

CHIEF EXECUTIVE OFFICER

Position Summary

The Chief Executive Officer (CEO) of a local government body holds the primary responsibility for the leadership, strategic management, and overall administration of the municipality. In this role, the CEO will drive the implementation of Council's strategic vision, fostering a culture of community engagement, ensuring the efficient delivery of services and full compliance with legal and regulatory obligations.

The CEO will demonstrate dynamic leadership by empowering staff, fostering strong, trust-based relationships with senior leaders, and encouraging high performance to deliver exceptional outcomes. The CEO serves as the vital link between Council's appointed staff and elected Councillors, providing guidance and support to Councillors to help them fulfill their governance responsibilities and achieve the shared goals set out in the Corporate Plan.

Position Details

Title	Chief Executive Officer
Classification	Senior Officer
Category and status	Full time (5 year fixed term contract)
Reports to	Council (The Mayor provides primary liaison ensuring smooth communication and coordination on behalf of Council)
Supervises	All staff in accordance with organisation structure
External relationships	Local Authority Members Local Government Associations State and Commonwealth Government Departments Non-Government organisations Professional associations Community Members of the public

1. Key Responsibilities:

- **Strategic Leadership:** Lead the development and execution of strategic plans that align with Council's objectives and vision.
- **Operational Management:** Oversee day-to-day operations, ensuring effective service delivery and resource management.
- **Financial Oversight:** Lead the preparation and management of the budget, ensuring fiscal responsibility, stability and transparency in financial operations.
- **Policy Development:** Advise Council on policy matters and assist in developing policies that improve community welfare.
- **Community Engagement:** Cultivate and maintain relationships with key community stakeholders, including residents, local businesses, and government entities.
- **Staff Management:** Lead and mentor a high-performing team, fostering a positive workplace culture and ensuring ongoing professional development.
- **Economic Development and Tourism:** Develop and implement comprehensive economic development strategies that stimulate local business growth, attract investment, enhance job creation

and that identify opportunities for economic diversification and sustainability, ensuring alignment with the community's long-term vision and goals.

- **Advocacy:** Engage with all levels of government officials, industry leaders, and community groups to promote policies and initiatives that benefit the community.
- **Compliance and Governance:** Ensure compliance with all applicable laws, regulations, and policies governing local government operations.

2. Organisational Accountabilities:

- Act as a role model for Council values, demonstrating integrity, professionalism, and commitment to public service.
- Ensure ongoing compliance with legislative and regulatory obligations, including the *Local Government Act 2020* and *Privacy and Data Protection Act 2014*, and ensure Council's policies align with best practice standards.
- Lead short and long-term financial planning, with proactive involvement in the Council Audit and Risk Committee.
- Attend and represent Council at various functions, events, industry and alliance meetings such as GBAC and LCGC. This will include some travel and may be outside regular business hours.
- Promote and embed a culture of risk awareness and effective risk management in all decision-making processes, ensuring compliance with Occupational Health and Safety legislation.
- Ensure adherence to the Customer Service Charter while understanding and responding to the needs and aspirations of the community.
- Play an integral role in municipal emergency management, as detailed in Council's Municipal Emergency Management Plan.

3. Key Competencies and Skills

- **Strategic Thinking:** Ability to think critically, anticipate challenges, and develop innovative solutions.
- **Analytical Skills:** Strong capacity for analysing complex situations and making informed decisions.
- **Collaborative Leadership:** Ability to build consensus and work effectively with diverse groups and stakeholders.
- **Technology Proficiency:** Skilled in using technology and information systems relevant to local government operations.
- **Community Engagement:** Strong skills in engaging communities and stakeholders, delivering impactful results.
- **Political Acumen:** Deep understanding of the local, state and federal political landscape and external factors impacting local government.
- **People Leadership:** Proven ability to lead and motivate a diverse workforce, foster innovation, and champion Council's values.

4. Qualifications and Experience:

- Degree in Public Administration, Business Administration, Engineering, Finance, or a related field (postgraduate qualifications or continuous professional development preferred).
- Extensive and proven experience in senior management roles within local government or similar sectors, with a deep understanding of managing municipal assets, infrastructure, and services.
- Strong knowledge of local government operations, policies, and regulations.

- Proven leadership, communication, and interpersonal skills, with a demonstrated ability to manage budgets and resources effectively.

5. How to Apply:

- Submit your application by **Wednesday, 16 April 2025, at 5:00 PM.**
- Email your application to applications@salcorp-hr.com.au. Late or incomplete applications will not be considered.
- Include the following documents:
 1. A covering letter outlining your interest in the role, your relevant experience, and why you are a strong candidate.
 2. A current resume detailing your educational background, professional experience, and at least two referees.
- Applicants must be either permanent residents of Australia or supply evidence that they have the right to work in Australia e.g. NZ Passport.
- Applicants should be prepared to attend a personal interview/s at their own cost. Additionally, applicants may be asked to undertake skills testing, cognitive ability, work sample, aptitude or psychometric tests.
- The personal information you have provided will be used to assess your applications for employment. You have been requested to provide this information to enable the organisation to compare your application to others, and verify statements made. In submitting an application for this position, you are giving your consent for the organisation to use the information in assessing the application for this position. Relevant parts may be disclosed to persons or organisations you have identified as current or former employers, referees or others who may be able to assist Council in assessing your application. Formal reference checking as part of the selection process will not commence without your knowledge. Information provided may also be disclosed to authorities such as immigration, licensing, educational or other organisations where you have made a statement or indicated a qualification, license or endorsement that may need verification.
- Prior to commencement the successful applicant will be required to provide original copies of all qualifications, endorsements or licenses (or satisfactory proof of such), and a copy of all such qualifications etc. shall be made and kept on the employee's file.
- As part of the selection process, the recommended applicant(s) may be required to undertake a pre-employment police, security and/or a medical examination with a doctor appointed by the organisation to determine their suitability and ability to carry out the inherent requirements of the position.

Note: Failure to disclose the information required or making false or misleading disclosures, may disqualify you from any Workers' compensation entitlements (section 82 Accident Compensation Act) or may breach the employment contract.
- Canvassing Councillors either directly or indirectly for employment will disqualify prospective applicants for positions with Council.

Please contact Chair, CEO Employment Matters Advisory Committee (CEMC), Christine Mileham on 0409 380 385 if you have any questions.

Signatures

Mayor

Date

Chief Executive Officer

Date