

CEO JOB DESCRIPTION

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Job Title	Chief Executive Officer
Reports To	Council
Reporting Positions	Seven direct reports: Chief Financial Officer, Chief Operations Officer, Chief Community Planner, Manager Stakeholder Relations, Manager People & Culture, Manager Governance & Strategy, Executive Officer to the CEO
Employment Type	Full-time, maximum term contract
Contract Term	5 year contract
Location	99 Shepperton Road, Victoria Park, WA 6100

POSITION OBJECTIVES

- Provide strong and engaging leadership to the organisation and the community.
- Facilitate programs, projects, and services that are cost effective and strategically aligned.
- Link the community, the Council, and the organisation with an inclusive, relevant and functional integrated planning framework.
- Comply with all statutory and regulatory requirements in the *Local Government Act 1995* (WA) and other relevant legislation.
- Deliver accurate, timely and relevant advice to the Council so that informed decisions can be made and promote good governance practices.
- Develop and maintain a capable workforce committed to achieving the objectives of the Strategic Community Plan, Corporate Business Plan and other strategies.
- Strive for a strong and sustainable long term financial position that balances environmental, economic and social objectives.
- Ensure continuous learning on contemporary management practice and best practice.
- Role model ethical behaviour which exemplifies the Local Government's values.

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ROLES AND RESPONSIBILITIES

Leadership and Engagement

- Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to deliver programs, project and services in an efficient, effective, and sustainable manner.
- Establish and maintain meaningful and productive working relationships with key stakeholders including federal and state government representatives, business, community and sporting associations and neighbouring Local Governments.
- Develop, foster and lead a values-driven culture in service of the community.

Program, Project and Service Delivery

- Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Strategic Community Plan and Corporate Business Plan, and in line with the annual budget.
- Plan for and deliver major projects utilising competent project management systems and sufficient lead times to satisfy projected timeframes and community expectations.
- Review services and programs to measure value for money and community utilisation and satisfaction.
- Drive a culture of commitment to continuous improvement in customer service.

Strategic Development

- Be responsible for the implementation of the integrated strategic planning framework.
- Ensure real and functional linkage between the Strategic Community Plan, the Corporate Business Plan and the annual budget.
- Facilitate effective engagement with the community in reviewing the Community Strategic Plan.
- Facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.

Governance, Compliance and Risk

- Facilitate the effective conduct of meetings through appropriate meeting spaces, quality agendas and availability of relevant staff to provide advice and support.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Ensure compliance with all statutory and regulatory obligations.
- Maintain the council policy framework to ensure it is relevant, current and accessible.
- Maintain delegation and disclosure registers to ensure they are current, accurate and accessible.
- Maintain an effective enterprise-wide risk management framework.

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Council Relationships

- Maintain an effective working relationship with the Mayor and Councillors.
- Provide accurate, timely and relevant information to elected members so they can discharge their responsibilities effectively.
- Identify training and development opportunities for elected members.
- Ensure Council decisions are implemented in a timely and effective manner.

Human Resource Management

- Develop and implement a workforce plan demonstrating the resources and capacity necessary to meet the Strategic Community Plan and Corporate Business Plan objectives.
- Provide, training and development opportunities for employees.
- Strive to deliver a values driven workplace culture through training, development, and leading by example.
- Drive enterprise-wide commitment to a safe workplace.
- Ensure the principles of diversity, inclusion, fairness, and transparency are applied in all human resource matters.
- Ensure compliance with Work, Health and Safety legislation.

Financial Management

- Develop functional and transparent reporting systems and processes that effectively monitor the financial performance of the Local Government.
- Maintain a close oversight of the Local Government's financial position and performance.
- Exercise prudent and responsible stewardship of the Local Government's physical and financial assets committed to achieving long term sustainable outcomes.
- Facilitate regular engagement with elected members to review the Local Government's financial position and performance.
- Build diverse and sustainable revenue streams.

Personal Attributes

Leadership: Has the ability to lead and influence elected members, employees and stakeholders with credibility, competence, and empathy. Demonstrates behaviours which align with the Town of Victoria Park's values and leads by example.

Resilience: Ability to find a way forward in an ever-changing, high-pressured environment.

Innovation and Curiosity: An open mind and willingness to challenge the status quo.

Problem Solving: Can define and analyse complex situations to evaluate alternatives and generate solutions.

Ethics: Is committed to the highest standards of ethical behaviour personally and professionally and always acts fairly and transparently.

Collaboration: Achieves outcomes through developing productive working relationships with key stakeholders and decision makers.

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Communication: Communicates with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view.

Personal Development: Ongoing commitment to personal and professional development.

Selection Criteria – Essential

- A leader in fostering a values-driven and high-performance organisational culture.
- Extensive senior leadership or executive level experience in a complex, multi-disciplinary service delivery environment.
- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Demonstrated experience in managing compliance and corporate governance and a regulatory environment.
- Demonstrated experience in relationship building and collaboration with the community and key stakeholders.
- Demonstrated high-level advocacy skills.

Selection Criteria – Desirable

- Demonstrated strategic understanding of asset management, project management and capital project delivery.
- An understanding of the statutory and regulatory environment relevant to Local Governments and the role and functions of Local Government.
- Demonstrated experience in fostering and delivering innovative solutions.

Qualifications

- Tertiary qualifications in a relevant discipline.
- Post graduate qualifications in leadership, management or public or business administration are highly desirable.