



CHIEF EXECUTIVE OFFICER

Candidate Information Pack

INTRODUCTION

Thank you for your interest in the **Chief Executive Officer** position with us here at North Burnett Regional Council.

This role will provide you, as the next CEO, with challenging work and a supportive team environment, in a region full of possibilities. This opportunity brings with it all the benefits and potential of a lifestyle where Career + Community = North Burnett Regional Council.

This candidate information pack provides information about the role, key projects, the organisation, and region.

Please contact me directly for a confidential chat - Mayor Les Hotz on Ph: 0458 696 272 or via Email:

Cr.Les.Hotz@northburnett@qld.gov.au

I look forward to discussing this opportunity with you.

Kind regards

Les Hotz

Mayor, North Burnett Regional Council



Auburn River National Park, Mundubbera

CHIEF EXECUTIVE OFFICER

ROLE FOCUS

Reporting to the Mayor and Councillors, the Chief Executive Officer (CEO) of the North Burnett Regional Council will be a visionary leader with a collaborative spirit, committed to advancing the region's growth, sustainability, and community liveability. This role demands a strategic thinker who can inspire and drive the organisation towards achieving its long-term goals while upholding the Council's core values and principles.

Key Responsibilities

- **Strategic Leadership:** Develop and implement the Council's strategic plan, ensuring alignment with the community's needs and aspirations.
- **Operational Management:** Oversee the Council's daily operations, ensuring efficiency, transparency, and accountability in service delivery.
- **Stakeholder Engagement:** Build and maintain strong relationships with key stakeholders, including government agencies, community groups, and business leaders, to foster collaboration and support for Council initiatives.
- **Financial Leadership:** Ensure sound financial management and sustainability by overseeing budget development, financial planning, and resource allocation.
- **Policy Development:** Lead the development and implementation of policies that promote sustainable development, environmental stewardship, and community liveability.
- **Team Leadership:** Cultivate a high-performing executive team by promoting a culture of excellence, innovation, and continuous improvement and an ongoing investment in Council's 'grow your own' initiative.

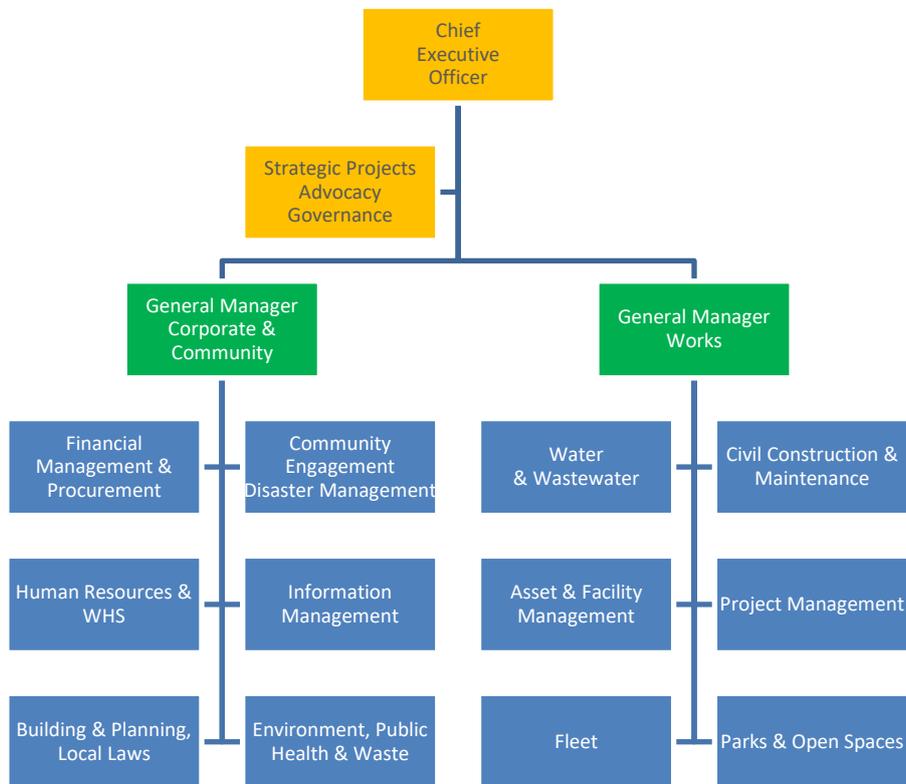
Desired Attributes

- **Visionary Leadership:** The ability to foresee future challenges and opportunities and drive strategies that position the Council for long-term success.
- **Strategic Thinker:** Strong analytical skills with the ability to make informed decisions that balance immediate needs with future growth.
- **Effective Communicator:** Exceptional interpersonal and communication skills to effectively engage with a diverse range of stakeholders, aligning with Council's community focused approach.
- **Community Focused:** A genuine commitment to enhancing the quality of life for residents of the North Burnett region.
- **Adaptable and Resilient:** The capacity to navigate and manage change in a dynamic environment, and the ability to take all stakeholders along on the journey.

Qualifications and Experience

- **Educational Background:** A tertiary qualification in Business Administration, Public Administration, Management, and/or a related field.
- **Leadership Experience:** In-depth proven experience in a senior leadership role within a Queensland local government. Preference will be given to candidates with experience in regional areas and who can demonstrate a clear understanding of the challenges faced within those environments.
- **Financial Acumen:** Demonstrated experience in financial management and budget oversight, with the ability to translate potential risks and options with stakeholders, enabling effective decision making and prioritisation of resources.
- **Stakeholder Management:** Strong track record of building and maintaining relationships with diverse stakeholders - including successfully led advocacy efforts focused towards State and Federal Governments, in the interest of regional council sustainability and community liveability challenges.

TEAM STRUCTURE



OUR COUNCIL

The Council came into existence on the 15 March 2008 following the Queensland local government reform process which resulted in the amalgamation of 6 Shires – Monto, Eidsvold, Mundubbera, Gayndah, Perry and Biggenden, into the new North Burnett Regional Council.

We have a long and proud history of development, prosperity, and resilience. With readiness we also face challenges including distance, drought, flood, and connectivity.

We administer \$1.012 billion in assets, including six libraries and customer service centres, five swimming pools, as well as various major infrastructure and equipment. We maintain a network of 829 kilometres of sealed and 3318 kilometres of unsealed roads within the region.

As a Local Government, it is our responsibility to deliver core community services while we also fill gaps in essential services at a grassroots level. It is a wide-ranging and holistic approach which extends far beyond the traditional view of “roads, rates, and rubbish.” This is easier said than done, but this is not a Council which sticks its head in the sand. Our united and brave Council isn’t afraid to get the job done and have the difficult conversations.

OUR VISION

A prosperous future for generations built on a solid foundation of customer focused, efficient, and effective service delivery.

OUR MISSION

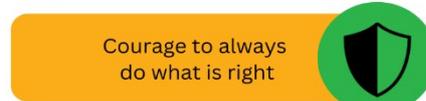
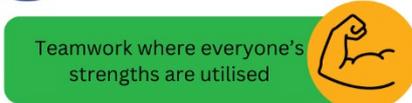
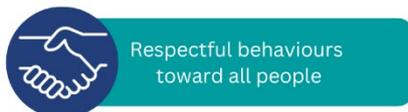
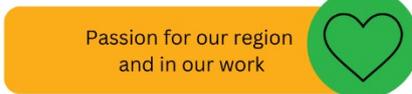
COURAGEOUS LEADERSHIP

COMMUNITY EMPOWERMENT

CONTINUOUS IMPROVEMENT

OUR VALUES

North Burnett Regional Council's culture is driven through the following values:



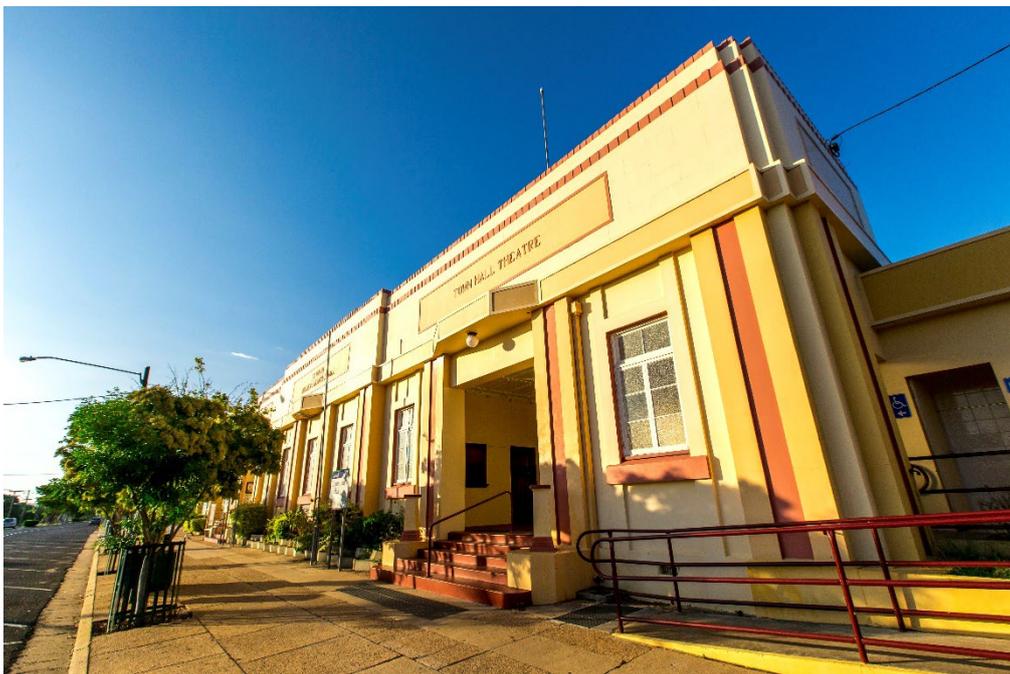
PLANS & PUBLICATIONS

- [Corporate Plan 2021-2026](#)
- [Operational Plan 2023-2024](#)
- [Annual Report 2022-2023](#)

WHY THIS ROLE?

- Create a meaningful impact:**
You will have the opportunity to make a significant impact on the naturally beautiful North Burnett Region and community as the Chief Executive Officer. You will experience firsthand the very real impact your direction and leadership will have on the North Burnett Regional Council team and the wider community.
- Drive innovation and change:**
Council is dedicated to driving innovation and change, and this position will put you at the forefront of this exciting transformation.

You will be able to think creatively and innovatively, as well as challenge the status quo, in order to drive better outcomes for Council in servicing the community.
- Immerse yourself in a beautiful, welcoming region:**
From rugged mountains and lush forests to sparkling waterways, the region boasts an array of natural wonders. Coupled with a robust sense of community and a year-round calendar of social and cultural events, it offers a truly enriching living experience.
- Enjoy a fantastic work-life balance:**
The region is known for its relaxed and friendly lifestyle, which includes access to stunning natural beauty, vibrant communities, and a variety of recreational opportunities. You will have the opportunity to enjoy a fantastic work-life balance and a supportive and collaborative team culture.
- Strengthen your Career in Local Government:**
This is an exciting opportunity to apply your extensive experience and passion for local government in a diverse environment. You will be able to showcase your solution-focused approach and inspirational leadership. Additionally, you will have access to opportunities for ongoing professional development to support the advancement of your career.
- Work with a talented team:**
The North Burnett Regional Council is home to a talented and dedicated team of professionals who strive for excellence in all they do. This is a fantastic opportunity to work alongside this team, to lead and develop them to their full potential.



OUR REGION

The North Burnett local government area is in Queensland, approximately four hours' drive north-west of Brisbane or one hour west of Bundaberg.

The North Burnett Region covers approximately 19,700 square kilometres and has a population of just over 10,000 people. The region encompasses six main townships – Biggenden, Eidsvold, Gayndah, Monto, Mt Perry and Mundubbera, which service around twenty-five villages and farming catchments.

Traditional custodians of country in our region are the Wakka Wakka, Wulli Wulli, Bailai, Goereng Goereng, Djaku-nde, Jangerie Jangerie, Kabbi Kabbi, Gurang and Taribelang Bunda Peoples.

The North Burnett region takes its name from the Burnett River that flows through the area.



OUR LIFESTYLE

The North Burnett region boasts a relaxed and easy-going lifestyle, which is perfect for those who are seeking a more laid-back way of life. The region offers a range of recreational activities, including sports clubs, parks, and nature reserves, which provide residents with ample opportunities to get outside and enjoy the beautiful natural surroundings.

The region is also home to historic sites and cultural landmarks, which provide a window into the rich and diverse history of the area.



Mt Walsh, Biggenden



Orange Festival, Gayndah

OUR COMMUNITY

The North Burnett region is renowned for its strong sense of community. The friendly and welcoming locals create a warm and inclusive atmosphere, where everyone is made to feel at home. There is a range of community events, festivals, and celebrations throughout the year, bringing people together to connect and celebrate the local culture. The region has a strong volunteer culture, with many opportunities for residents to give back to their community. The North Burnett region has a robust healthcare system, with several hospitals, medical clinics, and healthcare centres spread throughout the area. The North Burnett provides a range of educational institutions to cater to residents of all ages. There are several primary and secondary schools in the region, providing quality education to students from Kindergarten to Year 12.

OUR ENVIRONMENT

The region is known for its natural beauty and is home to several national parks. These parks offer visitors the opportunity to explore the rugged landscape, hike, camp, and enjoy outdoor activities such as fishing and birdwatching.

It is also famous for its agricultural industry, and visitors can explore the region's farming heritage by visiting local farms and attending events such as the Biggenden and Gayndah Shows, which showcase the best of the region's produce and livestock.

You will never run out of things to do and places to see!



Mingo Crossing, credit Mat Williams

REMUNERATION & BENEFITS

- Maximum Term – Full-Time Contract
- Competitive salary, plus 12% superannuation
- Generous leave provisions
- Funded professional development and training opportunities
- Relocation assistance
- Short commute and free parking
- Private use vehicle
- Council Accommodation provided
- Employee 'Study Assistance' scheme
- Employee Assistance Program for work or non-work-related matters
- Achieve a healthy work/ life balance
- Be part of a passionate and talented team

POSITION & PRE-EMPLOYMENT CHECKS

Please refer to the Position Description for full details regarding the position, mandatory requirements, and pre-employment checks.

RECRUITMENT PROCESS

KEY DATE

- **Applications close:** 10:00pm, Thursday 11 July 2024

HOW TO APPLY

Apply either on-line at: <https://northburnett.qld.gov.au/vacant-positions/>, or
Email at: Cr.Les.Hotz@northburnett@qld.gov.au

Your application should include:

- A cover letter (no more than two pages) detailing:
 - Your reason/s for applying for the position
 - How your work-experience, skills and knowledge meet the key responsibilities and position requirements.
- A current resume that summarises your employment history, education and training as well as 2 x referees
- A copy of your current driver's licence, and relevant qualifications and certificates
- A current (within 12mths) National Police Check

CONTACT

If you have any questions, please contact:
Mayor Hotz, 0458 696 272 or email: Cr.Les.Hotz@northburnett@qld.gov.au



Silo Art Monto, credit Monto Magic Tourism Action Group