

Position Description

CHIEF EXECUTIVE OFFICER			
Reports to:	Council		
Classification:	SO	Employment type:	Full time
Employment basis:	Fixed term	FTE (if part time):	
End date / tenure:	Negotiated in line with Council and the LG Act 2020		
Probity checks required:	Police Check	Working with Children check	Choose an item.
Special conditions:	Choose an item.		
Right to Work	Employment at the City of Whittlesea is conditional upon having the right to work in Australia. Evidence of valid working rights will be required.		
HR ref #:	02	Position code:	10002

To achieve our purpose of making lives better, we:



About the City of Whittlesea

The City of Whittlesea is one of the fastest growing municipalities in Australia and, as a local government organisation, we play an important role in the everyday lives of more than 220,000 community members. We are committed to upholding our obligations under the Local Government Act, which include providing quality advice to Council, implementing Council's decisions in an efficient and effective manner, and ultimately providing our diverse community with services that meet their needs. Our vision is to make Whittlesea 2040: A Place For All.

We offer meaningful and challenging work in an environment of continuous improvement. At the City of Whittlesea, our behaviours and actions are guided by our organisational values. By consistently living our values,

we shape an effective organisational culture and build trust with employees, partners, stakeholders and the community.

The City of Whittlesea is an equal opportunity employer and committed to attracting and retaining a diverse workforce that reflects our municipality. To learn more, please visit our website at whittlesea.vic.gov.au.

Organisational Structure

The Organisation structure comprises of five Directorates:

Community Wellbeing

- Ageing Well
- Children and Families
- Community Strengthening
- Creative Communities
- Active Places and Communities

Planning & Development

- Emergency Management & Regulatory Programs
- Property & Portfolio Development
- Strategic Futures
- Building & Planning
- Economic Development
- Compliance & Environmental Health

Infrastructure & Environment

- Sustainable Environment
- Urban Design & Transport
- Capital Delivery
- Assets & Facilities
- Maintenance & Operations

Customer & Corporate Services

- Financial Services
- ePMO and Change
- Information Services
- Customer Experience
- People & Culture
- General Counsel

Executive Services

- Office of Council & CEO
- Public Affairs

Position purpose

The CEO presents an unparalleled opportunity to shape the future of the City from guiding the sustainable development of the City's growth areas to growing the economy to create new jobs. The CEO will set the blueprint to achieve the City's long-term vision; ***A place for all.***

The CEO will support the Councillors to set the direction for well-planned and vibrant neighbourhoods, as well as cultivating a socially-cohesive and participating community. The CEO is ultimately responsible for creating and growing a positive work culture and ensuring that the organisation is high performance oriented, community centred, creates value for the community and meets its expectations and aspirations.

As a member of ELT, the role delivers the requisite business results whilst behaving in a manner that reflects the organisational values. The role further drives this performance across all teams and departments reporting to it, creating a positive, engaged and a "can-do" culture leading to a high performing best practice organisation.

Team structure

Number of direct reports:	6	
Positions reporting directly to this position:	<ul style="list-style-type: none"> • Director Community Wellbeing • Director Infrastructure & Environment • Director Planning & Development 	<ul style="list-style-type: none"> • Director Customer & Corporate Services • Executive Manager Public Affairs • Executive Manager Office of Council and CEO

Key relationships & interactions

Internal	External
<ul style="list-style-type: none"> • Executive Leadership Team • Councillors • Senior Leadership Team Leadership Team • Operational Leadership Team • All Staff 	<ul style="list-style-type: none"> • Community members • Community groups • Governments • Unions • Businesses • Contractors • Industry Bodies • Emergency Services • Health Services • Business Partners • Other relevant stakeholders

Key accountabilities

- Partnership with Councillors**
 - Build a transparent, credible, productive and trusted relationship with the Councillors
 - Ensure that the collaborative but distinct and complementary roles of the CEO and Councillors are nurtured and grown for the benefit of the Whittlesea community and there is exemplar governance practice/standard
 - Ensure that the above-mentioned relationship is deployed to support the optimal performance of the City and consequentially its public standing and reputation grows and the City becomes known as the best LGA in Australia and internationally
- Strategy development – Council Plan**
 - Partner with the Councillors in co-creating the Council Plan, providing strategic clarity and then translating this forward thinking into daily effective and efficient operations and decision making
 - Positively and productively lead the executive leadership team’s coordinated review and distillation of the range of strategies, plans and documents that create/manage community expectations about future City actions and priorities
 - Produce a coherent and consolidated strategic framework and forward-looking program that pursues the City’s vision and supports the implementation of the next four-year Council Plan in a timely manner
- Leadership and culture**
 - Provide leadership that enables the creation of a productive and vibrant culture that is community centric, respectful and efficient, and consequently the organisation becomes a best practice exemplar organisation
 - Engage staff in a manner that their psychological commitment to the organisation is maximised and that they are willing and happy to make that additional discretionary effort
 - Create an environment that promotes wellbeing, diversity and inclusion

- Design the organisation such that it is aligned appropriately to ensure the effective delivery of the City's vision/plans/strategies etc in an efficient and timely manner
- Ensure high performing, responsive and contemporary leadership capabilities exist at all levels of the organisation
- Create a culture which is evidence based in its practice
- Demonstrate leadership such that the value created and added by local government to the wellbeing, prosperity and sustainability of a community such as City of Whittlesea, becomes evident and can be harvested in a timely and practical manner

4. **Enhanced community and stakeholder engagement**

- Anticipate the mood and ambitions of the Whittlesea community and provide timely and appropriate advice to the Councillors such that promises made to the community can/will be delivered or exceeded
- Attend and be seen appropriately at all relevant functions/ceremonies etc such that the community and the staff can see that the CEO is committed to the City
- Engage strategically and appropriately with all key stakeholders to deliver positive and planned outcomes for the City
- Review and enhance systems and processes which enhance the relationship with the community and other stakeholders

5. **Excellence in place making**

- Enhance and promote the sense of place for all members of the community
- Create opportunities for people to feel and be connected and participate appropriately in decision making
- Translate the aspiration that Whittlesea is "a place for all" into a reality that is experienced by all members of the community

6. **Efficient and effective running of the organisation**

- Ensure the effective governance and financial/people/systems and process management of the organisation
- Ensure that the right enablers are in place to deliver what is required in the post COVID world
- Ensure that assets (physical, intellectual, environmental, people, social, financial and technological) are managed and grown appropriately in an environmentally sustainable manner such that the collective wealth and well-being of the community is enhanced and grown over time
- Ensure that there are clear and understood accountabilities for delivering service standards and that key outcomes and deliverables are in place across the executive leadership team and are translated into known KPIs across the senior levels of the organisation
- Establish clear and transparent metrics to ensure that the above is achieved in a timely and effective way
- Ensure that the organisation is compliant with all relevant legislation

7. **Advocacy – champion Whittlesea**

- Work with the Councillors in advocating on behalf of our people and community
- Advocate for Whittlesea in broad and wide networks
- Deliver on Whittlesea advocacy plans
- Act in the best interests of the Council, Councillors and community

Selection criteria	
Qualifications and / or licences	
Tertiary qualifications ideally in Management or business.	Essential
Experience and knowledge	
Demonstrated experience in leading a high-performing team to deliver on objectives, in a complex organisational environment.	Essential
A track record of successfully delivering complex projects or change initiatives.	Essential
Proven experience in developing strong partnerships, relationships and buy-in across a diverse organisation.	Essential
Experience leading a significant workforce and evidence of an inspiring and engaging leadership style which has built high performing cultures	Essential
Proven ability to work across significant scope and scale of service delivery as well as complexity	Essential
High developed connections and network, especially with government departments	Essential
Proven stakeholder engagement experience, especially with community and customers	Essential
Experience leading innovation / continuous improvement	Essential
Ability to develop and strengthen a focus and culture of environmental sustainability	Essential
Experience in use of technology for better service provision for the community	Essential
Local Government experience at executive level	Essential
Core capabilities	
FINANCE Be a responsible custodian of council funds and apply processes in line with legislation and policy.	Highly Advanced
TECHNOLOGY & INFORMATION Utilise technology and information to maximise efficiency and effectiveness.	Highly Advanced
INNOVATE Encourage and suggest new ideas and show commitment to improving services and ways of working.	Highly Advanced
DELIVER RESULTS Achieve results through efficient use of resources and delivery on agreed business outcomes.	Highly Advanced
RELATIONSHIP MANAGEMENT Persuade and gain commitment and cooperation from others, and resolve issues and conflicts.	Highly Advanced
ACT WITH INTEGRITY Be honest, ethical & professional, prepared to speak up for what is right & be a role model to others of org values.	Highly Advanced
ENVIRONMENTAL SUSTAINABILITY Drive a culture which uses best practice environmental sustainability responses to deal with climate change	Highly Advanced
Leadership Capabilities	
LEAD & MANAGE CHANGE Initiate, support and champion change, assist others to accept and engage with change	Highly Advanced
MANAGE & DEVELOP PEOPLE Engage, empower and motivate staff, develop capability and potential in others	Highly Advanced
POLITICAL & COMMERCIAL ACUMEN Read changes in community trends and expectations to deliver value	Highly Advanced
CULTURAL TRANSFORMATION Understands the levers and process of cultural change and uses those effectively	Highly Advanced

STRATEGIC THINKING Promote, translate and communicate council's vision and goals, and contribute strategically to their realisation

Highly Advanced

Other skills and personal attributes

Data literacy	Essential
Effective written and oral communication skills	Essential
Ability to command respect	Essential

Physical elements and requirements

Scale: Rarely (0 – 15%) Occasionally (16 – 45%) Frequently (46 – 100%)

Work environment

Indoor	Frequently	Outdoor	Rarely
High temperatures	Rarely	Low temperatures	Rarely
Loud noises	Rarely	Fumes	Rarely
Working with animals / wildlife		Rarely	

Physical demands

Standing	Occasionally	Working at heights	Rarely	Repetitive hand work	Frequently
Sitting	Frequently	Walking	Occasionally	Heavy lifting (>15kg)	Rarely
Driving	Occasionally	Bending	Occasionally		

Use of office equipment

Telephone	Frequently	Printer / photocopier	Rarely
Lap top / Desktop	Frequently	Telephone headset	Frequently

Child Safety

The City of Whittlesea is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

The City of Whittlesea's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

Declaration

The City of Whittlesea acknowledges and respects the privacy of individuals. A medical examination may be required to ensure that you are placed in a position in which the duties required are safely within your capacity. For some physical or outdoor positions, an additional functional capacity examination may be required.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 ("the Act") to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or making a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with the City of Whittlesea does not entitle you to compensation under the Act.