



## SHIRE OF NUNGARIN CHIEF EXECUTIVE OFFICER JOB DESCRIPTION FORM

### POSITION IDENTIFICATION

<b>TITLE:</b>	Chief Executive Officer
<b>DIRECTORATE:</b>	Executive Services
<b>REPORTING TO:</b>	Council
<b>AWARD:</b>	Negotiated (Contract)
<b>LEVEL:</b>	Negotiated (Contract)
<b>JOB TYPE:</b>	Full Time

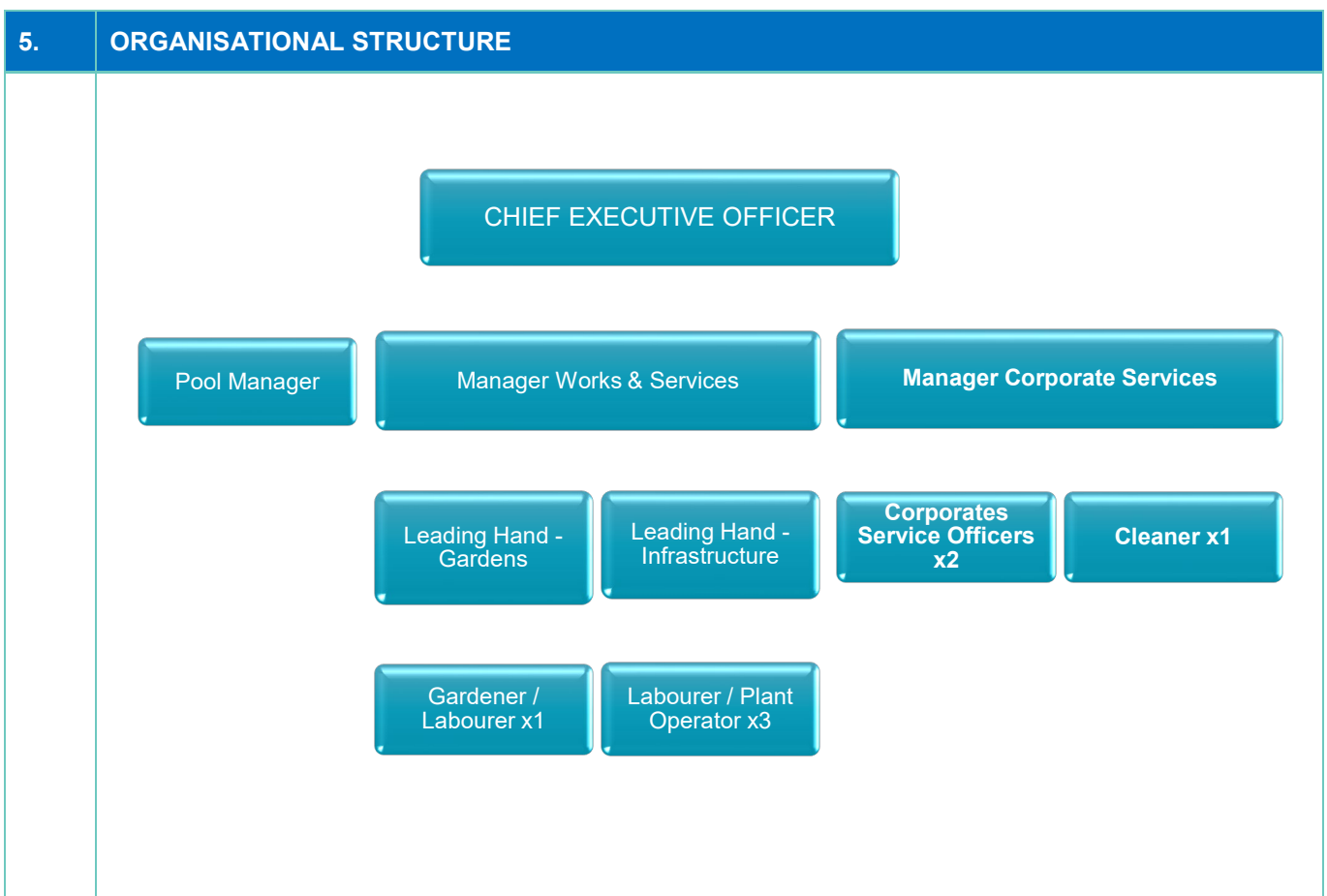
### 1. POSITION OBJECTIVES

1.1	To carry out the statutory role of the Chief Executive Officer with emphasis on: <ul style="list-style-type: none"> <li>a. the provision of accurate, timely information and advice to the Council that promotes sound decision making;</li> <li>b. ensuring that decisions are implemented promptly and properly;</li> <li>c. to manage the day to day operations in an efficient and effective manner; and</li> <li>d. to accept management responsibility for the efficient performance of all other employees and contractors.</li> </ul>
1.2	To develop and maintain a sound working relationship with the: <ul style="list-style-type: none"> <li>a. Council;</li> <li>b. The President;</li> <li>c. Elected members;</li> <li>d. Employees;</li> <li>e. Community; and</li> </ul>
1.3	To assist the Council, develop and implement: <ul style="list-style-type: none"> <li>a. Sound forward planning strategies;</li> <li>b. Organisational structures; and</li> <li>c. Policies that promote the good government and development of the Shire.</li> </ul>
1.4	To observe and promote a high level of ethics in the operations and affairs of the Shire of Nungarin.
1.5	To strive to achieve recognition as a respected professional local government manager through sound performance and professional development.

2.	ESSENTIAL REQUIREMENTS OF THE POSITION
2.1	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Highly developed management skills.</li> <li>• Highly developed team development and leadership skills.</li> <li>• Highly developed interpersonal skills.</li> <li>• Developed public relations and communication skills.</li> <li>• Highly developed decision making and innovative skills.</li> <li>• Developed conflict resolution and negotiation skills and a working knowledge of community consultation processes.</li> <li>• Sound knowledge and practical understanding of corporate and strategic planning strategies.</li> <li>• Working knowledge of customer service principles and “best practice” strategies.</li> </ul>
2.2	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Detailed knowledge of the Local Government Act and meeting procedures.</li> <li>• Sound knowledge of Human Resources principles and practices.</li> <li>• Sound knowledge of Local Government accounting and financial reporting requirements.</li> <li>• Sound knowledge of the roles and responsibilities of a Local Government Chief Executive Officer.</li> <li>• Working knowledge of computer systems and software applications.</li> </ul>
2.3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• At least five (5) years’ experience in a Senior Management position within Local Government or as a Senior Executive in the commercial or public sectors with a good understanding of the working of Local Government.</li> </ul>
2.4	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Hold a Diploma in Local Government or a qualification in Management or a related field acceptable to the Council.</li> <li>• Participate in ongoing Professional development.</li> <li>• Hold a current “C” Class Motor Driver’s Licence.</li> <li>• Be able to obtain a National Police Clearance.</li> </ul>

3.	SUMMARY OF KEY DUTIES AND RESPONSIBILITIES
3.1	<p><u>Within Section:</u></p> <ul style="list-style-type: none"> <li>• Manage and lead senior employees in order to meet corporate objectives.</li> <li>• Ensure that statutory duties, responsibilities and delegations are exercised in accordance with all statutory requirements and Council Policies.</li> <li>• Lead the organisation in providing a high level of service to the Community and to Elected Members to achieve community satisfaction with the local government.</li> </ul>
3.2	<p><u>Within Organisation:</u></p> <ul style="list-style-type: none"> <li>• Administer all the Legal and Statutory obligations of the Shire's operation and be the chief advisor to Council on these matters.</li> <li>• Ensure that the financial management of the shire is maintained in a prudent manner and that a high standard of compliance is maintained.</li> <li>• In consultation and co-operation with the Council, provide positive and inclusive leadership to the organisation which develops and maintains effective working relationships.</li> <li>• Develop a corporate approach within the senior employee Management level towards a best practice approach to operational efficiency and effectiveness, financial management and budget control, and ensure that effective financial controls operate within, and across each functional area.</li> <li>• To develop and implement reasonable and applicable employee directives and internal management controls that compliment Council policies and other directions, and that provide employees with clear direction on their duties and other responsibilities.</li> <li>• To develop and encourage an environment where employees are able to reach a high-level job satisfaction through good management, communication, teamwork, recognition and sound performance.</li> </ul>
3.3	<p><u>Organisational:</u></p> <ul style="list-style-type: none"> <li>• Sound knowledge of legislative obligations under the Equal Opportunity and Work Health and Safety Policies.</li> <li>• Actively embrace and participate in change to better achieve the Shire's values, goals and objectives.</li> <li>• Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.</li> <li>• Maintain strict confidentiality.</li> <li>• Actively participate in the ongoing development, compliance and promotion of professional customer service standards.</li> <li>• Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.</li> <li>• Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery where relevant to the scope of the position or department.</li> <li>• Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Equal Employment Opportunity legislation and Council's Policies and Procedures.</li> </ul>

4. ORGANISATIONAL RELATIONSHIPS	
<b>Responsible for:</b>	Manager Corporate Services Manager Works and Services Contract Ranger Contract Environmental Health Consultant
<b>Responsible to:</b>	Council
<b>Internal Relationships:</b>	Shire President and Councillors, Council staff, Committees, NEWROC
<b>External Relationships:</b>	General public, community groups, Sporting groups, Primary contractors and suppliers, Members of Parliament, State and Federal Government Departments, associations of Local Government, other Local Government authorities.



6. POSITION DIMENSIONS	
<b>Work Location:</b>	Shire of Nungarin Administration Office, 66 Railway Avenue, Nungarin.
<b>Delegated Authority:</b>	As defined by the Chief Executive Officer.
<b>Driving Requirements:</b>	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

7. EXTENT OF AUTHORITY	
Operates under broad direction of Council within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other applicable legislation.	

8.	CORPORATE ACCOUNTABILITIES
8.1	All employees are bound by the requirements of the <i>Local Government Act 1995</i> to act with integrity, and in a way that shows proper concern for the public interest.
8.2	Comply with Council's Code of Conduct, management directives and approved policies and procedures.
8.3	Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
8.4	Maintain obligations described within the Shire of Nungarin's Customer Service Charter.
8.5	Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
8.6	Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8.7	Deliver effective use of Shire resources within the level of accountability for this position.
8.8	Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and the <i>Work Health and Safety 2020</i> .
8.9	Employees shall cooperate with the Shire of Nungarin in the carrying out of the obligations imposed on the Shire under the <i>Work Health and Safety Act 2020</i> .

9.	OCCUPATIONAL SAFETY AND HEALTH
9.1	Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
9.2	Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
9.3	Report all accidents, incidents and hazards.
9.4	Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
9.5	Eliminate and control hazards in the workplace using the hierarchy of controls.
9.6	Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and Regulations.

**10.****SELECTION CRITERIA**

## 10.1

Essential

Knowledge, Experience and Leadership:

1. Proven Leadership Experience at a Chief Executive Officer / Senior Professional Level

Financial Management:

1. Extensive experience around the area of financial management.
2. Demonstrated experience in overseeing the development and implementation of financial plans, asset management plans and annual budget.
3. Demonstrated experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements regarding accounting activities and reporting.

Corporate Governance and Compliance:

1. High-level strategic Planning Skills and Knowledge of Corporate Management.
2. Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated Legislation relevant to the Local Government Sector.

Statutory and Regulatory Environment:

1. Comprehensive knowledge of public policy as they impact Local Government.
2. Proven sound knowledge of statutory, legal and contractual obligations of Local Government.

Strategic and Operational Networks:

1. Demonstrated experience in developing and maintaining strategic relationships and partnerships with key and non-government agencies, business, organisations and the community.
2. Excellent communication skills focusing on maintaining good political astuteness, networking relationships with all stakeholders.

Interpersonal Skills and Strategic Thinking:

1. Ability to identify, explore and seize opportunities that are aligned to Councils Integrated Strategic Plan.

Qualifications:

1. Tertiary qualification 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.

11. PHYSICAL DEMANDS CRITERIA		
11.1	<b>Standing:</b>	Minimum standing is required to perform the tasks associated with this position.
11.2	<b>Sitting:</b>	Required to be in a sedentary position for lengthy periods of a time in a semi-static position during the performance of desk/office and keyboarding duties.
11.3	<b>Walking:</b>	Limited walking within the main Administration Building and infrequent walking throughout other Council premises and external agencies.
11.4	<b>Bending or Stooping:</b>	Frequent bending or stooping is required whilst performing normal duties, for example when using filing systems.
11.5	<b>Lifting:</b>	Lifting of small to medium items of office equipment and stationery.
11.6	<b>Reaching:</b>	Only infrequent reaching is required.
11.7	<b>Arm &amp; Hand Movement:</b>	Must have full dexterity of both hands and full arm movements, to enable repetitive use of office equipment and the handling of all work-related items.
11.8	<b>Neck Flexion &amp; Rotation:</b>	Frequent spinal rotation is utilized during daily duties.
11.9	<b>Eyesight:</b>	Good peripheral vision and good hand eye coordination is essential. All other functions require a general standard of vision e.g. reading and clerical duties and use of computer-based equipment.
11.10	<b>Hearing:</b>	A good level of hearing capability is required.
11.11	<b>Psychological Factor:</b>	Ability to work independently, whilst maintaining good observation and concentration skills.
11.12	<b>Literacy Skills:</b>	Must have highly developed communication skills, both verbal and written. A high degree of accuracy with attention to detail, along with excellent time management and organisational skills. Highly developed analytical, research and evaluation skills.

12. AREA OF POTENTIAL RISK	
	<ul style="list-style-type: none"> <li>• Personal injury; and</li> <li>• Public safety.</li> </ul>