



POSITION DESCRIPTION

Chief Executive Officer

Local Government — Generic Template (Rural Councils)

Prepared by GEM Executive

Boutique Executive Search — Local Government & Not-for-Profit

Position Overview

Position Title	Chief Executive Officer
Classification	Senior Officer Contract (Council Employment Agreement)
Reports To	Council
Supervises	Executive Leadership Team (Directors/General Managers) and, through them, all Council staff
Internal Relationships	Mayor, Councillors, Executive Leadership Team, all Council staff
External Relationships	Residents, ratepayers and businesses; community organisations; State and Federal Government departments and Ministers; local Members of Parliament; neighbouring councils; media; industry and professional associations; unions

Position Objective

The Chief Executive Officer (CEO) has overall responsibility for the management of the Council's operations, providing strategic leadership, operational management and community stewardship in delivering Council's vision and Council Plan. The CEO acts as the principal advisor to Council and the key link between the elected Council, the organisation, the community and other levels of government.

The CEO must perform the functions of Chief Executive Officer pursuant to section 46 of the Local Government Act 2020, including supporting the Mayor and Councillors in the performance of their roles, ensuring Council decisions are implemented without undue delay, and ensuring the effective and efficient management of the day-to-day operations of the Council.

As executive leader, the CEO drives a positive, high-performing organisational culture built on collaboration, innovation and accountability, flowing from employees to community, resulting in strong customer service outcomes and the achievement of the Council Plan and strategic objectives.

Key Responsibility Areas

Strategic Leadership & Governance

- Develop and implement Council's strategic plans, including the Council Plan, Community Vision and Corporate Plan, in line with the community's aspirations.
- Lead the organisation in fostering a culture of transparency, accountability and continuous improvement.
- Provide expert, timely and astute advice to Council on policy, legislation and emerging community issues, ensuring compliance with all legal and regulatory frameworks.
- Anticipate issues, events and trends before they impact Council, and develop appropriate strategic responses.

Council & Elected Member Support

- Support the Mayor and Councillors in fulfilling their roles, providing accurate, timely and astute information and advice to inform decision-making.
- Build respectful, trusted relationships with Councillors characterised by relevant and timely communication, accessibility, fairness and impartiality.
- Set the agenda for Council meetings in consultation with the Mayor, and ensure high-quality reports and briefings are provided to support informed, timely decisions.
- Develop and deliver a comprehensive Councillor induction and ongoing professional development program.
- Manage the interface and interactions between Council staff and Councillors, ensuring appropriate policies, practices and protocols are in place.

Financial & Commercial Viability

- Lead the development of long-term financial strategies, including the annual budget and Strategic Resource Plan, to ensure Council's financial sustainability and operational viability.
- Oversee responsible management of assets, infrastructure and resources, balancing community needs with commercial and risk considerations.
- Monitor financial performance and ensure compliance with statutory and regulatory requirements, including the Local Government Act.
- Ensure sound administrative and financial systems, procedures and controls are in place across all areas of Council activity.

Operational Excellence & Risk

- Oversee the delivery of high-quality services and programs that meet community expectations and promote wellbeing.
- Drive operational efficiency, innovation and best practice across all departments, including effective use of technology and digital transformation.
- Ensure risk management, environmental sustainability and climate resilience are embedded in operational and strategic planning.
- Maintain a current risk register and ensure Council's risk management policy and procedures are understood and applied across the organisation.

Community & Stakeholder Engagement

- Build and maintain strong relationships with community groups, businesses, government agencies, regional partners and other stakeholders.
- Promote community participation, diversity and inclusion in Council's decision-making processes.
- Advocate for the municipality at regional, State and national forums, championing initiatives that benefit the community.
- Lead Council's communications strategy, promoting a positive image of Council and ensuring effective engagement with the media.

Organisational Leadership & People Management

- Lead, motivate and develop a high-performing, diverse and inclusive workforce, empowering staff to achieve their full potential.
- Foster a positive workplace culture that values diversity, equity, inclusion and wellbeing.
- Ensure effective organisational structures, workforce planning and professional development are in place.
- Be responsible for all staffing matters, including appointment, performance management, direction and, where necessary, dismissal of Council staff.
- Oversee enterprise bargaining, employee relations and occupational health and safety obligations across the organisation.

Economic Development & Partnerships

- Identify, evaluate and pursue economic and other opportunities that benefit the Council and community in a sustainable way.
- Develop and leverage partnerships with private and public sector organisations to realise development opportunities and efficiencies.
- Pursue and cooperate in regional initiatives such as industry development and employment generation programs.

Qualifications & Experience

- Tertiary qualifications in management, public administration, business, finance or a related field; postgraduate qualifications (e.g. MBA) highly regarded.
- Extensive senior leadership experience within Local Government or a comparable complex service-delivery organisation, ideally including regional or rural experience.
- Demonstrated financial acumen, including budget development, long-term financial planning and asset management.
- Proven track record leading organisational change, fostering innovation and delivering community-focused outcomes.
- Sound understanding of the legislative frameworks governing Local Government, including the Local Government Act, with experience in governance, risk and regulatory compliance.
- Demonstrated experience managing complex operations, financial stewardship and stakeholder engagement in a politically sensitive environment.

Key Selection Criteria

- Proven senior executive leadership experience, ideally within Local Government, with demonstrated strategic vision and operational excellence.
- Strong financial management skills, including budget development, long-term financial sustainability and commercial acumen.
- Sound knowledge of governance frameworks and legislative obligations affecting Local Government, including the Local Government Act.
- Demonstrated ability to build and maintain strong, professional relationships with elected members, providing strategic advice and supporting effective decision-making.
- Excellent stakeholder engagement, advocacy and relationship management skills across community, government and industry.
- Demonstrated ability to lead, motivate and develop a diverse, high-performing workforce and foster an inclusive, positive organisational culture.
- High-level problem-solving, negotiation and conflict resolution skills, with sound judgement in complex or politically sensitive situations.
- Commitment to diversity, equity and inclusion, environmental sustainability and community-focused outcomes.
- High ethical standards, integrity and a strong personal commitment to community service.

Other Requirements

- Willingness to undertake a National Police Check (and Working with Children Check where required).
- Current Australian driver licence.
- Willingness to attend Council meetings, briefings, community forums and events outside standard business hours as required.

General

This position description is intended to describe the general nature and level of work performed. It is a generic template synthesised from comparable Chief Executive Officer position descriptions across small and regional Victorian Local Government Councils, and should be tailored to reflect the specific organisational structure, terminology and requirements of the engaging Council.