**WAGAIT SHIRE COUNCIL**

**POSITION DESCRIPTION AND SELECTION CRITERIA**

**POSITION TITLE: CHIEF EXECUTIVE OFFICER**

**REPORTING TO: The Chief Executive Officer reports directly to the Wagait Shire Council**

**OBJECTIVES OF THE POSITION:**

This position is responsible for managing and administering the business of Council to ensure the implementation of Council’s policies, the efficient and effective operation of the organisation, the efficient delivery of local government services, financial accountability, adherence to legislative requirements as prescribed under the *Local Government Act* and regulations applicable to local government, human resource management and the promotion of community development and self-management.

**DUTIES AND RESPONSIBILITIES:**

***Relationships with Council***

* Promote community development and self-management.
* Develop plans and priorities with the Council for future activities and services.
* Identify sources of funds to support future initiatives.
* Advise Council on legislative requirements.
* Advise and seek instructions from Council on policy issues.
* Provide advice and support to the President and elected members of Council regarding their roles and responsibilities.
* Report regularly on works, services and activities and any negotiations that may be occurring with outside bodies on Council’s behalf.
* Provide advice and support to the President and elected members of the Council regarding their roles and responsibilities and support services available to them.
* Assist the President and elected members of the Council to bolster their knowledge and skills at meetings and through professional development courses.
* Establish positive working relationships with Council members, other Council committee members and Council staff by fostering a team approach when reviewing, monitoring or implementing plans, policies or decisions.

***Change Management***

* Take a leadership role in developing/reviewing/updating the Corporate Plan of the Council.
* Articulate the vision and goals of the Council to staff and community members as a means of gaining their support for change.
* Mobilise and inspire them as active participants towards organisational change and explain the benefits of responding to change in a productive and proactive way.
* Manage the effects of change on people involved with the Council especially those caused by the technologies, organisational structure and processes involved.

***Financial Management***

* Oversee the preparation and updating of the annual business plan for the Council in compliance with the *Local Government Accounting Code*.
* Ensure that appropriate integrated business systems are implemented for Council to meet its statutory and contractual financial management obligations.
* Cause systems to be in place for periodic financial reports to be prepared and submitted to meetings in accordance with the *Local Government* (*Accounting*) *Regulations* and *Local Government Accounting Code*.
* Cause systems to be in place for financial reports for grant monies to be prepared, submitted and acquitted to funding bodies in accordance with grant deeds or other requirements.
* Coordinate actions which will allow for the timely preparation of the annual financial statements and audit reports in accordance with the *Local Government* (*Accounting*) *Regulations* and *Local Government Accounting Code*.

***Policy Development***

* Review and update all policies adopted by the Council.
* Advise and seek instructions from Council on policy issues including the adoption of a governance charter (including a code of conduct and meeting procedures) and human resource management policies for Council.
* Ensure a policy manual is in place for all Council policies for consideration by Council.

***Information Systems and Administration***

* Cause integrated information and records management systems to be in place which will allow Council to meet its obligations under the *Local Government* (*Administration*) *Regulations and the Information Act*.
* Cause appropriate information and communication technologies to be deployed which will allow for the operation of a Wide Area Network and common business systems within the council area.
* Coordinate actions which will allow for the timely preparation of annual reports in accordance with the *Local Government* (*Accounting*) *Regulations*.
* Facilitate the calling and management of the Council election when due.

***Council Meetings and Procedures***

* Manage all committee structures in place for the Council and recommend actions for further representation, withdrawal or review.
* Ensure all arrangements are in place for the proper conduct of Council and committee meetings including the preparation, distribution and recording of agenda and minutes in accordance with the Local Government Act.
* Ensure minutes and decisions are recorded, implemented and reported to Council.

***Human Resources***

* Manage or oversee the recruitment of all Council employees.
* Ensure Council and council staff are in compliance with Occupational Health and Safety requirements.
* Carry out effective consultations with stakeholders and put in place matters such as the development of job descriptions and training plans, the addressing of redeployment or redundancy issues and support mechanisms for employees and managers.

***Delegations***

* Cause draft instruments of delegation to be prepared and approved in accordance with section 144 of the *Local Government Act* for *Council.*
* In preparing and approving an instrument of delegation to staff ensuring it allows for internal controls to be established and the separation of recording, authorising and custodial functions.

**SELECTION CRITERIA**

1. Recent experience at the Chief Executive Officer level or similar, with the ability to understand and implement legislation impacting on Local Government.
2. Proven ability and experience in leading the development and delivery of integrated community focussed programmes and demonstrated commitment and passion for regional development.
3. Experience in strategic planning, financial, human and material resource management and ability to develop and implement policies and practices, which are culturally inclusive and incorporate equity and diversity principles.
4. Experience in confidentially applying and/or ensuring the compliance of law enforcement procedures and relevant legislative requirement.
5. High level communication and interpersonal skills that create strategic links bringing people and organisations together to work effectively.
6. High level comprehension skills including proven ability to interpret and analyse information and legislative requirements: provide innovative solutions to complex problems and provide expert advice on complex matters including representing the organisation on such issues.
7. A Degree or equivalent in a relevant tertiary Management, Business and/or Public Sector Administration discipline or comparable work experience is highly desirable for this position.

**OTHER**

1. High ethical standards and personal integrity.
2. A high degree of self-motivation.
3. Ability to appropriately represent the views of Council at all levels to both government and private organisations.
4. A willingness and ability to work in a demanding environment that may require out of normal hours work.
5. Tolerance, patience and flexibility and the ability to live in a remote environment.
6. Clearance from an Australian State or Territory Police Criminal History Check required.
7. Relevant documentation as evidence of legal working status in Australia required.