Chief Executive Officer (CEO)

**20 December 2024**

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| Position Number500001Directorate Executive DepartmentExecutiveReports to Mayor and CouncillorsClassification Senior OfficerEmployment Status Fixed term / Full timeLocation Onsite and flexible arrangement |

## About the role

All leaders at Mitchell Shire Council play a key role in leading and driving the development of policy and services, as well as creating a positive and productive culture and work environment.

Our mission is Working with our communities to build a great quality of life, and this will require an unrelenting focus on advocacy, innovation, community service, continuous improvement and value for money. The Chief Executive Officer must perform the functions pursuant to s 46 of the Act.

As a member of Council’s Executive Leadership Team (ELT), this position will work collaboratively with Council and colleagues to ensure that opportunities for business transformation and economic development are maximised and community outcomes are enhanced. The CEO will regularly lead cross-organisational initiatives in a complex, multi-disciplinary environment.

The CEO is responsible for providing highly effective strategic management and leadership of the available human, financial and physical resources to ensure the achievement of Council objectives.

## Key responsibility areas

* Execute the effective strategic direction of the Council including delivery of the Council Plan and Strategies.
* Assume the full responsibilities, accountabilities and autonomy of the CEO role as defined within:
1. Local Government Act;
2. the position description;
3. contract of employment; and the
4. delegations assigned to the position.
* Ensure that Council seizes the opportunities provided by the current local government reform.
* Foster and demonstrate the Values and Vision of Council.
* Develop and maintain a network of contacts throughout the government sector and other key stakeholders. Keep up to date with developments affecting local government generally, and in particular Council.
* Maintain a close relationship with, and active participation in, relevant professional and industry associations. Undertake appropriate professional development activities.
* Keep abreast of advances in technology and, in consultation with staff, introduce technology to improve customer service, productivity and efficiency.
* Establish and maintain effective working relationships with the Mayor and Councillors and provide support for Councillors to achieve their role.
* Establish and maintain a reporting system which ensures Councillors understanding of responsibilities in areas of risk, financial, legal exposures and strategic opportunities.
* Maintain an organisation structure aimed at providing excellent customer service, a corporate business plan, a rating strategy and all other requirements of the Council.

**Council**

* 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 the Council to assist it to function as representatives of constituents and as representatives of the Council on their bodies and in other places.

**Communication**

* Gain an understanding of the needs and aspirations of the communities within the municipality
* Lead Council’s communication processes to the community, the media and others as required
* Promote the best image of the Council and its activities
* Ensure that all information is accurate, timely and positive
* Ensure that Council activities and initiatives receive appropriate media coverage
* Communicate effectively with staff
* Maintain effective and cooperative 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 staff to develop their skills, knowledge and attitudes
* Motivate staff to work to their full potential, ensuring that staff have a clear understanding of their 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 the 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 relevant legislation is communicated and adhered to.
* Oversee the development and effective implementation of enterprise agreements and employee relations policies, with the objective of achieving best practice
* Regularly review the organisation and the work force, having regard to the objectives and budget indications given by the Council, and, as appropriate, make changes to the organisation and work force in order to achieve effectiveness with efficiency
* Perform the statutory functions of the Act in relation to appointment, review, direction and dismissal of Council staff.

**Financial and Legal**

* Manage the preparation and delivery of Council’s corporate plan, strategies 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
* Monitor and report on Council services and business undertaking and on outside events which could influence the 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 accordance with relevant accounting standards and statutory requirements

**Economic Development**

* Identify, evaluate and pursue economic opportunities that develop the goals of Council.
* Pursue and cooperate in regional initiatives such as industry, development and employment generation programs

## About you

### Key Selection Criteria

1. **Innovation/Creativity**: Demonstrates creative problem-solving, stays updated with new technologies, takes calculated risks, and implements forward-thinking solutions with a strong focus on continuous improvement. Embraces challenging the status quo and thinking outside the box.
2. **Management/Transformation**: Has proven experience managing multi-disciplinary organizations, skilled in change management, and able to inspire transformation. Strong decision-making abilities in dynamic environments with expertise in adapting processes to enhance efficiency and outcomes.
3. **Strategic Thinking**: Possesses a long-term vision and the ability to anticipate trends while aligning short-term actions with long-term goals. Skilled in analyzing complex situations, evaluating risks and opportunities, and developing strategic Council plans.
4. **Financial/Business/Legal Acumen**: Holds a deep understanding of financial principles, budgeting, and cost management. Experienced in analyzing financial reports for data-driven decisions and optimizing service delivery, with knowledge of local government dynamics and legal requirements.
5. **Major Project Management**: Experienced in leading large-scale projects, skilled in project planning, risk and resource management. Proficient in monitoring progress, ensuring delivery of Council plans, coordinating across teams, and proactively solving problems during implementation.
6. **Advocacy/Partnerships/Networks**: Builds strong relationships with diverse stakeholders, advocates for community outcomes, and develops strategic alliances. Skilled in negotiating and influencing key partnerships with strong political acumen and relationships in government sectors.
7. **Leadership**: Inspires and empowers teams with strong communication skills, active listening, and the ability to build high-performing, inclusive teams. Demonstrates high integrity, resilience, and fosters a positive organizational culture.
8. **Industry Knowledge (Local Government context)**: Has extensive knowledge of industry trends, policies, and regulations, and is familiar with key challenges and opportunities in the sector. Continuously pursues professional development and applies best practices to achieve organisational goals.
9. **Community Service**: Proven ability to influence community outcomes, with a commitment to enhancing service delivery and connecting community needs with organizational resources, driven by a strong desire to improve community well-being.
10. **Commitment to Mitchell Shire**: Deep understanding of the local community and culture, with a passion for improving quality of life and supporting sustainable growth within Mitchell Shire. Demonstrates a strong commitment to the region's values and positive change.

### Pre-employment checks

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| x | National Police Check | x | Working with Children Check  |
| x | Valid Victorian driver’s license | n | Pre-employment Medical |
| x | Psychometric Testing |  |  |

## About Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

As we grow, we will be leaders in protecting the environment and preserving the country feel and liveability of our unique communities, with visionary planning for a cohesive, prosperous, safe, and healthy future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:

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| --- | --- | --- | --- |
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| **Trusted** | **Engaged** | **Innovative** |

### Structure

Mitchell Shire Council consists of the following three Directorates:

* Strategic Partnerships and Communities
* Economy, Growth and Infrastructure
* Organisational Performance

### Our Commitment to Diversity, Inclusion and Child Safety

Mitchell Shire Council is an equal opportunity employer committed to an inclusive and accessible workplace that values diversity and upholds the highest standards of integrity and responsibility. We actively welcome and encourage applications from individuals of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, and people with disabilities.

We are committed to ensuring all children and young people reach their full potential We have zero tolerance for all forms of abuse and neglect towards children and young people. We will work actively to provide a safe environment in all our programs and services. We will ensure that any incidents of suspected child abuse will be acted upon appropriately and in accordance with our policy and legal obligations.

These commitments align with and support the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic), the Gender Equality Act 2020 and the Commission for Children and Young People Child Safe Standards, ensuring our compliance with human rights, gender equality and child safety.