



Chief Executive Officer Application Package

Lydia Highfield
Principal Consultant
PO Box 296
BEECHBORO WA 6063

Email: highfieldlydia@gmail.com

Mobile: 0400 142 110

Advertisement



Chief Executive Officer Shire of Shark Bay

The Shire of Shark Bay is a proud unified community, respecting and sharing our pristine environment and great lifestyle.

The current Chief Executive Officer has advised he will be retiring, so Council is seeking a Chief Executive Officer to fill the position following his departure.

Council is seeking an energetic, progressive and performance focussed senior executive with proven leadership experience of at least three years, who will have a sound understanding of local government operations and legislation. Attributes that Council consider to be critical for the successful applicant include individuals who demonstrate a sensitivity and understanding of regional issues, including a close knit community, and providing leadership in implementing the Shire's vision for the future in driving current and ongoing projects.

The position is offered under a performance based contract up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4, access to a Regional/Isolation Allowance (refer Application Package). Salary and benefits are subject to negotiation and could include, but not limited to: base salary, superannuation, professional development and utilities. In addition, private use of a motor vehicle and housing in a Shire owned executive residence is available. Reasonable relocation expenses will be negotiated.

An Application Package along with the Position Description can be obtained at www.sharkbay.wa.gov.au Further information about the position is available by contacting Lydia Highfield on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com or mailed to Lydia Highfield, Principal Consultant, PO Box 296, Beechboro WA 6063 by **COB Wednesday 28 April 2021**.

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, pre-employment medicals, provide evidence of all claimed qualifications prior to commencing employment.

Position Description



1. **TITLE** Chief Executive Officer
2. **LEVEL** Band 4 Salaries and Allowances Tribunal
3. **DEPARTMENT/SECTION** Office of the Chief Executive Office
4. **POSITION OBJECTIVES**

1. **Objectives of this Position**

- To implement the strategic goals and objectives of the organisation.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Shark Bay as a local government and achievement of its goals.
- To provide overall leadership and direction for the administration of the Shire of Shark Bay and to provide the primary link through communications and consultation between the Council and staff.

2. **Within Department/Section**

- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.

3. **Within Organisation**

- Develop a corporate approach within the Senior Management Team towards achieving strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan.
- Administer the legal, statutory and election process of the local government's operation and be the chief adviser to Council on these matters.
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
- Provide strategic direction and effective leadership to the organisation.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.
- Ensure continuous improvement both in the natural and built environment and customer service.

COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated

1. Leadership

- Proven leadership of at least three years at the Chief Executive Officer/Senior Executive level, with demonstrated intellectual capacity and an understanding of all legislation impacting on Local Government.
- Maintain effective communication and relationships with Councillors, staff and other stakeholders.
- Significant experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management, staff and the development of employees' abilities.
- Extensive corporate management experience including contemporary human resource management principles, including understanding of the relevant industrial relation frameworks.
- Implementing policy and procedures in the organisation.
- Considerable experience in encouraging, promoting and facilitating sustainable economic development.
- Manage the local government's infrastructure/assets.

2. Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on the local government.
- Effective communication and engagement strategies including marketing, branding and implementing policy and procedures with all stakeholders.

3. Governance and Compliance

- Proven aptitude to administer the *Local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Proven delivery of professional and timely advice to support Council in making the most informed decisions.
- Knowledge of statutory, legal and contractual obligations.

4. Financial results

- Experience of and evidence in successful financial management.

5. Community Development

- Considerable experience in encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
- Demonstrated experience in indigenous land agreements and joint management.

6. General Management

- Excellent interpersonal and communication skills focussing on maintaining good political astuteness, networking relationships with all stakeholders.
- An understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

Note: Employment is subject to current Police Clearances and other checks

6. KEY DUTIES/RESPONSIBILITIES

1. Responsible for effective day to day operations of the local government.
2. In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
3. Co-ordinate, in conjunction with the Senior Executive Team, an overall system of fiscal management to reflect Council's aims and objectives.
4. Implement and manage the requirements of the integrated planning framework.
5. Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
6. Institute a staff training program that will improve staff skills across the board, which will assist staff in focusing on service delivery to the community.
7. Administer the legal, statutory and election process of the local government's operations and be the chief adviser to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out.
8. On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
9. Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, Volunteers and the Community at large.
10. Ensure that the road infrastructure data base is maintained, and roads grant applications are considered and lodged in a timely manner.
11. Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.
12. Ensure that the Councils statutory compliance obligations are met.

7. PERFORMANCE CRITERIA

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and the employer annually, during the term of the employment contract.

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of the employment contract.

8. ORGANISATIONAL RELATIONSHIPS

1. Responsible to

The President and Council of the Shire of Shark Bay.

2. Supervision of

All staff by delegation to relevant senior Managers.

3. Internal and External Liaison

Internal

- President and Councillors individually
- All Committees and working groups
- All Staff

External

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community based volunteer groups

9. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations, Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.

Total Reward package and Benefits

The position is offered under a performance based contract up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4.

Salary and benefits are subject to negotiation and could include but are not limited to; base salary and superannuation 9.5%, additional superannuation of 3.5% (Council Policy), utilities, professional development. The regional/isolation allowance of up to \$10,000 per annum.

In addition, private use of a motor vehicle and rent free housing in a Shire owned executive residence comprising:

- Modern 4 (four) bedroom residence with study (master with en-suite)
- Kitchen/dining/lounge
- carport and large shed
- Air-conditioning

The Council will pay reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects. Reasonable travel costs to Shark Bay and transport of one personal vehicle will also be paid to a total amount of up to \$5,000 any excess negotiable with reimbursement as follows:

- 0-6 months 50%
- 7-12 months 50%

Key Result Areas and Performance Objectives

In accordance with the relevant provisions of the *Local Government Act (1995)*, the draft contract of employment contains an indicative list of key result areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first month of employment with the Shire of Shark Bay, in order to review strategic directions and finalise the CEO's performance criteria.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter, again in accordance with the Act.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application:

Your application should include a covering letter explaining your interest in the position, address of the selection criteria and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the Council either face to face or by video link if required. The final decision on this position will be taken by Council.

Police Clearance:

The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.sharkbay.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Shark Bay's Chief Executive Officer position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Shark Bay, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Shark Bay reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand any information obtained by the Shire of Shark Bay during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Shark Bay, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name _____

Signature _____

Dated _____