



POSITION DESCRIPTION

Position Title:	Chief Executive Officer
Position Number:	10000
Directorate:	Executive Services
Classification:	Negotiated Contract

1. POSITION OVERVIEW

1.1 Position Objectives

- Provide strong leadership and strategic management and direction for the City of Karratha to assist in achieving the vision and expectations of the Council;
- Provide the primary link through effective engagement between the Council, Staff, Stakeholders and the Community to achieve the City's goals and objectives;
- Promote integrity, corporate governance and accountability, within an environment of respect, trust, openness, honesty and fairness;
- Ensure delivery of the key goals and initiatives in the Strategic Plan on time, to budget and to quality standards;
- Ensure the efficient and effective management of the organisation, its resources and equipment to deliver key services to an agreed standard across the five towns and communities in the City;
- Oversee the financial performance of the City so that it can deliver key services and meet its obligations to the community and the broader region.
- Building a high performance work culture based on continuous improvement and delivery of outcomes.
- Foster and drive a culture of innovation and a can-do attitude in the delivery of services to ratepayers and residents.
- Work in close collaboration with the Mayor and Council to provide accurate and timely advice and information to ensure the key outcomes and objectives of the City are met;
- Ensure the highest level of organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness for all.

2. DUTIES & RESPONSIBILITIES

2.1 Leadership

- Lead the delivery of a high performance work culture within the City ensuring there are sufficient resources available to deliver the key initiatives, priorities and deliverables expected of the City by Council and the community.
- Actively contribute to the performance of the organisation, provide leadership and foster cooperation and communication across all directorates.
- Ensure a strong working relationship with the Council.
- Work with the Executive team to set the required standards of leadership behaviours and performance expected and leading by example.
- Ensure an attitude of inclusion and respect is at the forefront of all City activities.

2.2 Strategic Planning

- Develop, implement and review strategic, business and operational plans as required to ensure that the City meet Council's strategic objectives in an efficient and effective manner.
- Implement the agreed plans, initiatives and priorities in the Integrated Strategic Planning Framework by setting and monitoring the organisation's physical and financial resources to achieve the agreed initiatives.
- Work with Council to regularly monitor progress against the plan.
- Consider and action any changes in priorities that may arise throughout the year.
- Review performance and implement organisation changes and improvements where needed.
- Build broad understanding of and commitment to the strategic direction of the City amongst staff, the community and key stakeholders.
- Work with Council to review the strategic plan, budget and community priorities and needs each year.
- Engage regularly with the community, stakeholders and staff to test the external performance of the City and make appropriate improvements where needed.
- Review and maintain the risk management plan framework for all aspects of the business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.

2.3 Driving Organisational Performance

- Provide direction and advice to Directors enabling them to effectively identify resource requirements, prepare annual operational plans, KPIs and budgets and report quarterly against business plan.
- Provide frank and regular feedback to direct reports on their performance and agreeing a set of actions for improvement.
- Ensure all staff know what is expected of them in terms of performance, behaviour and service delivery.
- Ensure that across the organisation all staff are given regular and direct feedback on their performance to improve the way they work.

2.4 Communication

- Develop and implement effective communication processes with Councillors, staff, the community and external organisations.
- Manage the communication relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation.
- Develop and maintain effective channels of communication and relationships with various Government bodies, statutory authorities, Local Government associations and Local Governments identified by Council to ensure that the City remains informed and where appropriate participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the City to all relevant stakeholders.
- Maintain a high level of cooperation and liaison with the officers of neighbouring Local Governments, always representing the best interests of the community.

2.5 Financial Management

- Ensure the City has the sufficient financial resources available to continually meet its service and infrastructure needs while meeting all its statutory and regulatory requirements.

- Guide negotiations for financial support and contributions from key stakeholders in the Region including State Government.
- Oversee the financial health of the City and identify specific priorities each year based on the strategic plan priorities.
- Ensure that all statutory and financial reporting is completed accurately and on time.
- Regularly brief Council on the financial performance of the City and implement changes needed as appropriate.
- Seek and develop creative economic and financial outcomes for the City and the community.

2.6 Legislative Compliance

- Ensure that the City operates by the ethical and behavioural standards set by the Department of Local Government and the Council in providing services to the community to reduce any risk of conflict or bias in decision making.
- Ensure understanding of the ethical, policy and statutory standards of behaviour expected of managers, staff and Councillors in performing their work.
- Monitor standards of conduct and take decisive action on any breaches of those standards.
- Implement and facilitate internal and external audits as appropriate.
- Ensure the timely preparation of Council papers and agendas prior to the monthly Council meeting.
- Ensure that relevant policies and guidelines are at contemporary best practice including those for human resources and financial management.
- Minimise legal exposure of the City through implementation of appropriate compliance programs and risk management strategies.

2.7 Innovation & Continual Improvement

- Lead the development of a high performing work culture across the City based on continuous improvement and innovation to drive performance excellence in customer service delivery, work practices and delivery of quality outcomes for the community.
- Set appropriate performance targets and high standards of work performance for the Executive Team.
- Model the behaviour and standards expected of all staff and contractors working for the City,
- Continually engage with and share information with staff, the community and key stakeholders about the performance of the City and identified improvement gaps.
- Oversee the successful delivery of projects, initiatives and programs.
- Develop and introduce process improvements initiatives within the City to continuously improve delivery of services.
- Facilitate innovation, change, business process review and continuous improvement strategies.

2.8 Occupational Health & Safety

The CEO is responsible for ensuring that:

- The commitments and actions outlined in the City OHS Policy are enacted.
- Directors are accountable for performing their responsibilities and actions.
- An annual OHS Plan is implemented for the City.
- The Executive Management Team reviews and considers OHS issues and concerns in accordance with the City's *OHS Consultation, Communication and Issue Resolution Policy*.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority & Accountability

- The Chief Executive Officer is accountable to the Council for the proper leadership and management of all aspects of the City's operations in accordance with the *Local Government Act 1995*, all other relevant Acts, Local Laws, Regulations and Policies.
- Accountable for driving organisational performance to achieve the Council's vision for the City.
- Accountable for ensuring financial sustainability and legislative compliance of the City.
- Authority as delegated by Council in accordance with the *Local Government Act 1995* and the requirements of the CEO's Employment Contract.

3.2 Judgement & Problem Solving

- Proven high level negotiation and problem solving skills.
- Ability to undertake objective critical analysis, present logical compelling arguments and draw accurate conclusions.
- Capacity to anticipate and minimise risks.
- Ability to be innovative and provide creative solutions.

3.3 Management and Supervision

- Proven leadership and people management skills including the ability to influence outcomes, lead by example and make well informed decisions.
- Sound financial management skills with demonstrated experience in preparing and managing budgets, expenditure control and brokering funding arrangements.
- Sound time management skills and demonstrated project management skills to effectively manage multiple priorities.
- Ability to develop, motivate and empower a cohesive team to achieve organisational goals and targets;
- Ability to bring about positive and meaningful cultural change in the organisation and the community.

3.4 Specialist Knowledge & Skills

- Solid appreciation of the current political, economic and social issues and future challenges facing the City.
- Understanding of the broad political, social, commercial and organisational environment, within which the City of Karratha operates.
- Ability to identify emerging issues likely to impact the City and develop appropriate strategies in a proactive and timely manner.
- Ability to analyse state and federal government policy issues and present them in a structured and coherent fashion.
- Demonstrated ability to foster the City's vision and gain commitment of key stakeholders.
- Demonstrated knowledge of legislative and corporate governance/compliance requirements applicable to the City.
- Strong understanding and genuine commitment to best practice community consultation and demonstrated ability to institute change to improve engagement with the community.
- Demonstrated understanding of change management practices and ability to effect cultural change.
- Comprehensive knowledge of strategic planning processes and ability to conceptualise and articulate a vision.

- Demonstrated skills in business attraction, economic development and property development.
- Highly developed analytical and report writing skills, including the ability to develop strategies and recommendations and produce high quality and user friendly reports within tight time constraints.
- Proven ability to drive and foster creativity and innovation, and to develop a workplace environment where people are prepared to challenge current methods and develop new ways of doing things.

3.5 Interpersonal Skills

- Ability to develop strong relationships at all levels, including the Mayor, Councillors, Executive, Staff, external groups and stakeholders, with a commitment to cooperation and a collaboration.
- High level ability to negotiate complex issues and resolve conflict.
- Ability to develop and maintain key stakeholder relationships – State and Federal Government agencies, Ministers, MP's, Local Chambers of Commerce, Business and Industry Leaders in the Region.
- Highly developed consultation skills including ability to influence and engage internal and external stakeholders.
- Ability to foster partnerships with a diverse range of stakeholders (government, industry bodies, community associations and the business sector) and leverage funding opportunities.
- Demonstrated ability to play an active role in communicating and promoting interactions which support the building of community capacity to initiate and implement services, projects and programs.

3.6 Qualifications & Experience

- Relevant tertiary qualifications.
- Postgraduate qualifications in management desirable.
- Demonstrated experience in a senior management position.
- Demonstrated experience in preparing strategic and operational plans.
- Experience in developing and implementing successful economic development, property development and business attraction strategies and programs.
- Local Government experience desirable.
- Hold a current national Manual "C" class driver's licence.
- Hold a National (or Federal) Police Certificate (no more than 6 months old).