensure that sound administrative and financial systems, procedures and controls are in place and functioning in all areas of Council activity in accord with best business practice, and to satisfy statutory obligations under all relevant legislation and regulations.

Monitor and report on Council services and business undertakings and on outside events which could influence Council's financial planning, and keep Council informed of major opportunities and risks.

Ensure that all Council activities and functions are carried out in accord with statutory obligations and having proper regard for legal precedents, thereby minimising Council's exposure to risk and litigation.

Ensure that financial statements are prepared and audited in accord with relevant accounting standards and statutory requirements.

Perform the statutory functions of Chief Executive Officer as required by the Act and other legislation.

**Economic Development**

Identify, evaluate and pursue economic opportunities that could develop the goals of Council.

Pursue and co-operate in regional initiatives such as industry, development and employment generation programs.

**General**

Keep abreast of advances in technology and, in consultation with staff, introduce technology which can improve customer service, productivity and efficiency.

Ensure that Council seizes the opportunities provided by current local government reform.

Maintain a network of contacts throughout local government and other levels of government, to keep up to date with developments affecting Council in particular, and local government generally.

Maintain a close relationship with, and active participation in, relevant professional and industry associations. Undertake appropriate professional development activities.

Ensure effective and appropriate communication with such external consultants as Council considers necessary in financial, legal or other areas as Council considers appropriate.

Ensure that the needs of Council and its officers in the performance of their role and responsibilities are met and that they are kept fully informed of all matters of relevance to their role and responsibilities.

**ORGANISATIONAL RELATIONSHIPS**

Reports to: Council

Supervises: All staff in accordance with the organisational structure

Internal Liaisons: Mayor

Other Councillors

Senior staff

All other staff

External Liaisons: Residents

Other ratepayers

Businesses

Community organisations

Ministers and Government departments

Local Members of Parliament

Media

Visitors to the municipality

Neighbouring Councils

Unions

Local Government Associations

Professional Associations

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

**Accountable for**

Effective overall management of Council.

Discharge of the responsibilities and duties in this Position Description.

The performance of all staff.

Authority over all decision making and functions within Council organisation - but in accord with the provisions of the Act, within the constraints of Council policy, budget and other decisions of Council, and not where there is a statutory requirement for the decision to be made by Council.