

APPLICANT PACK

Chief Executive Officer

Roper Gulf Regional Council



**Leading
Roles**

People ▶ Performance ▶ Partners



CONTACT

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Message from the Mayor

Dear Candidate,

On behalf of Roper Gulf Regional Council, I am pleased to present this CEO recruitment package to you.

Our Council is situated in the heart of Australia, nestled between the Stuart Highway and the Gulf of Carpentaria. We oversee an area of over 201,000 square kilometres, making us one of the largest regional councils in the Northern Territory. Our predominantly rural region encompasses small townships, Indigenous communities and remote outstations.

As the Chief Executive Officer of Roper Gulf Regional Council, you will have the unique opportunity to immerse yourself in our rich culture, contribute to the region's growth and work in an environment unlike any other.

In this position, you will build strong relationships and collaborate closely with our elected members and local authorities, who are dedicated to representing and leading our communities.

You will lead a diverse team of employees who come from all walks of life and share an appreciation for the Territory lifestyle.

Engagement with Traditional Owners, learning from Elders and partnering with local businesses and Aboriginal organisations will be central to your role. These connections are vital as they provide deep insights into the region and its needs.

We are seeking a CEO who can harness their extensive corporate knowledge, experience and strategic mindset to effectively engage with stakeholders and advocate for improved services, infrastructure and support for our communities.

Additionally, we are looking for someone with strong communication and engagement skills, who demonstrates a commitment to ethical leadership and transparent decision-making, ensuring our community remains at the heart of everything we do.

And finally, we need someone who shares our vision for a sustainable, viable and vibrant Roper Gulf region and who will continue to build upon the foundation we have laid in these areas.

If this opportunity resonates with you, we look forward to receiving your application.

Sincerely,

Mayor Tony Jack
Roper Gulf Regional Council



Tony Jack
Mayor

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We respectfully acknowledge the Traditional Owners of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The Roper Gulf region is a vibrant area located in the Northern Territory and is known for its stunning landscapes. It enjoys a strong sense of community with regular cultural and community events. The Roper Gulf area offers the chance to enjoy vast savannah woodlands, majestic rivers and significant cultural heritage sites. The CEO will be based in the Katherine Support Centre.

Position Overview

Roper Gulf Regional Council is seeking an experienced, engaged and culturally aware CEO to lead the organisation in alignment with community needs and expectations.

Organisational Performance

Reporting to the highly experienced and respected Mayor and Elected Members, the ideal candidate will be an outstanding local government leader, with strong cultural awareness, who will deliver the vision of the Council and build engagement with diverse stakeholders. Council is seeking a collaborative leader to work alongside the Elected Member group while creating a positive organisational culture.



Key Responsibilities

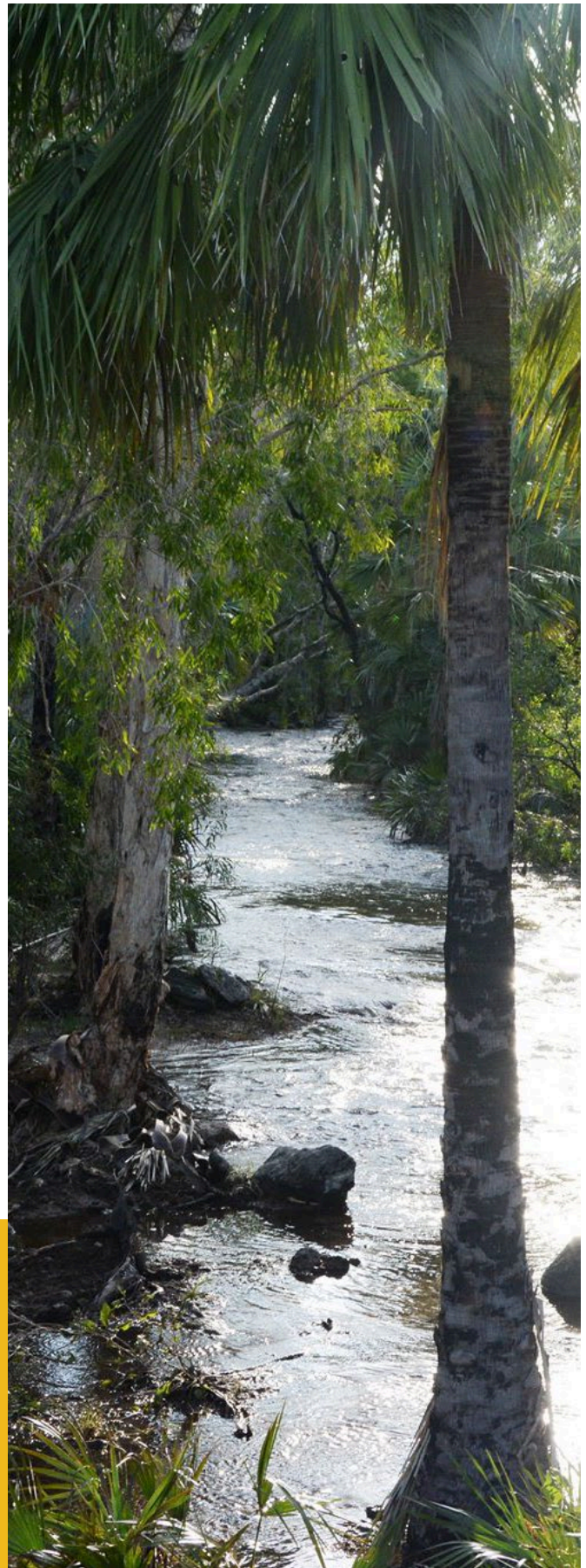
- Ensure alignment between the Council, elected members and the community, ensuring strategic and operational focus areas reflect community priorities, fostering collaboration and innovation.
- Provide high level advice to the Mayor and Elected Members.
- Oversee Council operations, ensuring efficient service delivery and compliance while also managing budgets and resources to fund and support key projects and initiatives.
- Develop and maintain constructive relationships and partnerships with key internal and external stakeholders.
- Lead the workforce to deliver the Community Strategic Plan while building a positive, future focused organisational culture that aligns to Council's values.

Opportunities

- **Strong and cohesive Elected Member group:** The Mayor, Tony Jack and Councillors are highly experienced, respected leaders and members of the community.
- **Strategic Vision Alignment:** Aligning the strategic vision with operational practices will drive significant improvements in service delivery and community outcomes.
- **Community-Centric Development:** There is a strong desire for a CEO who can engage effectively with the community, ensuring that decision-making processes are inclusive and transparent.
- **Sustainable Infrastructure Development:** The role offers the chance to develop robust infrastructure processes, supporting the region's development and sustainability.
- **Cultural Competence and Reconciliation:** By fostering cultural competence and understanding, the CEO will strengthen relationships with Indigenous communities and local authorities, promoting reconciliation and effective governance.
- **Stakeholder Engagement:** Strong relationships with key stakeholders, such as the Northern Territory Government and Northern Land Council, can be leveraged to achieve strategic goals and secure resources for community projects.

Challenges

- **Cultural Sensitivity and Engagement:** Building and maintaining strong relationships with Indigenous communities and local authorities will be an essential but complex component of this role. This will require an experienced and culturally competent approach.
- **Complex Operating Environment:** The Roper Gulf region is vast, covering an area three times the size of Tasmania, with a population of about 7,000 people, 75% of whom are Indigenous or Torres Strait Islander. The Council must navigate diverse needs and expectations across five wards and 14 townships and remote communities. The Council plans and delivers many of its services through Local Authorities, based in each township. These local authorities have diverse levels of maturity and capability but are highly valued partners in the Council's service to its community.
- **Infrastructure and Compliance:** Infrastructure management, asset management and service level equity across the communities of the Roper Gulf will remain key issues of focus for the next CEO. Balancing costs and risks management, legislative compliance and addressing community infrastructure needs will be a key part of the new CEO's role.





Special Projects

Roper Gulf Regional Council is deeply connected to its community and is dedicated to enhancing local infrastructure and supporting sustainable development.

Leadership oversight plays a crucial role in maintaining confidence in project delivery, with regular reviews and strategic guidance required to align projects with council objectives.

Emphasis is placed on implementing projects that address community needs, such as infrastructure improvements, housing initiatives and youth engagement programs. The Council is committed to continuous improvement in project management practices to enhance efficiency, transparency and community impact. Projects are managed with sensitivity to Indigenous cultural protocols and community dynamics, reflecting a commitment to respectful and inclusive project implementation.

Notably, the successful completion of the "Remote Roads Upgrade" program, aided by Northern Territory Government support, involved upgrading and sealing critical road networks, showcasing the Council's commitment to lasting impact and sustainability. Other projects have included the Community Hubs Initiative, which aims to create multi-purpose community centres and the Green Energy Project, which is focused on increasing the region's reliance on renewable energy sources.



Stakeholder Engagement

Central to this role will be the ability to engage effectively and transparently with a broad range of internal and external stakeholders. Internal stakeholders will include the Mayor, Deputy Mayor, Elected Members, indigenous community members and staff at all levels. External stakeholders will include local authorities, Northern Land Council, Central Land Council, NT Government Departments, federal agencies and other regional stakeholders. Interacting and engaging with the geographically dispersed community in a proactive and positive manner and shaping the dialogue with Council's key stakeholders in Council's interests will be critical to success in this role.

The Mayor prefers a collaborative leadership style that emphasises open communication and consultation with Councilors and community leaders. They value formal engagement processes that prioritise community input and participation in decision-making.

Land tenure issues are a significant focus, involving processes managed by Land Councils to ensure equitable and sustainable land use across the region.

Community capacity building and community group capacity building are integral to fostering sustainable development and empowerment within local communities. This involves identifying key themes and priorities for community development, such as infrastructure, health, education and economic opportunities. By establishing targeted programs and enhancing local skills, communities can effectively address their unique challenges and opportunities. This approach not only strengthens community resilience but also promotes self-reliance and active participation in regional development initiatives.

The CEO must navigate complex relationships and negotiate effectively to achieve the Council's objectives. Integrity, transparency and a genuine commitment to community engagement are paramount, ensuring that the CEO is actively involved in the community and works collaboratively across all levels of government to enable effective decision-making and community development. The ideal candidate will be resilient and adaptable, capable of leading change, while demonstrating exceptional verbal and written communication skills for effective influence and collaboration among a diverse range of stakeholders.



Workforce Leadership

The CEO of Roper Gulf Regional Council must exhibit a balanced and authentic leadership style, maintaining a genuine, transparent and approachable demeanour. Understanding and respecting the cultural context of the Roper Gulf region is crucial; the CEO should have experience working with Indigenous communities and demonstrate a strong commitment to cultural competence and sensitivity. The CEO must align strategic goals with operational practices, ensuring that the Council's vision is effectively translated into action by enhancing workforce development.

Effective communication skills are necessary to maintain transparency and build trust with staff, with an open-door policy and an anti-bullying stance being important. The CEO should foster a collegiate environment, breaking down silos and encouraging teamwork and empowering staff, while respecting the roles and authority of Elected Members.



Personal Attributes

Roper Gulf Regional Council is seeking a balanced, authentic and culturally sensitive leader who aligns with Council’s values and will become a trusted advisor to the Mayor and Elected Members. The ideal candidate will exhibit a genuine and transparent leadership style, fostering a supportive and collaborative work environment.

Strong leadership skills, a strategic mindset and effective communication skills are crucial for maintaining transparency and building trust within the organisation and community. The CEO will be an engaged and dynamic leader, committed to understanding and addressing the needs of the community. They should have experience working with Indigenous communities and demonstrate a strong commitment to cultural competence and sensitivity.

Council will benefit from a CEO who promotes teamwork, breaks down silos and empowers staff while respecting the roles and authority of Elected Members. The CEO must align strategic goals with operational practices, addressing infrastructure challenges, enhancing workforce development and promoting sustainable practices.



Qualifications, Skills & Attributes

- Leadership at a similar scope and scale to this position within local government including community development and a strong understanding of indigenous culture. Council welcomes applications from Indigenous leaders.
- Experience leading the governance, compliance, policies and financial management of Council.
- Demonstrated ability to develop and maintain constructive relationships and partnerships with internal and external stakeholders that contribute to the delivery of organisational goals.
- Strong leadership, communication and interpersonal skills with demonstrated ability to inspire purpose, lead people and build capability to effectively deliver outcomes for the community. A strong, decisive leader who is culturally aware, resilient, compassionate and familiar with the unique opportunities and challenges of the region.
- Relevant tertiary qualifications, or equivalent experience.



Package Information

The Roper Gulf Regional Council is dedicated to attracting and retaining the best possible candidates for its diverse and dynamic team. As part of this commitment, the Council offers a comprehensive benefits package designed to support the personal and professional well-being of its employees. Below is an overview of the salary and additional benefits available to staff members.

- \$275K base salary plus superannuation.
- Housing Allowance of \$52K or fully subsidised accommodation
- Fully maintained private vehicle
- Six weeks annual leave
- Relocation Assistance negotiable.
- Salary package options.
- Professional Development costs of up to \$3K. The Council supports ongoing personal and professional development, with training opportunities coordinated by our Human Resources team to help you advance in your Local Government career.
- Employee Assistance Program (EAP), offering free mental health and well-being support and counselling services to all staff.



About Council

The Roper Gulf Regional Council spans an impressive 185,000 square kilometres, marking it as one of the largest operational areas in the Northern Territory.

The Council's jurisdiction stretches from the Kakadu escarpment in the north to the Barkly Tablelands in the south, and from the Stuart Highway in the west to the Gulf of Carpentaria and the Queensland border in the east. This diverse landscape encompasses tropical savannahs, arid grasslands, open forests and notable geological features such as iron-rich eroded sandstone, limestone escarpments and mesas.

The region is defined by its significant river systems, including the Roper, Rose, McArthur, Robinson and Limmen rivers.

Roper Gulf Regional Council oversees a predominantly rural landscape with small townships, indigenous communities and remote outstations. The economy is primarily driven by cattle grazing, with mining and tourism also playing essential roles.



NORTHERN TERRITORY



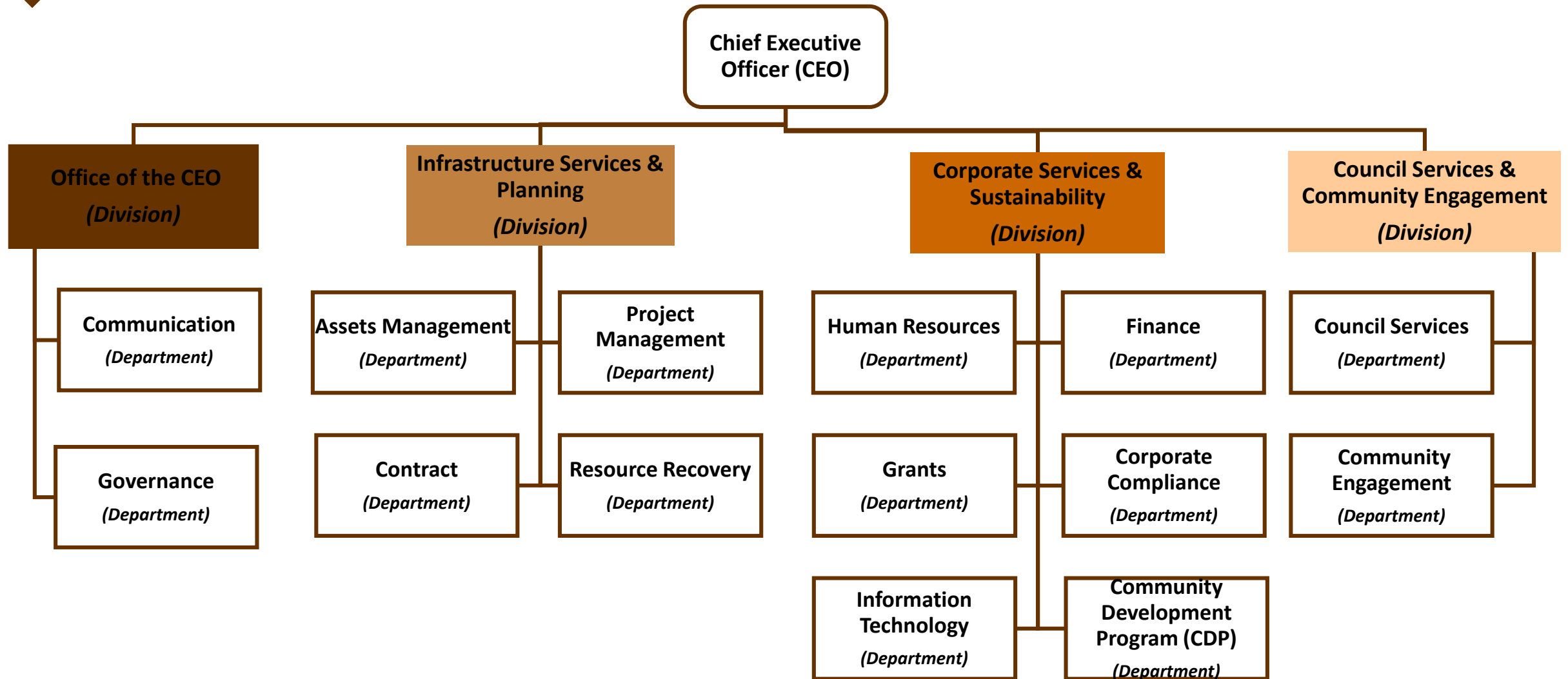
The Council's governance structure is divided into five wards: Never Never Ward, Numbulwar-Numburindi Ward, Nyirranggulung Ward, South West Gulf Ward and Yugul Mangi Ward. The Council managed a total revenue of \$48,396,480 in the 2022/23 financial year, with expenditures totaling \$42,426,425. The Council's assets were valued at \$42,116,004, and it employs a dedicated staff of 282 individuals.

Links to Council Information



Organisational Structure

Roper Gulf Regional Council - Divisions & Departments





Living in the Region



Housing

The region provides opportunities for both rental and home ownership, with many properties featuring spacious yards and proximity to natural landscapes. Newcomers can expect a close-knit community atmosphere, where neighbours know each other and a sense of camaraderie prevails.



Educational Facilities

The Roper Gulf region is home to a range of educational facilities catering to both primary and secondary schooling needs. The primary and secondary schools are well-equipped and offer comprehensive curriculums and various extracurricular activities. Additionally, the region benefits from the presence of the Katherine campus of Charles Darwin University (CDU), which provides tertiary education opportunities. CDU offers a variety of courses and programs, enabling residents to pursue higher education and vocational training close to home.



Healthcare

The area is serviced by a network of hospitals and medical centres, including the Katherine Hospital, which provides comprehensive healthcare services, including emergency care, surgery and specialist consultations. In addition, numerous community health clinics are strategically located throughout the region, offering primary care, chronic disease management, maternity and child health services and preventative health programs. These facilities are supported by visiting specialists and telehealth services, ensuring that even remote communities have access to quality medical care.



Living in the Region



Shopping & Dining

The Roper Gulf region offers a variety of shopping and dining options to cater to the needs of its residents and visitors. In the larger townships, you will find supermarkets, general stores and specialty shops that provide a range of goods and services. For dining, the region features a mix of eateries, including family-owned restaurants, cafes and pubs serving hearty meals. Fast food outlets are also available for those seeking quick and convenient options. The local cuisine often highlights fresh, locally sourced ingredients, offering a taste of the region's unique flavors. Additionally, community markets and events frequently showcase local produce and handmade goods.



Sports & Recreation

The Roper Gulf region offers diverse opportunities for sports and recreation amidst its stunning natural landscapes. Local sports clubs provide facilities for rugby league, Australian Rules football, cricket and netball, fostering community participation and competition. Outdoor enthusiasts can explore hiking trails, fish in rivers abundant with barramundi and camp under the expansive Northern Territory sky. National parks nearby offer wildlife spotting and birdwatching, allowing residents and visitors to connect with the region's rich biodiversity.



Getting Around

The region is accessible by road via the Stuart Highway, which connects it to major cities and towns in the Northern Territory and beyond. For air travel, the nearest major airport is in Katherine, offering regular flights to Darwin and other regional hubs. While public transport options within towns may be limited, private vehicle ownership is common and convenient for accessing local amenities and exploring the surrounding areas.

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website.

Please upload:

- Your CV
- A covering letter addressing the criteria below



Selection Criteria

- Leadership at a similar scope and scale to this position within local government including delivery of the Corporate Plan and strategy of Council.
- Experience leading the governance, compliance, policies and financial management of Council.
- Demonstrated ability to develop and maintain constructive relationships and partnerships with internal and external stakeholders that contribute to the delivery of organisational goals.
- Strong leadership, communication and interpersonal skills with demonstrated ability to inspire purpose, lead people and build capability to effectively deliver outcomes for the community. A strong, decisive leader who is culturally aware, resilient, compassionate and familiar with the unique opportunities and challenges of the region.
- Relevant tertiary qualifications, or equivalent experience.



Applications Open

- Week Commencing
Monday 22 July 2024



Applications Close

- 5pm Monday 12 August 2024



Initial Assessment

- Week Commencing 12 August 2024



Council Interviews

- TBC

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.



Application for Assessment, Shortlisting and Interviews

Leading Roles and the council will determine a shortlist of suitable applicants and will arrange interviews with the council's interview panel, depending on applicant and council staff availability.

The council may require their preferred applicants to undergo a psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following the selection of a preferred applicant the council may require further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



Belinda Walker

Your Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

☎ 0411 449 447

✉ belinda.walker@leadingroles.com.au



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APPLY NOW AT WWW.LEADINGROLES.COM.AU





ATTACHMENT

Position Description



POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Chief Executive Officer	Designation & Classification Level	Executive – Contract 3 years
Position No	1001	Division	CEO
Business Unit	Office of the CEO (OCEO)	Reports To	RGRC Council
Location	Katherine	Date Created	February 2020
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>The Chief Executive Officer (CEO) will work to deliver exceptional customer service to our community, whilst always striving to find ways to work faster better and smarter. This work will be delivered in collaboration with the senior leadership team and the elected officials.</p> <p>The primary function of the CEO is to implement Council vision, policy and develop systems to ensure Council's affairs are conducted in ways that are transparent, accountable, and efficient and compliant with all Acts, laws, regulations, and policies. In conjunction with the Mayor the CEO shall establish annual performance objectives that deliver on the Corporate Plan of Council and strategic deliverables.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Strategic Thinking:</p> <ul style="list-style-type: none"> Decision making that sets organisational direction and expectations in line with Council's vision. Uses advanced understanding of community trends, the environment, and policy implications to evaluate complex and strategic issues, assess options and risks, and make effective decisions. Sets the strategic direction and long-term viability of the organisation in line with Council's vision. Communicates the Council's vision in a clear compelling meaningful way to others. Builds local, State and Federal relationships understanding political sensitivities and risk and uses judgement when deciding how to proceed. Managing and administering the plans and business of the Roper Gulf Regional Council Local Government. Ensuring the development and implementation of the Council policies and the efficient and effective operation of the organisation. <p>2. Collaboration and Respectful Relationships:</p> <ul style="list-style-type: none"> Constructive relationships that are based on trust, honesty, fairness, and equality. Demonstrating leadership of the Northern Territory Government's local government reform agenda within Roper Gulf Regional Council by assisting the elected members, Local Government staff and community members through a period of significant change. Takes an active role in managing the Local Government's relationship and interactions with the groups in the community to support building community capacity to initiate and implement projects and programs. Lead with integrity and courage by ensuring communication is open, honest, and considered. Establishes an effective working relationship with internal and external customers and stakeholders. Drives a culture of collaboration and participation emphasising the importance of consultation and engagement with stakeholders. Supports and contributes to the development of all stakeholders of the Local Government. Establishes and maintains positive working relationships with government and diverse groups of people within the public and private sectors and the wider community. Leads the Local Government in providing services equitably and appropriately with respect to the diversity of 			

groups in Roper Gulf.

3. Results Focus:

- Performance that is focused on delivering agreed outputs and outcomes within agreed timeframes and budget.
- Ensures that human and physical resources including financial, technological and information requirements are available and effectively, efficiently, and ethically used to meet the strategic and operational service delivery needs.
- Deliver an outcomes-focused culture where leaders and staff take personal accountability for delivering on Council's vision and policy.
- Enables the achievement of outcomes by identifying opportunities to overcome barriers.
- Drivers' performance and accountability for achieving expected outcomes.

4. Building Capability:

- Decision making that sets Council's direction and expectations.
- Leads the organisation to implement innovation opportunities through its people, systems, and processes. Sets clear organisational priorities and behavioural expectations with a culture of individual growth and development.
- Encourages an autonomous workforce through an empowerment culture recognising contributions.
- Supports and sets business direction for succession planning and talent management initiatives, fostering a learning culture that promote innovation.
- Builds the competence of elected members through sound advisory and development strategies.

5. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others.
- Proactively identify and address potential risk to ensure the safety, as far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System.
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
- Attend and actively participate in WHS and other mandatory training:
 - Monitor workplace conditions and report.
 - Ideas which may improve health and safety.
 - Any work related or personal injury or illness (where it may affect their ability to work safely).
 - Any work-related incident they witness, including bullying and harassment.
 - Hazards and incidents including any malfunction or inadequacies of equipment.
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Leadership

- Proven leadership at the Chief Executive Officer level, with the ability to understand and implement legislation impacting on Local Government.
- High level strategic planning skills and knowledge of corporate management requirements.
- Delegation skills to ensure the achievement of outcomes, accountability of management staff and the development of employees' abilities.
- Understanding of the application of contemporary human resource management principles.

2. Policy Implementation

- Good knowledge of public policy issues as they impact on local government.
- Experience in developing and implementing policy relevant to the business of local government.
- An understanding of the Northern Territory Local Government Reform and the impacts on local governments.

3. Governance and Compliance

- Demonstrated capacity to administer the Local Government Act and associated legislation in the field of local government Ability to support the Council to make the most informed decisions on behalf of their constituents.
- Knowledge of statutory, legal, and contractual obligations.

4. Financial Results

- Extensive experience in financial management.

5. Community Development

- Demonstrated ability to apply knowledge of sustainability and its application of the economic, social, and environmental principles at an organisation level 1.
- Considerable experience in dealing with the public and special interest groups.
- An understanding of Indigenous culture and the ability to work with Indigenous people.

6. General Management Competencies

- Excellent interpersonal and communication skills.
- Excellent decision-making skills and an analytical approach to problem solving.

7. Qualifications and/or Experience

- Relevant tertiary qualifications in disciplines such as Management, Business, Public Sector, and/or Administration or comparable work experience is expected for this position.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

TRAVEL REQUIREMENTS

This position is based in Katherine and you will be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

5. ACKNOWLEDGEMENT

MAYOR	Tony Jack	Date:	Signature:
Employee Name		Date:	Signature: