



## POSITION DESCRIPTION

For

**Chief Executive Officer**

Remuneration: Negotiated Contract

Date issued: \_\_\_\_\_ Review date: \_\_\_\_\_

## **1 POSITION OBJECTIVES**

### **1.1 Objectives of Position:**

- Lead by demonstrating and inspiring commitment to the Vision, Mission, Values, Guiding Principles and Code of Conduct of the City at all times.
- Initiate and provide executive leadership and management within the organisation and to all facets and programmes to ensure that the Council embodies its vision of "A sustainable City and community that are recognised as innovative, unique and diverse".
- Ensure good governance on behalf of the Council through the implementation of its corporate objectives, strategies, policies and statutory requirements by managing the organisation and its programs in an open and accountable manner.
- Provide, as the principal adviser to the Council, direction and advice to Council on matters of general policy, its statutory powers and responsibilities.
- Enhance the Council's image within the local Community, with the general public, Government Departments, Authorities, Commerce and Industry.
- Develop partnerships and networks throughout the community and engage in active community consultation to develop a supportive and trusting relationship with the community.
- Lead the staff of the City to achieve the outcome that "The City of Joondalup is recognised as an Employer of Choice".
- Develop and maintain a clear strategy to work in partnership with the community to build capacity and develop community ownership and identity in a sustainable way.

## **2 REQUIREMENTS OF THE JOB**

### **2.1 CORE COMPETENCIES**

#### **Leadership**

- Setting Vision
- Developing others
- Building and Maintaining relationships
- Change facilitation
- Sustainable Community capacity building
- Community awareness

#### **Service Delivery**

- Driving service excellence
- Problem solving and analysis
- Organisational Acumen
- Achieving results

#### **Management**

- Strategic Management
- Human Resource management
- Financial Management
- Technology Management
- Information analysis and management
- Process Management
- Project and Contract Management
- Quality and Risk Management

#### **Interpersonal Skills**

- Conflict Management
- Communication
- Diplomacy
- Diversity
- Partnering
- Networking
- Negotiating/Influencing
- Sensitivity
- Team Work

## 2.2 SKILLS, KNOWLEDGE AND EXPERIENCE

### Leadership

- Leadership experience, ability and commitment to:
  - Enable the City to achieve its vision of “A sustainable City and community that are recognised as innovative, unique and diverse”; and
  - Lead the City towards its preferred constructive culture to meet the outcome that “The City of Joondalup is recognised as an Employer of Choice”.
- Insightfulness, directness, listening and empathy skills.
- An ability to build and maintain internal and external relationships to ensure strategic aims are met and a supportive and trusting environment is maintained.
- An ability to share responsibility, inspire others and build capability and confidence.
- Empowerment of others through development, participation and succession opportunities.

### Service Delivery

- Extensive experience in providing strategic direction and management of multiple complex projects, displaying a high degree of commercial acumen.
- Proficiency in problem solving and driving service excellence to achieve desired outcomes.
- Interest in as well as proficiency in attaining high quality results on challenging projects.

## **Management**

- Extensive knowledge of contemporary management principles and best practice within commerce or government at a strategic level.
- Understanding and application of corporate governance.
- Extensive experience in a senior management position in a large multi-disciplinary organisation.
- Extensive knowledge and involvement in the management of human, financial, technology and community resources.
- Extensive knowledge and involvement in project and contract management, including process and risk identification and management.

## **Interpersonal skills**

- Ability to establish and nurture internal and external relationships with individuals and groups and manage conflict effectively.
- High degree of communication and diplomacy skills and the ability to negotiate and influence others to meet desired outcomes.
- Established networking skills and ability to develop mutually beneficial partnerships.
- A genuine empathy and compassion for others.
- Ability and commitment to helping to assist others in fulfilling their potential by providing a supportive climate that inspires self-improvement.
- Actively takes a high degree of responsibility for themselves and being motivated by their own values and beliefs.

## **2.3 QUALIFICATIONS/EXPERIENCE**

- Undergraduate qualification in a relevant discipline and/or high level of experience is required.
- Post-graduate studies in a relevant discipline would be highly desirable.

### 3 KEY DUTIES/RESPONSIBILITIES

#### Outcome Leadership

- A clear vision is collaboratively developed, communicated and promoted – internally and externally – in the context of overall Vision and Mission of the City.
- Mission and Values development, integration and expression are evident throughout the organisation.
- Complex and difficult issues that require resolutions are dealt with in a way that is effective, sustainable and consistent with the City's values.

#### Outcome Service Delivery

- Council is perceived by the Community to be responsive, thus acting in accordance with its customer service charter.
- Services are delivered in an equitable, effective and efficient manner that meets identified community need.
- Trends and issues that may impact upon the organisation are recognised and plans and strategies developed to deal with them.
- Key business strategies are reviewed, developed, implemented, approved and evaluated (including the development of business plans).

#### Outcome Management

- Appropriate controls exist ensuring good governance based on legislative, administrative, best practice standards and risk management principles.
- The organisation structure and human resources are reviewed regularly to enable the functions of the local government and the functions of the Council to be performed.
- Efficient systems and procedures enable preparation of budgets, accounts and reports required by relevant legislation and accounting standards.
- A strategic plan exists that meets the Council's corporate objectives and is regularly reported to the Council and the community.
- Ethically based advice is provided to the Mayor and Councillors.
- Decisions of Council are executed promptly and effectively.

## **Outcome      Interpersonal Skills**

- Sound working relationships exist with Elected Members, Business and Community.
- Communication and consultation channels both with and between Elected members, the Council, other Councils, local government associations and authorities are effective and productive.
- Effective media relationships exist that assist in Council activities being reported in the media in a sound and balanced manner.

## **4      ORGANISATIONAL RELATIONSHIPS**

### **4.1      Accountable to the City of Joondalup Council**

### **4.2      Positions Reporting:**

Refer organisational structure - attached

### **4.3      Internal and External Liaison:**

The CEO is required to assist the Mayor in the performance of his or her duties and is legally required to liaise with the Mayor on the affairs of the City and the performance of its functions under the Local Government Act 1995 and other written laws that the City deals with (in particular those defined in Part 3 of the Local Government Act 1995).

The CEO is required to establish and maintain open working relationships with other Elected Members and to assist them in the performance of their duties.

The CEO is expected to establish appropriate professional relations with all staff and to adopt appropriate communications strategies with staff, the Executive Management Team and Business Unit Managers.

## 5 EXTENT OF AUTHORITY

The CEO is a Statutory Officer with Executive Powers.

Authority is vested in the position of CEO through:

- The Local Government Act 1995;
- Other written laws;
- Regulations;
- Codes;
- Decisions made by the Council; and
- Well established industry practices.

In addition to the general principles expressed above, the position operates through authority contained in LGA sections 5.41 – general functions of the CEO and in 5.36 (3), 5.37 (2) and 5.39 relating to staff resources subject to the Council approved budget and the broad organizational structure adopted by the Council.





## ORGANISATIONAL OVERVIEW

