



Chief Executive Officer Application Package



WILDFLOWER COUNTRY

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Advertisement



Chief Executive Officer Shire of Morawa

Council is in search of an experienced and energetic executive, who has comprehensive understanding of Local Government operations and legislation, with proven leadership, management and community engagement experience.

As the Chief Executive Officer, you will be required to maintain effective communication and relationships with Councillors, staff, and diverse range of stakeholders. You will also have a track record of meeting challenges, with strong organisation and community engagement skills. You will have an excellent working knowledge of economic development and an understanding and experience of Local Government issues. If you encompass these skills, we would like to hear from you.

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 and potentially, 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, and utilities. In addition, private use of a motor vehicle and subsidised housing in a Shire owned executive residence is available. Reasonable relocation expenses will be negotiated.

The Shire is seeking someone who will integrate and be part of the community. On that basis it is preferred that the Chief Executive Officer resides within the Shire of Morawa during the tenure of the employment contract.

An Application Package along with the Position Description can be obtained www.morawa.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 Friday 27th September 2024.

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain current national police clearance, provide evidence of all claimed qualifications and a medical assessment prior to commencing employment.

Position Description



Shire of Morawa

POSITION DETAIL

Position title	Chief Executive Officer
Work location	Morawa, WA 6623
Date (revised)	July 2024
Level	Band 4 – WA Salaries and Allowances Tribunal
Agreement	Contracted position (3-5 years)

THE ORGANISATION

Our Community Vision is:

Morawa is a welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all.

Our cultural values are:

- *We will be open and accountable*
- *We will have informed decision making*
- *We will be collaborative*
- *We will listen, communicate, and respond*

Our Foundational Values are:

- Commitment
- Attitude
- Respect
- Excellence

THE POSITION	
Reports to	Council and direct liaison with the Shire President
Direct Reports	5-7 Direct Reports Executive Managers Roads and Infrastructure Governance and Executive Support Officer Coordinator People Culture and Safety Communications Officer
Internal Relationships	All Staff President and Councilors Committees and Working Groups Shire Contractors, Volunteers, and Customers (whilst onsite)
External Relationships	Community, ratepayers, public, businesses Sporting and other community groups Federal and State Government Departments or Agencies Neighboring and other Local Governments Media
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.
Summary and Objectives	<ul style="list-style-type: none"> • Provide holistic whole of organisation management and leadership • Implement the strategic goals and objectives of the Shire. • Ensure that Council receives professional and timely advice, reports, and support on all matters relating to the functions of the Shire of Morawa as a local government. • Carry out the statutory duties of the CEO under the Local Government Act (1995) and associated Regulations, Local-Laws, and other relevant Acts of State and Federal Parliament, with particular emphasis on working with the Council to provide good government, integrity, and compliance.

Responsibilities and Duties

General

- 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.
- Ensure continuous improvement both in the natural and built environment and customer service.
- Meet corporate objectives.
- Lead the organisation in providing a high level of service to the Community
- Responsible for effective day to day operations of the local government.
- In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
- Implement and manage the requirements of the integrated planning framework.
- On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
- Ensure that the road infrastructure maintained, asset data is up to date, and roads grant applications are considered and lodged in a timely manner.
- Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.

Governance

- Ensure that the Council's statutory compliance obligations are met.
- Ensure all relevant records are maintained in accordance with legislation and Council policies
- Develop and maintain employment-related policies and procedures, and ensure their consistent implementation across the organisation, is in accordance with the WA Local Government Act 1995.
- In consultation with Council develop, implement and regularly review the Shire's strategic, corporate, and forward plans.
- In conjunction with senior employees, co-ordinate an overall system of fiscal and operational management to reflect the Council's aims and objectives, including the preparation, maintenance and reporting of performance and project outcomes, and statutory budgets and financial performance.
- Oversee and manage the legal and statutory operations of the Shire.
- Responsibility for the election process and be the chief advisor to Council on these matters, including any involvement of the State Electoral Commission, to ensure Council is operating within the Statutes and all legal requirements of the election process is maintained.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.

- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.

Leadership

- Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
- Oversee the personal and professional development of employees to ensure they provide the best value and service to the organisation and the community
- Work with the Senior Management Team to enhance the commitment to safe work. Contribute to and manage the development and implementation of the Council's Strategic Plan.
- Provide leadership, direction and advice to the Council in performing its prescribed role.
- Within developed guidelines, policies and approvals act on behalf of Council in promoting the Shire, and make effective and positive representation of the issues, views, policies and needs of the local government, as necessary.
- Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, Volunteers and the Community at large.
- Develop and maintain community satisfaction with the Shire through a commitment towards best practice.
- Accept senior management responsibility for the efficient and effective operational performance of the Shire.

General Workplace Safety & Health

- Within the organisation develop and implement a safety culture with effective safe systems of work which ensure Duty of Care requirements are met under the relevant OH&S legislation.
- Develop and implement appropriate human resource management processes which supports effective staff development, training and retention strategies to achieve corporate aims prescribed by Council.
- Build leadership capacity across all levels to enable employees to achieve a high standard of efficient and effective performance to provide exceptional service to the Community.

Professional Commitment & Accountability

- Participates in performance management processes, induction, recruitment, review and succession planning.
- Demonstrates a positive commitment to the Shire Code of Conduct and Policies.
- Embrace, support and participate in change to achieve Shire goals & objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety and Health, EEO legislation and Council's Policies and Procedures.
- Champion the responsibilities of Equal Opportunity and Discrimination legislation in the workplace, actively supporting diversity and a culturally sensitive workforce.
- Promote and role model the core values to enhance team culture in accordance with the Code of Conduct and other workplace policies and procedures.

SELECTION CRITERIA

Leadership

- Experience at the Chief Executive Officer/Director level or proven leadership credentials demonstrated at a Manager level.
- Ability and intellectual capacity to develop an understanding of all legislation impacting on Local Government.
- Strong stakeholder engagement skills to inform, consult, and collaborate with a number of stakeholders including elected members, Government officials, employees and community members, demonstrating credibility, competence, and empathy throughout.
- Demonstrates behaviours which align with the Local Government's values and leads by example.
- Experience in a local, state or federal government or a similar board governance related service delivery environment.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management staff and the development of employees' abilities.

Governance and Compliance

- Is committed to the highest standards of ethical behaviour personally and professionally and always acts fairly and transparently.
- Demonstrated experience in managing compliance and corporate governance.
- An understanding of the statutory and regulatory environment relevant to Local Governments and the role and functions of Local Government.
- Sound knowledge of public policy issues as they impact on Local Government.
- Knowledge of statutory, legal and contractual obligations.
- Experience in the provision of professional, comprehensive and timely advice to support Council (boards or similar) in making informed decisions
- Experience in implementing robust policies and procedures

Financial Results

- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Strong understanding of financial and budgetary controls, and the requirements associated with audits and financial sustainability.
- An understanding of asset management principles and financial implications

Collaboration and Communication

- Demonstrated experience in contemporary community engagement.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
- A proven history of building and maintaining positive strategic relationships.
- Communicates with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view.
- Achieves outcomes through developing productive working relationships with key influencers and decision makers.
- Demonstrated experience in relationship building and collaboration with influential stakeholders.
- A proven history of building and maintaining positive strategic relationships.

Strategy and Development

- Can define, analyse, and breakdown complex situations to evaluate alternatives and generate solutions.
- Significant knowledge and understanding of Integrated Planning and Reporting framework.
- Able to develop and deliver upon strategic and operational plans
- Proven experience in encouraging, promoting and facilitating sustainable economic and/or community development.
- Experience in implementing organizational development activities and fostering a continuous improvement mindset.

General Management

- Demonstrated application of contemporary human resource management principles, including building leadership capacity and compliance with the relevant industrial relations framework.
- Demonstrated experience in the development and implementation of safe systems of work ensuring requirements of the relevant legislation are met.
- Excellent interpersonal skills including personal integrity, self-awareness and communication skills focusing on maintaining good relationships with all stakeholders, internal and external.
- An understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management.
- Well developed understanding of project and event management principles and methodologies.
- Ongoing commitment to personal and professional development.
- Tertiary qualifications in a discipline relevant to Western Australian Local Government.
- Post graduate qualifications in leadership, management or public or business administration are highly desirable.

Pre-requisites

- Hold a current national "C" class driver's licence.
- Valid Permanent Australian Work Rights.

(Note: Employment is subject to a National Police clearance, validation of qualifications, medical assessment and reference checks).

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 11.5%.

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

- Modern 4 (four) bedroom residence with study (master with en-suite)
- Kitchen/dining/lounge
- Double carport and double garage (shed at rear)
- Air-conditioning

The regional/isolation allowance of up to \$38,600 per annum is a discretionary allowance and will be discussed and negotiated with the successful applicant.

The Council will pay reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects. Reasonable travel costs to Morawa and transport of one personal vehicle will also be paid to a total amount of up to \$8,000 any excess negotiable with reimbursement as follows:

- 0-6 months 75%
- 7-12 months 50%
- 13-18 months 25%
- Over 19 months 0%

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 Morawa, in order to review our strategic directions and finalise the CEO's performance criteria. This workshop will be of a minimum of a half day duration.

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 judge your application amongst the others that will be received for the position.

Application:

Your application should include a covering letter explaining your interest in the position 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 that 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.morawa.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Morawa'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 Morawa, 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 Morawa 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 Morawa 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 Morawa, 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 _____