



**BERRI BARMERA COUNCIL**

**CHIEF EXECUTIVE OFFICER**

**JOB & PERSON SPECIFICATION**

**MAY 2018**



## JOB SPECIFICATION

**POSITION: CHIEF EXECUTIVE OFFICER**

**REPORTS TO: MAYOR AND ELECTED COUNCIL**

**EMPLOYMENT STATUS: FIXED TERM CONTRACT (UP TO 5 YEARS)**

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### **Broad scope**

The Chief Executive Officer (CEO) is responsible to the Berri Barmera Council (Council) for providing leadership in implementing strategies, policies and decisions, managing the various functions and activities of the Region, overseeing finances, assets, human resources, communications and major projects.

### **Prime responsibilities**

- contributing to the development, review and delivery of Council's long term strategic and financial plan;
- ensuring all Council policies and decisions are implemented and reasonable action is taken in a timely and effective manner to meet the statutory requirements of relevant legislation and agreed policies of Council;
- ensuring Council's human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which is sustainable and meets customer needs and Council requirements;
- assisting and advising the Mayor/Councillors in developing initiatives for the community benefit;
- working effectively with the Mayor/Councillors to promote Council and its activities to the broader community in a positive manner;
- working closely with the Council and Senior Management Team to craft, communicate and implement the overall strategic and business plans for the organisation.

### **Key result areas**

- leadership and strategic planning;
- human resource management;
- financial and asset management;
- operations management and major projects;
- stakeholder management and communication;
- advice to and relationship with Council.



## JOB SPECIFICATION

### Leadership and strategic planning

- performing the pivotal leadership role for the Council administration;
- working closely with Council to ensure strategic plans are prepared and implemented;
- effectively communicating the Council vision and strategy to all key stakeholders;
- ensuring Annual Business Plans are completed and communicated on time;
- preparing long term asset management and financial management plan to ensure Council sustainability;
- effectively consulting ratepayers and other key private and public stakeholders in the development of strategic and business plans;
- maintaining a continuous review of the Council's progress in attaining the objectives and strategies of the Strategic Management Plan.

### Human resource management

- leading, developing, motivating and managing the human resources of the organisation;
- regularly reviewing the organisational structure to ensure it is flexible and appropriate;
- ensuring recruitment is undertaken in line with contemporary and equal opportunity principles and practices;
- ensuring retention and attraction strategies are activated to position Council as an “employer of choice”;
- ensuring professional development and training opportunities, programs, records and policies are in place;
- as the responsible Officer, taking reasonable steps to ensure Council meets all of its obligations under the Work Health and Safety Act and associated Regulations and associated legislation to ensure a safe and positive working environment;
- ensuring contemporary performance management procedures are in place and adhered to;
- regularly reviewing remuneration and conditions for senior management and ensuring they conduct similar reviews for their teams to increase retention rates;
- monitoring and proactively managing staff turnover;
- creating a positive and productive staff culture;
- working closely with the relevant stakeholders to ensure a positive and productive industrial relations environment.



## JOB SPECIFICATION

### Financial and asset management

- ensuring annual and long term financial plans are prepared, monitored and controlled;
- completing the annual budgeting process in close consultation with the Senior Management Team;
- ensuring close monitoring and controlling of budgets following variance analysis to ensure sound fiscal management;
- ensuring Council is provided with timely and accurate financial reports to aid key decision making;
- ensuring the financial systems architecture, systems and processes are sound and that technology is effectively utilised;
- ensuring long term asset management plans are in place and closely monitored;
- ensuring strong and well researched business cases are prepared to support major projects;
- ensuring cash flow is monitored and controlled;
- ensuring the collection and security of revenues and efficient utilisation of Council funds and assets;
- ensuring all commercial activities of the Council have clearly defined financial goals (including rate of return on assets) are in line with stated community service obligations;
- ensuring the efficient and effective management and monitoring of the Council's operating revenue and expenditure.

### Operations management and major projects

- ensuring improved productivity and quality by regular reviewing of existing policies, authorities, controls, workplace agreements, delegations and systems;
- proactively championing and developing a strong customer service focus for the organisation;
- ensuring all of the residents of the Region are its customers and their best interests must be reasonably served at all times;
- providing an overview of the various operational areas of Council and reporting to Council and its committees on a regular and formal basis regarding the progress of the Council's operations;
- monitoring and responding to customer satisfaction resulting from regular surveys of the community to determine their perceptions on a range of activities in which the Council is providing service;
- investigating and exploring opportunities for resource sharing and maintaining the quality of overall project management;



## JOB SPECIFICATION

### Operations management and major projects (cont.)

- ensuring major projects are completed in line with time and budgetary constraints and project status regularly monitored and communicated;
- improving performance of the Council by proactively embracing Best Practice and continuous improvement initiatives;
- managing the Council's resources and operations in an efficient and effective manner including the development and maintenance of a "contestability" philosophy in regard to both internal and external service provision;
- enhancing the Council's systems and technology consistent with the agreed strategic direction of the Council.

### Stakeholder management and communication

- liaising with community organisations, business groups and regional interests as necessary for the achievement of Council's objectives;
- responding and initiating as required in regard to local and metropolitan media;
- ensuring positive relationships are established with local media, as well as The Advertiser and various electronic media;
- providing input to any Commonwealth, State or Local Government initiatives affecting the Region;
- effectively liaising with local government authorities, the Local Government Association and other government authorities and agencies;
- ensuring community consultation programs are conducted, analysed and incorporated in the strategic planning process;
- represent the Council at appropriate events to maintain and if necessary enhance the Council's public profile within the community and amongst stakeholders;
- ensuring Council activities and initiatives are appropriately promoted and communicated;
- addressing public meetings in a positive and effective manner;
- establishing and maintaining quality relationships with local business leaders, educational institutions, community service providers, governmental agencies, individual residents and other customers;
- promptly and diligently responding to requests for service and advice from employees and community.



## JOB SPECIFICATION

### Advice to and relationship with Council

- developing and maintaining a positive working relationship with the Mayor/Councillors;
- ensuring a high degree of satisfaction with Council members in relation to support, guidance, service quality and accuracy of information, recommendations and related matters provided by the CEO and Senior Management;
- ensuring Council is provided with a suite of reports that indicate the status, success and effectiveness of all operations and major projects;
- ensure that the Council's statutory and governance obligations are met in a timely and effective manner;
- ensuring Elected Members are provided with appropriate professional development opportunities and services;
- ensuring that effective communication and working relationships exist between the Councillors and the Administration, including attending meetings and regular and effective communication processes.



## PERSON SPECIFICATION

### Qualifications

- tertiary and post graduate qualifications in an appropriate discipline are highly desirable;
- there is an expectation of ongoing external training, while on-the-job, to ensure an up-to-date knowledge of all relevant legislation and professional fields of responsibility, and to maintain and develop relevant professional administrative management skills will be provided.

### Experience & knowledge

- it is anticipated that the successful candidate will have gained extensive experience in the management of a multi-disciplined service organisation, together with extensive experience in the supervision and management of strategy staff, assets and finances;
- the appointee should ideally have a sound knowledge in the following areas:
  - Local Government Act;
  - Local Government operations;
  - data based, spreadsheet and project management applications;
  - inter-Governmental techniques;
  - policy development techniques;
  - meeting procedures;
  - industrial relations and dealing with unions;
  - Work Health and Safety legislation.

### Personal qualities

- excellent written and verbal communication skills;
- high levels of strategic, political and commercial acumen;
- excellent negotiation skills;
- good analytical skills;
- proficiency at public speaking;
- ability to chair and control meetings;
- excellent interpersonal skills;
- self starting and highly motivated;
- strong legislative and documentation interpretation skills;
- excellent skills in problem solving;



## PERSON SPECIFICATION

### Personal qualities (cont.)

- excellent team building and leadership skills;
- warmth, empathy and good humour;
- effectively communicate with a wide range of stakeholders from diverse backgrounds;
- strong ethics and professionalism in all matters;
- initiative and innovative approach;
- truth telling skills;
- ability to manage conflict;
- capacity to mentor and develop strong performers;
- capacity to manage performance;
- vision combined with strategic thinking and planning skills;
- diplomatic but with a strong personality;
- demonstrated energy and passion for service to a community;
- ability to earn respect of others;
- ability to establish trust and empower staff;
- demonstrated capacity for delegation;
- preparedness to be hands on if required;
- ability to demonstrate a professional outlook and presentation style;
- ability to be a positive influence on the organisation.





## HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to [23217@hender.com.au](mailto:23217@hender.com.au)

Telephone enquiries are welcome and may be directed to Justin or Emily Taliangis on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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