



POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Chief Executive Officer
Department:	Office of the CEO
Reports To:	Mayor
Remuneration:	As per Schedule 1
Form of Engagement:	Contract of Employment – Senior Officer – Maximum Term

ORGANISATION RELATIONSHIPS

- *Internal:* Councillors, General Manager Corporate & Community, General Manager Works, and other Council employees.
- *External:* Clients of Council, the General Public, State and Federal Government Departments and Agencies, Contractors and Consultants/ Advisors.

POSITION OBJECTIVES

The Chief Executive Officer is Council's principal officer, exercising overall management responsibility for Council's operations.

The Chief Executive Officer:

- acts as the primary link between Councillors and the organisation and is responsible for providing assistance to Councillors in developing policy;
- provides leadership to staff in achieving Council objectives;
- oversees the financial management of the Council;
- communicates and promotes Council's policies to the community it serves;
- fulfill requirements as the Local Disaster Coordinator for the Local Disaster Management Group.

POSITION RESPONSIBILITIES AND PERFORMANCE INDICATORS

- **Managing Council Relationships**

Responsibility:	Provide advice, policy development and decision making support to Council.
Criteria:	<i>Timely, quality advice, no significant oversights.</i>
Responsibility:	Ensure implementation of Council resolutions, policies and decisions.
Criteria:	<i>Timely, effective action, progress monitored and variances reported.</i>
Responsibility:	Provide development opportunities for Councillors.
Criteria:	<i>Councillor satisfaction in the programs offered.</i>

- **Organisation Operations Management**

- Responsibility: Provide leadership and co-ordinate departmental operations and performance.
Criteria: Performance planning and reporting system effectiveness, variance identification, communication effectiveness.
- Responsibility: Ensure output is monitored and services provided in an efficient cost-effective manner.
Criteria: Operation efficiency, service and output standards attained.
- Responsibility: Develop, maintain and review Council's Corporate Plan.
Criteria: Corporate Plan developed to Council's satisfaction.
- Responsibility: Develop and maintain organisation structures to achieve Council's objectives.
Criteria: Organisational structure to achieve efficiency and effectiveness.
- Responsibility: Provide organisational change leadership and support.
Criteria: Input level and effectiveness; actual achievement against planned.
- Responsibility: Ensure development and maintenance of appropriate systems, procedures and performance standards.
Criteria: Level of operational system development and documentation.

- **Financial Management**

- Responsibility: Advise Council of financial implications of policy determinations.
Criteria: Timely quality advice, no significant oversights.
- Responsibility: Exercise management oversight of Council financial operations.
Criteria: Financial management system in compliance with contemporary practice and requirements.
- Responsibility: Ensure appropriate financial planning.
Criteria: Forward financial plan in accordance with Council's objectives.
- Responsibility: Maintain financial systems and controls.
Criteria: Financial systems and control effectiveness.
- Responsibility: Achieve financial targets.
Criteria: Financial targets achieved.

- **Human Resource Management**

- Responsibility: Ensure human resources management plans, systems, procedures and programs are developed and implemented.
Criteria: Human resources systems developed in accordance with Council requirements and contemporary practice.

Responsibility: Promote teamwork and develop and maintain positive work relations and appropriate organisational culture.

Criteria: *Customer satisfaction/complaints.*

- **Code of Conduct**

(To be read in conjunction with Council's existing Code of Conduct for Council staff.)

1. *The Council expects a certain conduct both at the workplace and as part of the Community.*
2. *Specifically this means that, at all times:*
 - a) *Taking care with Council property.*
 - b) *Respecting the customs and beliefs of community members.*
 - c) *Behaving in a manner that does not cause offence or bring disrepute on the Council or the Community and the individuals that make up the Council and Community.*
 - d) *Obeying the rules and guidelines that the Council may implement at the workplace and/or on behalf of the Community.*
 - e) *Being honest in your employment and dealings with Council at all times.*
 - f) *Whilst in full time employment with Council you may not undertake any other paid work, unless approved by Council.*
3. *Confidentiality*
 - a) *Any information and/or documentation relating to the business of Council, shall not be disclosed to anyone unless, authorised in writing to do so by the Council or as per legislation.*
4. *Council Property*

All property of the Council, including documents, remain the property of the Council even though they may be retained in your possession as a consequence of your employment duties. You may not borrow, lend or possess any Council property unless authorised by the Council to do so. On termination of employment any and all Council property in your possession is to be returned to the Council.

POSITION REQUIREMENTS

a) Skills & Competencies

- Superior communication, consultative, interpersonal and negotiating skills (both oral and written).
- Demonstrated ability to work collaboratively with the Mayor, Councillors, executive and management teams at strategic and operational levels.
- Ability to prepare reports for presentation to the Council.
- Demonstrated ability to manage time, workload and initiative.
- Demonstrated high levels of personal integrity and ethics in management practice.
- Demonstrated commitment to the maintenance of ongoing knowledge of contemporary management issues and practices, particularly as relate to individual executive effectiveness.
- Strong analytical and problem-solving ability.
- Demonstrated ability to manage priorities and meet deadlines.



- High level of Computer based systems skills including business related application software (e.g. Microsoft Office & MagiQ).
- Demonstrated orientation towards strategic management principles.
- Demonstrated ability to conceive and manage strategic planning processes.
- Proven track record in the pursuit of quality services including setting and meeting of high standards and a strong customer focus.
- Demonstrate a high level of commitment to the organisation and align their work values against the North Burnett Regional Council Code of Conduct.
- Demonstrated ability to lead, motivate, encourage, coach and direct the efforts of others towards the completion of plans and achievement of determined objectives in an environment which provides leadership to and ongoing personal development opportunities for individuals.
- Demonstrated ability to lead innovation and change.

b) Knowledge

- Local Government administrative systems and processes.
- Legislation and standards relevant to Local Government.
- Financial operations and strategy.
- Governance and risk management.
- Corporate planning and communication.
- Information technology networks and systems.
- Community development and services.

c) Qualifications and Experience

- Possess appropriate experience in the functional requirements of this position.
- Demonstrated ability to lead a multi-faceted organisation where multi-tasking is often required to achieve outcomes.
- Current 'C' class open drivers licence.
- Tertiary qualifications in a relevant field or related disciplines desirable, including post graduate qualifications, and other such qualifications in management as would be advantageous to the carrying out of the duties of the role.
- Experience in a local government setting (desirable).

d) Training Requirements

- Internal / external training to ensure position holder maintains a satisfactory level of knowledge and skill base.
- Attend workshops and seminars relevant to ensuring ongoing professional development.



Workplace Health & Safety Responsibility Statement

All employees have a legal obligation to comply with statutory requirements and North Burnett Regional Council Workplace Health and Safety policies and procedures and work instructions. These exist to ensure the health and safety of employees, contractors, visitors, volunteers and the public, and the environment.

The following responsibilities statements apply to all employees, including part time and casual staff.

Employees must:

- be aware of the North Burnett Regional Council Workplace Health and Safety policies and procedures
- perform all work and associated functions in a safe manner
- comply with all documented policies, procedures work instructions and verbal instructions issued by the organisation or its officers
- correctly use and maintain all protective clothing and equipment supplied by the organisation
- identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace where possible, and report hazards or risks in accordance with the WH&S procedures.
- establish and maintain a high standard of housekeeping and cleanliness within individual work areas, and on any North Burnett Regional Council property
- report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage
- attend any toolbox, team talks or specific training supplied by North Burnett Regional Council
- be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- work in a manner that will not endanger themselves or other employees or the public