



POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

POSITION IDENTIFICATION

TITLE:	Chief Executive Officer
DIRECTORATE:	Executive Services
REPORTING TO:	Council through the Shire President
CONTRACT/AWARD:	Negotiated contract position within Band 3 of SAT Determination
BASIS OF EMPLOYMENT:	Performance based contract to a maximum of five (5) years
LAST REVIEWED:	August 2021

8.1 POSITION PURPOSE

The Chief Executive Officer provides strategic leadership to the Shire of Waroona (“Shire”) and to Council and is responsible for leading and managing the organisation to achieve Council’s vision and objectives, discharge its functions in accordance with legislation and provide high quality services for the community.

Under the Local Government Act 1995 the CEO is responsible for organising the presentation of reports and reporting to Council, acts as the primary link between Councillors and the Shire’s staff and is responsible for providing support and professional advice to Councillors, including the development of policies.

Main areas of focus for the CEO involve:

- Reporting to Council ensuring good governance maintained at high standards.
- Leadership and strategic planning.
- Financial, operational, service planning, and management.
- Developing the capability of the workforce.
- Relationship building with key stakeholders such as Federal and State Government, business, and community groups.
- Managing risks and ensuring the Shire’s operations and Council’s decision-making processes comply with all relevant statutory requirements.

KEY ACCOUNTABILITIES

8.2	LEADERSHIP AND PLANNING	
	DESCRIPTION	PERFORMANCE CRITERIA
1.	Provide strong leadership and direction to the Shire and staff at all levels.	<ul style="list-style-type: none"> • Plans developed on time and providing a strong foundation for the Shire to move forward. • Constructive interaction between the CEO, management and Councillors enhancing the planning process. • Satisfactory progress on implementing key strategic initiatives. • Improvements to the operational performance of the Shire. • The Shire retains excellent reputation for ethical operation.
2.	Lead and foster a high performing culture for the Shire by translating the strategy and vision of Council and by creating an environment where innovation and new ideas that improve service delivery can be constructively explored, encouraged, and implemented.	
3.	In conjunction with the Council and the management team, prepare/review Shire Strategic Community Plan and Corporate Business Plan in accordance with legislative requirements; identify key success factors and new opportunities and strategies for managing growth and implementing objectives.	
4.	In conjunction with the management team, develop annual operating business and resourcing plans to achieve the Shire's strategic goals and present them to the Council for approval.	
5.	Execute key strategic initiatives in accordance with the Strategic Community Plan and work with the management team to ensure that annual operational plans are implemented and are effective.	
6.	Build constructive relations with and between management across different departments and functions to foster a cohesive leadership team.	
7.	Set and uphold the ethical tone of the organisation.	
8.	Keep abreast of political, economic, industry and social trends and developments which may impact on current operations of the Shire.	

8.3 FINANCIAL, OPERATIONAL AND SERVICE MANAGEMENT		
	DESCRIPTION	PERFORMANCE CRITERIA
1.	Engage with Council on strategic budgeting and develop annual operational and capital budgets in consultation with management for Council approval.	<ul style="list-style-type: none"> • Effective strategic budgeting with budgets approved in a timely manner. • Council achieving revenue and expenditure targets. • Key initiatives implemented across all departments. • Operational effectiveness and efficiency regularly reviewed and appropriate changes implemented. • Satisfactory measures of customer satisfaction and positive feedback achieved. • All services meet environmental, safety and community expectations. • Corrective action taken to respond to problems in a way that protects the ongoing interests of the Shire and its reputation.
2.	Prudently manage expenditure by the Shire within budget constraints and funding guidelines and ensure all management leaders manage to their own approved departmental budgets.	
3.	Through effective engagement with Council and in consultation with the management team, ensure timely compliance with all statutory long-term budgeting, planning and asset management requirements, producing long-term budgeting and planning documents that meet the Shire's objectives.	
4.	Drive operational effectiveness and efficiency.	
5.	Continue to develop and monitor a customer relationship focus across the organisation, ensuring that services are delivered in compliance with all statutory and contractual obligations and in accordance with community expectations.	
6.	All funding applications to be vetted in consultation with Council to ensure project is in line with Community and Strategic plans and how it will impact the bottom line short or long term.	
7.	Ensure that all service contracts with third party suppliers are implemented with approved quality and safety systems and have high service performance and safety standards.	

8.4 COMMUNITY DEVELOPMENT AND STAKEHOLDER RELATIONS		
	DESCRIPTION	PERFORMANCE CRITERIA
1.	Foster strong working relationships with existing and potential government and community stakeholders as well as funding agencies to continue to promote the Shire and attract grant funding and improve services to the community.	<ul style="list-style-type: none"> • Positive feedback from key government, business and community groups. • New services and contract opportunities are identified and vigorously pursued. • Improved staff feedback concerning communications from management. • The Shire's image in regional area, among other LGA's and the community generally is positive. • Benefits of resource sharing with Shire of Murray is maintained, improved and/or reviewed to ensure
2.	Cultivate and maintain effective relationships with regulators and industry stakeholders generally.	
3.	Develop effective communication and engagement processes to actively promote the policies and decisions of Council to the Shire staff, ratepayers, community groups and other relevant bodies.	
4.	Represent Council at meeting, conferences and workshops where required in consultation with the Shire President.	

5.	Positively contribute to key regional planning forums, special interest groups and professional/industry bodies such as LGPA, WALGA, LGIS and Federal or State Government bodies that impact on Local Government.	community expectations are achieved.
6.	Ensure continued resource sharing with Shire of Murray, engage in a consultative manner to ensure positive and productive relationships are maintained with neighbouring CEO, Executive team and workforce, and to regularly monitor the benefits of resource sharing.	

8.5 WORKFORCE CAPABILITY		
	DESCRIPTION	PERFORMANCE CRITERIA
1.	Lead and motivate staff and manage human resources fairly and effectively, in accordance with statutory requirements. Contribute to staff recruitment, retention, and resource adjustment as and when required. Ensure that the Shire is staffed to meet operational needs and service growth within budget constraints.	<ul style="list-style-type: none"> • Training plans are implemented to improve the capability of the workforce in line with the Shire's Workforce plan. • Increased engagement and productivity of the workforce. • Improved and/or stable staff retention. • Improved safety performance and 100% compliance with the WH&S Act (WA). • New staff become productive quickly.
2.	Manage the recruitment, on-boarding, induction and performance management of leadership team, and oversight performance reviews of employees more generally. New positions are developed in line with business needs and the purpose of role is understood by all stakeholders, the organisation, and the incumbent.	
3.	Ensure that all staff are well trained in the safe working requirements and procedures of the Shire and any special safety requirements of operations or specific sites are well understood by staff that need to know.	
4.	Oversee the investigations of any major safety or other contract compliance matters to ensure lessons are learned, procedures improved, and appropriate staff training needs are implemented.	
5.	Establish and regularly review staff structures, communication channels and decision-making delegations to ensure productive, efficient, and accountable work practices and sound staff relations are formed.	

8.6 RISK AND COMPLIANCE		
	DESCRIPTION	PERFORMANCE CRITERIA
1.	In conjunction with the management team, develop and implement a professional and thorough approach to identifying and managing operational, business, financial and reputational risks.	<ul style="list-style-type: none"> • Risks appropriately identified and well managed. • 100% compliance with statutory requirements. • Maintenance of required accreditations / licences. • Safety performance of the Shire is exemplary.
2.	Report to Council on the management and mitigation of risks as required by the Risk Management Policy and sound business practice.	
3.	Monitor the work of all managers and operations generally, to ensure that all the Shire's activities comply with legislation, regulations, licenses/approvals, and sound business management practices.	
4.	Actively oversee OH&S safety audits and ensure that any minor non-conformances are quickly addressed and closed out.	
5.	Ensure the Shire has disaster recovery plans and resources in place and is prepared for rapid mobilisation in times of flood, fire, or other major natural disaster events.	
6.	Provide formal assurances to Council regarding the Shire's operations and activities as required by Legislation and the regulators.	

8.7 GOVERNANCE AND REPORTING TO COUNCIL		
	DESCRIPTION	PERFORMANCE CRITERIA
1.	Ensure that Council has a well-developed and highly professional suite of Council policies, by-laws, and governance protocols, and that they are regularly reviewed by the Council and kept fully up to date.	<ul style="list-style-type: none"> • Accuracy and timeliness of monthly and/or special reports to Council and its Committees. • Satisfaction of the Shire President, Deputy Shire President, and other Councillors on formal and informal communications from the CEO. • Good governance practices are always followed, including appropriate dealing with conflicts of interest. • Effective working relationships are maintained between the CEO, Managers, Shire President, Deputy Shire President and Councillors.
2.	Monitor and report to Council on the Shire's financial position and financial performance and provide information and advice to the Council through well considered reports.	
3.	Prepare business cases for Council/Committee approval for the purchasing of major equipment, the development of new or enhanced services or the need to partner with third parties to deliver on new services and innovations.	
4.	Attend relevant Council /Committee meetings; provide advice to Council on procedure and report fully to the Council on progress against all strategic or major projects and initiatives.	
5.	Ensure that accurate records are kept of all Council meetings, committees, panels, forums, operations and decision making and ensure they are secure and retained in line with statutory provisions.	
6.	Manage the relationship between Council, individual Councillors, and the Administration to ensure the highest levels of governance and accountability and compliance with Council's Code of Conduct and statutory requirements.	
7.	Work closely with the Shire President between formal meetings to keep the Shire President informed on all key operational matters, organisational performance, and progress on new initiatives.	

8.8 DECISION MAKING AUTHORITY	
	<p><u>Delegations</u></p> <p>Delegations under the Local Government Act 1995 and as directed and published in Council's Delegations Register.</p>

8.9	SELECTION CRITERIA
1.	Leadership
	<ul style="list-style-type: none"> • Proven leadership experience at the Chief Executive Officer/Senior Professional level. • High Level Strategic Planning skills and knowledge of corporate management. • Delegation skills to ensure the achievement of outcomes, accountability of management, staff and the development of workforce abilities and capacity to deliver. • Excellent interpersonal and communications skills focusing on maintaining good political astuteness, networking relationships with all stakeholders. • Proven time management skills.
2.	Governance and Compliance
	<ul style="list-style-type: none"> • Demonstrated strong working relationship with Councils/Board of Management. • Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated Legislation relevant to the Local Government Sector. • Proven provision of professional, comprehensive, and timely advice to support Council in making informed decision on behalf of constituents. • Proven sound knowledge of statutory, legal, and contractual obligations of local government.
3.	Financial Management
	<ul style="list-style-type: none"> • Extensive experience around the area of financial management. • Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budgets. • Demonstrated experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements regarding the accounting activities and reporting. • A developed understanding of outside works in Local Government, including road construction and maintenance, parks and gardens and waste management (desirable).
4.	Policy Implementation
	<ul style="list-style-type: none"> • Comprehensive knowledge of public policy issues as they impact on Local Government. • Demonstrated knowledge of Local Government Local Laws and Policy Procedures.
5.	Strategic Thinking
	<ul style="list-style-type: none"> • Ability to identify, explore and seize opportunities that are aligned to Council's Strategic Plan. • Demonstrated experience in developing and maintaining strategic relationships and partnerships with key and non-government agencies, businesses, organisations, and the community. • Ability to articulate the community's vision and interests in a committed and influential manner. • Well-developed problem-solving skills. • Demonstrated understanding of issues facing Regional and Rural Communities. • Ability to maintain strategic relationships with resource sharing opportunities to ensure delivery of strategic and corporate outcomes.

6.	Community Engagement
	<ul style="list-style-type: none"> • Demonstrated experience in encouraging, promoting, and facilitating tourism and economic development and fostering investment opportunities. • Demonstrated experience in engaging with community members, organisations, and stakeholders. • Demonstrated history of building and maintaining positive strategic relationships with the community. • Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
7.	Qualifications
	<ul style="list-style-type: none"> • Tertiary qualifications in relevant management, business, engineering, planning, or other disciplines and/or Public Sector Administration or experience that is accepted as comparable to the Shire's operations. • Advanced qualifications in a leadership, business or management field would be highly desirable.

8.10	APPROVAL OF POSITION DESCRIPTION		
	APPROVED BY COUNCIL – SIGNED BY SHIRE PRESIDENT		
	NAME		
	SIGNATURE	DATE	
	ACCEPTED BY INCUMBENT		
	NAME		
	SIGNATURE	DATE	