



POSITION DESCRIPTION

Chief Executive Officer

[Council Name] — a Melbourne Metropolitan Council

Position title:	Chief Executive Officer
Reports to:	Council
Classification:	Senior Officer / CEO contract
Employment type:	Full time
Employment basis:	Fixed term, in accordance with the Local Government Act 2020
Tenure:	Negotiated with Council, maximum term as prescribed by the Act
Location:	Melbourne metropolitan area, Victoria
Probity checks required:	National Police Check; Working with Children Check
Right to work:	Employment is conditional on the incumbent holding the right to work in Australia. Evidence of valid working rights will be required.

About the Council

[Council Name] is a City of the Interim / Metropolitan / Growth Council (delete as applicable) located within metropolitan Melbourne, serving a diverse community of approximately [XX,000] residents. As a local government organisation, the Council plays a central role in the everyday lives of its community, delivering services, infrastructure and advocacy that shape the liveability, prosperity and wellbeing of the municipality.

The Council is committed to upholding its obligations under the Local Government Act 2020, including providing sound strategic advice to Council, implementing Council decisions efficiently and effectively, and delivering services that reflect the needs and aspirations of a diverse community. The organisation's vision is to be a place where all members of the community can thrive, prosper and belong.

[Council Name] offers meaningful and challenging work in an environment of continuous improvement. Behaviours and decisions across the organisation are guided by its organisational values, which build trust with employees, Councillors, partners, stakeholders and the community.

[Council Name] is an equal opportunity employer, committed to attracting and retaining a diverse workforce that reflects the community it serves.

Organisational Structure

The organisation is typically structured across several directorates reporting to the CEO, which may include (structure varies by council):

- Community Wellbeing / Community Services
- City Planning & Development / Planning & Building
- Infrastructure, Assets & Environment / City Operations
- Corporate & Customer Services / Finance, People & Technology
- Executive Services / Office of the CEO and Council

Position Purpose

The Chief Executive Officer (CEO) is appointed by, and accountable to, Council, and is responsible for the effective and efficient overall management of the Council's operations in accordance with the Local Government Act 2020 and Council's strategic objectives.

The CEO presents a significant opportunity to shape the future of the municipality — from guiding well-planned growth and infrastructure to strengthening the local economy and community wellbeing. The CEO sets the blueprint to achieve Council's long-term community vision and works in partnership with Councillors to translate strategic direction into effective, efficient and accountable operations.

As the most senior member of the organisation and a member of the Executive Leadership Team (ELT), the CEO is ultimately responsible for building and sustaining a positive, high-performing and community-centred organisational culture that meets community expectations and delivers value for money.

Key Relationships & Interactions

Internal	External
- Mayor and Councillors - Executive Leadership Team - Senior and operational leadership - All staff	- Community members and groups - State and Federal Government - Industry bodies, unions, businesses - Emergency and health services, contractors

Key Accountabilities

1. Partnership with Council

- Build a transparent, credible, trusted and productive relationship with the Mayor and Councillors.
- Maintain the collaborative but distinct and complementary roles of the CEO and Councillors, in line with exemplar governance practice.
- Prepare for and attend Council and committee meetings, ensuring reports are accurate, timely and support informed decision-making.
- Ensure Council decisions are implemented promptly, effectively and within budget.

2. Strategy & the Council Plan

- Partner with Councillors in co-creating the Council Plan, providing strategic clarity and translating this into effective operational delivery.
- Lead the Executive Leadership Team's coordinated review of strategies, plans and policies that shape community expectations and future priorities.
- Produce a coherent, consolidated strategic framework that supports implementation of the four-year Council Plan.

3. Leadership & Culture

- Provide leadership that builds a productive, respectful, community-centric and high-performing organisational culture.
- Engage staff to maximise commitment, capability and discretionary effort across the organisation.
- Create an environment that promotes wellbeing, diversity, inclusion and evidence-based decision-making.
- Design an organisational structure that enables efficient and effective delivery of Council's vision, plans and strategies.
- Oversee the development and implementation of enterprise agreements and employee relations policies, in line with best practice.

4. Community & Stakeholder Engagement

- Anticipate community expectations and provide timely, appropriate advice to Council on service delivery and commitments.
- Represent Council at relevant civic functions and community events, demonstrating visible commitment to the municipality.
- Engage strategically with key stakeholders — government, industry, business and community — to deliver positive outcomes.
- Lead Council's communication with the community, media and stakeholders, ensuring information is accurate, timely and positive.

5. Financial, Legal & Organisational Performance

- Ensure effective governance, and sound financial, people and systems management across the organisation.
- Manage preparation and delivery of Council's corporate plan, strategies and budgets.
- Ensure Council services, capital works and programs are delivered on time, within budget and in accordance with Council's intent.
- Ensure robust administrative, financial and risk controls are in place to satisfy statutory obligations and minimise Council's exposure to risk.
- Establish clear accountabilities, KPIs and metrics for the Executive Leadership Team and across the organisation.
- Ensure the organisation's compliance with all relevant legislation, including the Local Government Act 2020.

6. Placemaking & Economic Development

- Enhance and promote a strong sense of place and belonging for all members of the community.
- Create opportunities for community participation in decision-making.
- Identify, evaluate and pursue economic development opportunities that support Council's goals, including regional industry, employment and investment initiatives.

7. Advocacy

- Work with Councillors to advocate on behalf of the community, including to State and Federal Government.
- Build and maintain a strong network of contacts across the government and local government sector.
- Represent and champion the municipality across broad and diverse networks.
- Act at all times in the best interests of Council, Councillors and the community.

Team Structure

Number of direct reports: typically 5–7, varying by council structure. Direct reports commonly include:

• Director/General Manager Community & Wellbeing
• Director/General Manager Infrastructure & Environment (or City Operations)
• Director/General Manager Planning & Development (or City Futures)
• Director/General Manager Corporate & Customer Services
• Executive Manager Office of the CEO and Council
• Executive Manager Communications & Engagement (or Public Affairs)

Selection Criteria

Qualifications and / or licences

- Tertiary qualifications in management, public administration, business or a related discipline — Essential.

Experience and knowledge

- Local Government experience at executive level — Essential.
- Demonstrated experience leading a high-performing team in a complex, multi-disciplinary organisational environment.
- Track record of successfully delivering complex projects or organisational change initiatives.
- Proven experience developing strong partnerships, relationships and buy-in across a diverse organisation and community.
- Experience leading a significant workforce, with an inspiring and engaging leadership style that builds high-performing cultures.
- Well-developed networks and connections, particularly with State and Federal Government departments.
- Proven stakeholder engagement experience, particularly with community and customers.
- Experience leading innovation, continuous improvement and the effective use of technology to enhance service delivery.
- Ability to develop and strengthen a culture of environmental sustainability.
- Sound financial, commercial and legal acumen relevant to the local government sector.

Core capabilities (highly advanced)

- Finance — Responsible custodian of Council funds, applying processes in line with legislation and policy.
- Technology & Information — Utilises technology and information to maximise efficiency and effectiveness.
- Innovation — Encourages new ideas and drives continuous improvement in services and ways of working.
- Deliver Results — Achieves outcomes through efficient use of resources and delivery on agreed priorities.
- Relationship Management — Persuades, gains commitment and resolves issues and conflicts effectively.
- Act with Integrity — Honest, ethical and professional; a role model for organisational values.
- Environmental Sustainability — Drives best-practice responses to climate change and sustainability.

Leadership capabilities (highly advanced)

- Lead & Manage Change — Initiates, supports and champions change across the organisation.
- Manage & Develop People — Engages, empowers and motivates staff, building capability and potential in others.
- Political & Commercial Acumen — Reads community trends and expectations to deliver value.
- Cultural Transformation — Understands and effectively applies the levers of cultural change.
- Strategic Thinking — Translates and communicates Council's vision and goals, contributing to their realisation.

Other skills and personal attributes

- Strong data literacy — Essential.
- Excellent written and oral communication skills — Essential.
- Ability to command respect and operate with gravitas across all levels of the organisation and community — Essential.

Pre-employment checks

- National Police Check.
- Working with Children Check.
- Right to work in Australia.

Our Commitment to Diversity, Inclusion & Child Safety

[Council Name] 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 people of culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, members of the LGBTQIA+ community, and people with disability.

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

These commitments align with and support the standards set by the Charter of Human Rights and Responsibilities Act 2006 (Vic) and the Gender Equality Act 2020.

Declaration

Council acknowledges and respects the privacy of individuals. A medical examination may be required to ensure the incumbent is placed in a role in which the duties required are safely within their capacity.

Applicants are required, under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 ("the Act"), to disclose all pre-existing injuries or diseases which may be affected by the nature of the proposed employment. Failure to disclose, or a false or misleading disclosure, may affect entitlement to compensation under the Act in relation to any recurrence, aggravation or deterioration of a pre-existing condition.

This is a generic template Position Description prepared by GEM Executive for benchmarking purposes and is intended to be tailored to the specific council, organisational structure, EBA classification and Council Plan of the engaging client.