

APPLICANT PACK

Head of Executive Services

City of Hobart



RECRUITING FOR:



CONTACT

Belinda Walker

Executive Talent Consultant

Leading Roles

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Message from the CEO



Dear Applicant

Thank you for considering the role of Head of Executive Services with the City of Hobart. This position is crucial to advancing our vision of a vibrant, resilient, and sustainable Hobart, and we're looking for a leader who embodies our commitment to advocacy, community engagement, and climate action.

As our city evolves, so does our commitment to serve our community with forward-thinking policy, strong partnerships, and impactful solutions to today's complex challenges. In this role, you will lead initiatives that drive Hobart's policy agenda and advance our goals for environmental sustainability, economic vitality, and community well-being. You'll engage with government, industry, and our community to represent Hobart's interests on local, national, and global platforms.

This is more than a leadership position—it's an opportunity to shape Hobart's future as a city of innovation and sustainable growth. We are excited to welcome candidates with the vision, political acumen, and passion to help us achieve our ambitions for the City of Hobart.

The role has been created as a part of a broader organisational realignment process which will see the new leaders join the Executive Leadership Team.

Thank you for your interest, and I look forward to the possibility of working together to create a lasting impact for our community.

Warm regards,

Michael Stretton
CEO, City of Hobart



City of **HOBART**

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We respectfully acknowledge the Traditional Owners, the Tasmanian Aboriginal People as the custodians 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 City of Hobart, a hub of dynamic cultural heritage and progressive sustainability initiatives, is excited to offer an exceptional career opportunity for a visionary leader to join as the Head of Executive Services. This influential role, reporting directly to the CEO and working closely with the Executive Leadership Team (ELT) and Lord Mayor, places you at the heart of city-wide initiatives aimed at achieving strategic, social, and environmental transformation.

The Head of Executive Services will serve as a central figure in driving the City of Hobart's strategic objectives. This role oversees a broad portfolio, including the Office of the CEO, Office of the Lord Mayor, Communications and Engagement, Climate Change initiatives, and International Relations. Tasked with promoting Hobart's public profile, community engagement, and climate resilience, the Head of Executive Services will ensure Hobart's commitment to a sustainable, interconnected, and vibrant community. Your work will directly shape policies, partnerships, and the brand image of Hobart, aligning the Council's values with progressive initiatives for a sustainable future.



Key Responsibilities

Strategic Leadership:

As the Head of Executive Services, you'll offer direct strategic leadership and support to the CEO, ELT, and the Lord Mayor. You'll lead in shaping Hobart's long-term strategic goals, engaging in the development of innovative policy and program delivery that bolsters Hobart's standing both locally and internationally. With responsibilities spanning communications, engagement, and climate action, this role calls for a leader with foresight to drive impactful community-centered and environmentally responsible initiatives.

Stakeholder Engagement and Advocacy:

Engage proactively with stakeholders at every level—from community groups and industry leaders to state and federal government officials. Your work will build Hobart's reputation as a progressive, responsive city by fostering relationships that amplify Hobart's voice in matters of climate, social policy, and economic development. Additionally, you will play a key role in inter-governmental relationships, championing Hobart's priorities within state and federal platforms, and aligning with broader initiatives like the Hobart City Deal.

Operational Excellence and Team Leadership:

The Head of Executive Services oversees a diverse team responsible for strategic communications, climate action, and key municipal functions. Your leadership will guide this team toward high standards of service delivery, responsiveness, and efficiency. You'll model ethical standards, accountability, and a culture of continuous improvement while developing Hobart's talent pool and supporting team members to reach their highest potential.

First-Year Goals

In the first 12 months, the Head of Executive Services will establish key foundational priorities:

- **Building Strategic Partnerships:** Form solid professional relationships across internal and external stakeholders, aligning these with Hobart's goals.
- **Enhancing Community Connections:** Develop an evidence base for advocacy, enabling meaningful alignment with community needs and perspectives.
- **Advancing Climate Strategy:** Position Hobart as a leader in climate action by creating a framework to support long-term sustainability and net-zero goals.
- **Driving One Hobart Culture:** Actively participate in the One Hobart Leadership Program to foster a collaborative, unified organisational culture that prioritises community impact.



Qualifications & Experience

- **Educational Background:** Degree in Public Policy, Business, Law, Community Development, Corporate Affairs, or a related field.
- **Extensive Executive Experience:** Proven background in strategic planning and policy within a complex environment, ideally in municipal or government settings.
- **Political Acumen:** A thorough understanding of the Australian political landscape and demonstrable success in leveraging political channels to achieve organisational objectives.
- **Leadership in Complex Settings:** Demonstrated ability to lead cross-functional teams in achieving complex, multifaceted strategic objectives, including the capacity to effectively oversee diverse portfolios such as communications, marketing, and climate action.
- **Community-Centric Vision:** Experience in creating policies and initiatives that deliver high-impact outcomes for communities and stakeholders.



Personal Attributes for Success

This role requires a leader who thrives in collaborative, community-oriented environments and who brings a balance of strategic vision and operational focus. Key personal attributes include:

- **Strategic Thinking:** A forward-thinking approach to developing and implementing long-term city-wide goals.
- **Innovation and Creativity:** Ability to foster an environment that supports innovative problem-solving and a high-performance culture.
- **Communication Excellence:** Strong interpersonal skills for building positive relationships with internal teams, government bodies, and community stakeholders.
- **Adaptability and Agility:** Comfort with change, capable of driving transformative initiatives that align with community needs and evolving policy landscapes.
- **Team Collaboration:** A focus on empowering, motivating, and challenging employees to achieve shared goals for community benefit.

The City of Hobart's Commitment to a Better Future

Hobart is committed to progressive policies and fostering a sustainable, resilient community. The Head of Executive Services will champion Hobart's climate goals, playing an instrumental role in shaping the city's climate action strategy. The City envisions a collaborative, community-driven approach to decision-making, focusing on liveability, environmental responsibility, and inclusive community growth.



Key Deliverables

- 1. Strategic Direction and Vision:** Define the direction for the Executive Services Network in alignment with Hobart's core values and objectives.
- 2. Stakeholder Relationships:** Build and leverage partnerships with government agencies, local bodies, and other stakeholders, amplifying Hobart's position on the national and international stage.
- 3. Community and Media Engagement:** Oversee all aspects of the City's communications and media strategy, enhancing Hobart's brand and facilitating transparent, effective community engagement.
- 4. Policy Development and Advocacy:** Work closely with the ELT to advocate for Hobart's strategic objectives and to develop policy positions that support the city's growth and sustainability goals.



The Unique Opportunity

This is a unique opportunity to lead at the intersection of community development, environmental responsibility, and strategic governance. As the Head of Executive Services, your contributions will shape Hobart's future, impacting the lives of residents and establishing Hobart as a model for sustainable, people-centric governance. You'll be part of a progressive Council that values innovation, diversity, and active community participation in policy-making and program delivery.

What Hobart Offers

In addition to a competitive salary and benefits, the City of Hobart offers:

- **A Progressive Culture:** Be part of an organisation dedicated to inclusivity, excellence, and meaningful community impact.
- **Professional Development:** Opportunities to expand your professional skills and networks, both locally and internationally.
- **A Commitment to Climate Action:** Work in a role where sustainability isn't just a priority—it's a driving force behind every initiative.

Ready to Make an Impact?

If you are a strategic, innovative, and community-minded leader, the City of Hobart invites you to apply for this transformative role. Embrace the chance to lead and be part of shaping the future of one of Australia's most picturesque and progressive cities.



Selection Criteria

1. Proven Executive Leadership and Strategic Vision

Demonstrated experience at an executive level in leading complex, multi-functional teams, with a track record of strategic planning and policy development that aligns with organisational and community goals. Evidence of fostering innovation, driving organisational change, and achieving measurable outcomes in public service or a similar setting is essential.

2. Expertise in Stakeholder Engagement and Government Relations

Extensive experience in building and leveraging relationships across government agencies, community organisations, and private sector stakeholders. Proven ability to engage at a senior level to influence policy, advocate for community interests, and negotiate complex partnerships that advance organisational priorities.

3. Advanced Knowledge of Australian Political and Legislative Landscapes

Strong understanding of the Australian political system, legislative processes, and government policies, with an ability to navigate complex political environments. Demonstrated ability to utilise this knowledge in crafting strategies that align organisational goals with state and federal policy frameworks.

4. Leadership in Climate Action and Sustainability Initiatives

A track record of successfully developing and implementing sustainability and climate change strategies, including the capacity to lead cross-departmental climate action plans. Experience in managing environmental projects that meet community needs and align with sustainability targets is preferred.

5. Exceptional Communication and Change Management Skills

High-level communication, interpersonal, and political acumen skills, with experience in media engagement, public relations, and delivering complex information to diverse audiences. Proven ability to lead organisational change, motivate teams, and foster a collaborative, high-performance culture in support of the organisation's values and goals.

Note: 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.



Employee Benefits

Joining the City of Hobart means becoming part of a supportive, dynamic team within a community that values teamwork, creativity, accountability, and innovation. The successful candidate will receive an attractive Total Remuneration Package (TRP), negotiable based on qualifications and experience.

Benefits of the role include:

- Salary: \$215,000 - \$220,000 (plus superannuation)
- Relocation support is negotiable and includes assistance with relocation costs.
- Annual leave loading of 17.5% paid in December.
- Training and development opportunities.
- Access to discounted private health insurance through MBF Corporate Health Plan.
- Staff discounts on aquatic and gym memberships at Doone Kennedy Hobart Aquatic Centre, and free access to the Health and Wellness Centre gym.
- Confidential Employee Assistance Program available to employees and immediate family
- Active staff social club with regular events



About Council

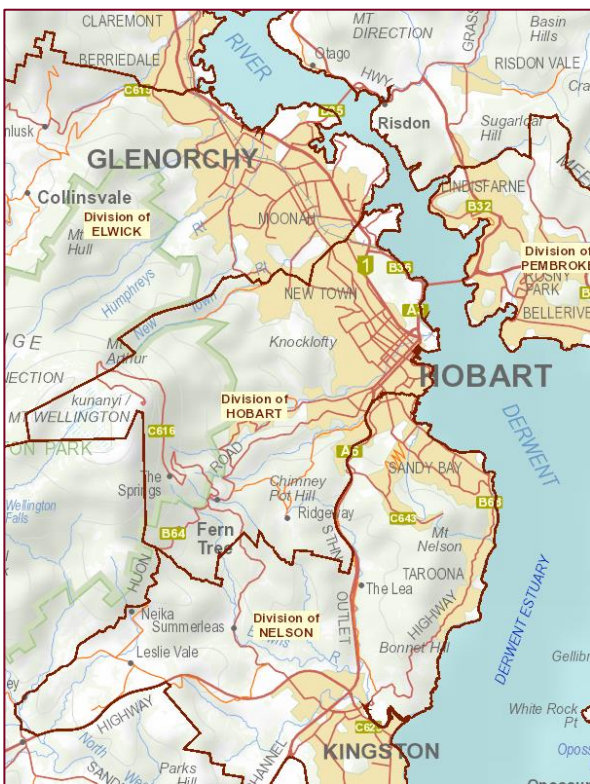
The City of Hobart covers an area of approximately 77.78 square kilometres. Hobart is one of the only major cities where you can see the southern lights year-round.

The City of Hobart lies between the River Derwent and kunanyi/Mt Wellington, with a population of approximately 56,000. It includes the suburbs of West Hobart, Lenah Valley, Mount Stuart, South Hobart, New Town, Sandy Bay, and most of Fern Tree, North Hobart, and Mount Nelson. The city has seen consistent growth and continues to evolve as a hub for innovation, education, and research, being home to the University of Tasmania, the CSIRO, and the Antarctic Gateway.

The City of Hobart has twelve elected members, overseen by the Lord Mayor. The organisation is run by the Chief Executive Officer, who is supported by the Executive Leadership Team in implementing Council decisions and policies. The leadership team consists of the Chief Executive Officer and the Directors of the city's networks. As of 30 June 2023, the Council employed the equivalent of 610 full-time staff.

In 2023, Hobart's Gross Regional Product (GRP) reached \$8.6 billion, accounting for 22% of Tasmania's economy, with key industries including health care, public administration, and financial services. As the custodian of iconic attractions like Salamanca Market, kunanyi/Mt Wellington, and the Royal Botanical Gardens, the City is focused on fostering a prosperous, sustainable future for its community.

As of 30 June 2023, the City of Hobart held total assets of \$2.8 billion, with \$2.5 billion in property, plant, and equipment, and total liabilities of \$102 million. The Council's financial position remains strong, with \$44 million in investments and total equity of \$2.7 billion, reflecting a commitment to long-term financial stability and continued investment in infrastructure and services for its residents.



Links to Council Information



City of Hobart Vision, Mission and Values

OUR MISSION

Our mission is working together to make Hobart a better place for the community.

HOBART: A COMMUNITY VISION FOR OUR ISLAND CAPITAL

- Hobart breathes.
- Connections between nature, history, culture, businesses and each other are the heart of our city.
- We are brave and caring.
- We resist mediocrity and sameness.
- As we grow, we remember that what makes this place special.
- We walk in the fresh air between all the best things in life.

CITY OF HOBART VALUES

We value:

People

We care about people – our community, customers and colleagues.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

Focus and Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

Creativity and Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.

Accountability

We work to high ethical and professional standards and are accountable for delivering outcomes for our community.

Community

Lord Mayor and Elected Members

Strategic and Regulatory Services Network

Strategic Land Use Planning Group

Jennifer Lawley, Manager Land Use and Development Planning

City Transport Group

Daniel Verdouw, Manager City Transport

- Planning
- Engineers
- Permits
- Signage

Place Design, Sport and Recreation Group

Philip Holliday, Manager Place Design, Sport and Recreation

- Place Making
- Urban Design
- Sport and Recreation

City Compliance Group
Kirsten Turner, Manager City Compliance

- Animal Management
- Plumbing Compliance
- Permits
- By Laws

Development Appraisal Team Group
Karen Abey, Deputy Director

Business Support

Headcount = 90

Director Strategic and Regulatory Services
Neil Noye

Corporate Services Network

People and Culture Group
Jayne Lockley, Manager People and Culture

- Organisational Development
- Workplace Health and Safety
- Recruitment
- Payroll

Corporate Strategy, Finance and Performance Group

Michelle Wickham, Chief Financial Officer

- Budget and Finance
- Long Term Financial Management Plan

Legal and Governance Group
Wes Young, Manager Legal and Corporate Governance

- Legal and Property
- Governance

David McIver, Manager Strategy, Performance and Planning Team

- Strategy, Performance and Planning

Information and Technology Services Group
Louise Mills, Chief Information Officer

- Information Technology
- Information Management

Rates, Procurement and Risk Group
Lara MacDonell, Manager Rates, Procurement and Risk

- Rates
- Procurement
- Risk Management

Workplace Relations
Kevin Midson, Manager Workplace Relations

Business Support

Director Corporate Services
Michael Reynolds

Headcount = 101

Chief Executive Officer
Michael Stretton

Infrastructure and Assets Network

City Infrastructure Group
Geoff Lang, Manager City Infrastructure

- Fleet
- Cleansing
- Depot
- Fabrication
- Road Services
- Road Maintenance and Construction
- After Hours
- Stormwater Operations

City Assets Group

Vacant, Manager City Assets

- Strategic Asset Management Plan
- Road Assets
- Building Assets
- Building Maintenance

City Resilience Group
Chris Kuchinke, Manager City Resilience

- Waste
- Recycling
- Sustainability
- Emergency Management

City Projects Group
Vacant, Manager City Projects

- Programming and Delivery
- Design
- Surveying

Open Space Group
Sean Black, Manager Open Space

- Bushland
- Fire and Biodiversity
- Nursery
- Arboriculture
- Parks and Reserves
- Open Space Planning

Waterways Group
Anna Wilson, Manager Waterways

- Stormwater
- Hydraulics

Business Support

Headcount = 280

Director Infrastructure and Assets
Vacant

Community and Economic Development Network

Economic Development Group
Vacant, Manager Economic Development

- Business
- Smart and Safe City
- Parking
- Grants
- Security

Community Programs Group
Kimbra Parker, Manager Community Programs

- Diversity
- Accessibility
- Youth
- Positive Ageing
- Homelessness
- Safety, Recovery and Resilience

City Welcome Group
Vacant, Manager City Welcome

- Customer Services
- Tasmanian Travel and Information Centre
- Salamanca Market

Doone Kennedy Hobart Aquatic Centre
Nick Canals, Business Manager DKHAC

Business Support

Creative City Group
Justyne Wilson, Manager Creative City

- Activation
- Events
- Venues
- Arts and Culture

Environmental Health Group
Felicity Edwards, Manager Environmental Health

- Food Safety
- Public Health
- Environment

Director Community and Economic Development
Vacant

Headcount = 329

Executive Services Network

Communications, Engagement and Marketing Group
Abby McKibben, Manager Communications, Engagement and Marketing

Office of the CEO
Office of the Lord Mayor
Strategic Projects
Climate Change
International Relations

Headcount = 24





Living in the Region



Housing

Hobart's housing market offers a range of options, from charming heritage homes in historic suburbs to modern apartments with stunning views of the River Derwent and kunanyi/Mt Wellington. While demand for housing has increased in recent years due to the city's growing population and appeal, there are opportunities for both renters and buyers in various price ranges. Suburbs such as New Town, Sandy Bay, and West Hobart are popular choices, providing easy access to the city and amenities.



Educational Facilities

The city is home to numerous public and private primary and high schools, known for their strong academic programs and community involvement. For higher education, the University of Tasmania, with its main campus located in Sandy Bay, provides world-class education and research opportunities, particularly in fields such as marine science, Antarctic studies, and arts. Hobart also has a well-established network of TAFE colleges, offering vocational training and apprenticeships in various industries.



Healthcare

Hobart is well-served by a comprehensive healthcare system, offering high-quality medical services across public and private facilities. The city is home to the Royal Hobart Hospital, Tasmania's largest public hospital, providing a wide range of specialist services, including emergency care, surgery, and maternity services. Complementing this are several private hospitals, such as Hobart Private Hospital and Calvary Lenah Valley, which offer additional healthcare options. Numerous medical centres, general practitioners, and specialist clinics are located throughout the region, ensuring residents have access to routine and preventive care. Hobart also boasts a strong network of allied health services, including physiotherapy, dental care, and mental health support.



Living in the Region



Shopping & Dining

The city center, including the bustling Elizabeth Street Mall and nearby Salamanca Place, features a variety of retail options, from major department stores and boutiques to specialty shops and local artisans. Salamanca Market, held every Saturday, is a major attraction, showcasing local produce, crafts, and gourmet foods. Hobart's dining scene is renowned for its fresh, locally sourced ingredients, with restaurants and cafes offering everything from fine dining to casual meals. With an emphasis on seafood, farm-to-table dining, and innovative cuisine, food lovers can enjoy a range of options, from waterfront eateries at Constitution Dock to trendy cafes in North Hobart and Sandy Bay.



Sports & Recreation

The city boasts numerous sporting clubs and facilities, including the Hobart Aquatic Centre, North Hobart Oval, and Domain Tennis Centre, supporting a variety of sports such as swimming, football, cricket, and tennis. Hobart's coastal location and the River Derwent make it a popular destination for sailing, kayaking, and other water sports. The region is also renowned for its stunning natural parks and reserves, such as the Royal Tasmanian Botanical Gardens and Wellington Park, which provide ample opportunities for bushwalking, cycling, and wildlife observation.



Getting Around

The Hobart International Airport is just a 20-minute drive from the city center, providing regular domestic flights and seasonal international services. The city's public transport system is primarily served by Metro Tasmania, offering extensive bus routes connecting suburbs, the CBD, and key landmarks. For those who prefer cycling, Hobart features a growing network of bike lanes and shared paths. Additionally, the compact layout of the city makes walking a convenient and enjoyable option for exploring. With easy access to major highways, Hobart is also well-connected to the broader Tasmanian region, making road trips to nearby attractions straightforward and accessible.



Discover Hobart



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 Selection Criteria



Evaluation Process

Leading Roles and City of Hobart will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Hobart may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.



Indicative Timeframes



Applications Open

- Monday 11 November 2024



Applications Close

- 5pm 2 December 2024



Initial Assessment

- Week Commencing 2 December 2024



Council Interviews

- Week Commencing 9 December 2024

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

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.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.

BELINDA WALKER

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

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Client Rating 

Candidate Rating 



ATTACHMENT

Position Description

Position Snapshot

A rare opportunity to join the City of Hobart as the Head of Executive Services, leading the Office of the CEO, Office of the Lord Mayor, Communications Engagement and Marketing, Climate Change and International Relations. This position will build stakeholder engagement, lead partnership development and Government liaison through advocacy and centralised support.

As part of the CEO's Office, you will shape and deliver our strategic vision, leading a whole of Council function to build a sound evidence base to influence government policy and deliver community value. The role will lead the promotion, protection and growth of the organisation's media, external and internal communications, engagement, and marketing profile as well as the CEO's brand and prominence, through the delivery of strategic communication, national and regional print and broadcast media, social media and policy and advocacy approaches.

You'll be at the forefront of climate innovation, driving transformational sustainability solutions across your portfolio and will be instrumental in driving our organisation to net zero pathways and the adherence to the highest standards of environmental responsibility. These key activities and key messages are undertaken in direct and active collaboration with the ELT.

About the Role

Reporting to the Chief Executive Officer and a key member of our Executive Leadership Team (ELT), you will take responsibility for the future of the City's Executive Services Network. You will work collaboratively with a range of diverse stakeholders in the development of strategies that drive our focus in your key priority areas, enhancing our standing in the local and global economy. You will be executing and delivering our services as a leader in contemporary and purposeful operations across the Network portfolio. The role will provide strategic advice to the Chief Executive Officer and the ELT in the areas of Network responsibility and will participate in corporate decision making and the strategic leadership of the Council.

The role will require close liaison with the Lord Mayor to support the role of Council's spokesperson and to ensure the effective function and integration of the Office of the Lord Mayor with the broader organisation.



Head of Executive Services



As the Head of Executive Services, your position is vital to shaping our transforming City, with innovative strategic plans and the delivery of strategic and operational programs, projects and initiatives. You will build our capacity and capability to deal with a range of Network activities to enable the sustainability of our services to the community and our internal and external stakeholders.

The position directs, integrates and engages with the key elements of the Executive Services Network.

Your Network

Key Accountabilities

The Head of Executive Services will exercise sound judgement and professionalism in leading, monitoring and achieving the Network outcomes, including contemporary leadership and management of the day-to-day services of your portfolio with a focus on collaboration, teamwork and respect. The role has specific responsibility for the Executive Services Network that includes the following services and functions:

Function

Office of the CEO

Purpose

- To act as the City’s principal advisory and provide professional advice to the CEO, the ELT and Council in relation to:
 - The effective operations of the Office of the CEO and integrated operations of the Office of the Lord Mayor
 - Communications, Engagement and Marketing
 - Strategic Projects
 - Climate Change
 - International Relations
- Deliver time sensitive and complex strategic projects and policy initiatives on behalf of the CEO.
- Ensure that City is effectively positioned to meet its objectives as outlined in Hobart 2030 and the Capital City Strategic Plan.
- Analyse community, economic, environmental and government trends which underpin the development of the City’s strategies and plans pertaining to the Executive Services Network.
- Identify and plan for any strategic threats and opportunities which could impact the strategic direction of the Executive Services Network and the



organisation.

- Lead cross Network/Group/Team efforts to address common issues or barriers to effectiveness.
- Articulate the corporate and Network direction and vision and foster a clear, share sense of direction and engage with employees to clearly articulate priorities.
- Review organisational capabilities including financial, physical and human resources and compare with business plan requirements and identify initiatives to better utilise resources.
- Establish high performance standards through acting as a model to others by maintaining ethical, social, and organisational standards and values.
- Adapt readily to change and establishing Network organisational processes that foster responsiveness and readiness to change.
- Prepare the Executive Services budget for Council and be accountable for the ongoing financial performance of these functions against approved budget.
- Ensure the Executive Services Network provides quality, consistent and timely customer service to stakeholders, both internally and externally.

Office of the Lord Mayor

- Drive and lead an innovative and coordinated approach to the functions of the Office of the CEO and Lord Mayor, with a focus on service delivery across all life stages.
- Provide expert and strategic advice to the Office of the Lord Mayor in relation to carrying out their legislated role and maximise the Lord Mayor's capacity to provide leadership to the City, the Elected Members, and the organisation.
- Lead and manage a team to deliver outstanding support and services fostering a collaborative and high performance environment.
- Provide research reports and provide policy advice to the Lord Mayor on the full spectrum of local government matters.
- Provide oversight of the programming of the Lord Mayor's civic and business engagements.
- Liaise closely with the CEO and the ELT to formulate,

prepare and provide executive level briefing material for the Lord Mayor, Deputy Lord Mayor and Elected Members on a wide range of current or contentious issues, public reports and local and external events.

- Support the Lord Mayor to negotiate and resolve issues with State and Federal Government counterparts and agencies, business, industry and community stakeholders as part of ongoing partnership, advocacy and engagement activities.
- Lead the community interaction on behalf of the Lord Mayor, understanding and proposing solutions in respect of sensitive community issues.

Strategic Communications Engagement and Marketing

- Direct the organisation's Communications, Engagement and Marketing function.
- Lead the Media strategy through the co-development of editor and journalist relationships that lead to greater media coverage of the City both national and local in support of government relations and wider Organisational and programmatic objectives.
- Direct crisis media communications planning to mitigate potential impact and risk on the City's reputation.
- Develop and implement the City's Stakeholder engagement Strategy to enhance the City's profile to advance policy with Government and partnership opportunities with the private sector.

Strategic Projects

- Achieve congruence of community, Council and Organisational goals through delivering Council's Annual Plan outcomes.
- In conjunction with the CEO and the ELT, determine a set of targeted policy objectives that will support the City's growth, expansion and impact and leverage government relations capabilities to determine appropriate advocacy efforts, defining the strategy, engagement plans and rationale and briefs.
- Lead investigation, research, analysis and evaluation activities and determination of policies, strategies and standards contributing to legislative and regulatory

Climate Change

- reform that meets the expectation of the organization, government, community and industry.
- Identify, evaluate and critically analyse highly complex and politically sensitive issues, providing timely, expert and authoritative information and advice to key stakeholders to address and manage concerns affecting policy outcomes- and to deliver evidence based decision making.
- Where beneficial, integrate policy into Media strategy and CEO profile.
- Lead and contribute to the development of the City's Climate Change Strategy including the coordination of the Network's climate change priorities and multisectoral integrated programs of climate action, mainstreaming of climate change and environmental sustainability issues within the whole organization and championing climate change issues externally.
- Establish and lead the efforts of climate change Community of Practice across the organization including sharing learning outcomes and documenting best practice.
- Assess and report on the scale and quality of work taking place.
- Develop strategies and standards through key external stakeholder engagement to support proposals and projects across the full program cycle.
- Ensure effective and timely consultation and collaborative relationships with internal and external stakeholders to seek input and advice in relation to Network initiatives, industry trends, emerging issues and to proactively identify and develop strategies and actions that support the ongoing sustainability of programs and services.

International/Inter Government Relations

- Through effective, trusted relationships with key stakeholders, be a point of contact that will grow strong values based partnerships that will shape and support the City's future.
- Lead in representing the City in strategic partnership projects including the Hobart City Deal, the Greater

Hobart Committee and the Greater Hobart Strategic Partnership.

- As an advocate and spokesperson, represent the community's needs and aspirations to State and Federal government.
- Develop and implement a bipartisan Intergovernmental Relations Strategy at both State and Federal Government level including strategy execution, stakeholder management, contract management and stewardship and cultivating a partnership-oriented - culture both internally and externally across teams.
- Drive the City's approach to working with State and Federal Government including a bi-annual program informed by the ELT, Lord Mayor and Elected Members.
- Be a key advisor on strategic initiatives and policy guidance as part of the ELT.
- Develop and implement the City's Stakeholder Engagement Strategy to enhance Hobart's profile to advance policy with Government and partnership opportunities with the private sector.
- Prepare and implement and measure a set of Liveability Indicators to understand the impact of the City's and Government decision making over time.

Network Budget TBC

Network FTE TBC

Delegated Authority TBC



Your Sphere of Influence and Key Relationships

Reports to The CEO

Internal
Lord Mayor and Elected Members
Executive Leadership Team
Senior Management Team
All employees

Manages
Manager Strategic Communications and Marketing
Projects and Executive Officer – Lord Mayor
Project and Executive Officer - CEO
Climate Change Lead
Administrative Support

External
Federal and State Politicians
Government Agencies and Authorities (State and Federal)
Local Government Bodies and Professional Associations
Business and Community Leaders
Council Committees
Hobart Community
Service Providers and Consultants

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY



Last up

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- A deep awareness of the city, the community, the challenges and the opportunities associated with the Executive Services operation.
- Long term professional and trusted relationships are formed across all internal and external bodies relevant to the position.
- You are building an evidence base to support advocacy and have connected with key community advocates on specific concepts and understand the community's views.
- You are current on government's legislative developments that may have an impact on the organization.
- Consultations with key stakeholders have taken place, giving you the opportunity to take a "deep dive" approach enabling the development of a strategic plan for each of the Network programs.
- You have connected with key community advocates and commenced the positioning of the Executive Services strategy and activities that bring the plan to life.
- You have engaged with your team, created interdependences, and are leveraging the best knowledge skills and talents to deliver quality outcomes.
- You are a visible and active sponsor of the City's One Hobart Culture and One Hobart Leadership Programs.
- There is a sense in the community that things are changing for the better.

Your Personal Attributes

Competencies

Strategic thinker – you are able to create and articulate a shared vision that inspires and influences employees and Elected Members to achieve the Organisational vision for the City and meet community aspirations. You will anticipate issues and events that impact upon the Network and the implication of short term and long-term courses of action.

Innovator – you can foster a creative environment that facilitates innovative problem solving and drives efficiencies, a high-performance culture and excellence in service delivery. You will demonstrate an ability to connect global, national, and regional issues with local action.

Communicator – you are able to develop and maintain positive relationships with key stakeholders and create a culture of proactive, inclusive, and respectful communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality.

Leader – you lead by example and can inspire and motivate employees to live the Organisational values, strive for excellence and embrace continuous improvement, self-awareness, and life-long learning.

Change agent – you are agile and comfortable with change, and you can engage, support and motivate employees to achieve benefits for the Organisation and the community.

Team player – you strongly support a collaborative culture, and you can motivate, empower and challenge employees and Elected Members to work as part of dynamic teams to achieve great things for the community.

Qualifications

Degree in Public Policy, Law, Community Development, Corporate Affairs or similar.

Experience

Demonstrated and significant executive level experience in strategic planning and policy, sound knowledge of National and State party politics and a demonstrated ability to leverage positive outcomes through political channels, building local and international relationships to leverage the sharing of knowledge and or global developments that will benefit the City.

Significant expertise in the delivery of complex strategic goals, an ability to enact objectives effectively and efficiently.

High level of management and leadership skills including a proven ability to provide strategic leadership in a complex and challenging organizations coupled with management of multi-disciplinary teams.

Proven ability to integrate effective technology solutions that enhance connectivity.

Experience in driving and leading a **customer or community centric service model** to achieve best value and excellence in service delivery.

Track record of effective engagement with government agencies, industry and professional associations, business groups and the wider community.

Specialist skills and knowledge

Proficiency in the application of specialist skill sets in strategic communications, engagement and marketing, policy, climate change and international relations that align to current and future objectives whilst addressing change and environmental impact.

Establish strong professional networks with Federal and State Government agencies, regional bodies and other local governments and leverage these to the strategic advantage of the City.

Build and leverage key political and stakeholder relationships.

Community focused, considers community and stakeholders in decision making.

Your Key Deliverables

Strategic

Define the **strategic direction** for the Executive Services Network in line with the organisation's objectives.

Establish a **strong professional network** with Federal and State Government agencies, regional bodies and other local governments and leverage these to the strategic advantage of the City.

Build and leverage key political and stakeholder relationships to **strategically advocate** for the City's community, acting as a spokesperson for Council in its dealing with key stakeholders, government agencies, the community and media (under delegation).

Create and articulate a shared vision that inspires and influences employees and Elected Members.

Corporate

Live the City's **values and management behaviour**.

As part of the ELT, inspire an **Organisation culture** that rewards innovation and service excellence.

Work across the Organisation to secure **cross-divisional cooperation** and collaboration to achieve best value for money and high quality outcomes for the community.

Represent the Organisation at formal meetings and events on all occasions ensuring a high and appropriate public profile.

Attend Council meetings and Committee meetings.

Network

Create **interdependencies** within the Network and across the broader Organisation to ensure inclusive, aligned and connected delivery of the City's Executive Services portfolio.

Anticipate challenges and opportunities, and lead an effective response to **enhance the health, sustainability and liveability** of the City and its environs.

Provide **consistent and thoughtful leadership** to the Network to enable Groups/Teams to excel in their activities and functions.

Ensure the Network is **responsive, open and engaging** to the needs, concerns and aspiration of the community and internal stakeholders.



Shared Organisational Responsibilities

Organisational Values	Uphold and promote Council's values.
Safe Workplace	Undertake responsibilities in line with Organisational Work Health and Safety (WH&S) policies and procedures to ensure a safe environment for employees and visitors.
Policies and Procedures	Undertake responsibilities in line with all Council policies related to the position.
Legislative Framework	<p>Complete responsibilities of this position in line with the relevant legislative framework for the Network.</p> <p>Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Network.</p>
Risk Management	<p>Adopt a proactive risk management approach to all Council activities that the Network is responsible for and in accordance with City's Risk Management Policy.</p> <p>Create an environment where managing risk is accepted as the personal responsibility of each employee.</p>

Selection Criteria

1. Degree in Politics, Public Policy, Law, Community Development, Corporate Affairs or similar, coupled with significant experience in a complex environment, at an executive level.
2. Strategic leadership experience in a similar portfolio.
3. Sound understanding of National and State party politics, and a demonstrated ability to leverage positive outcomes through political channels.
4. Significant expertise in the delivery of complex strategic goals, an ability to enact objectives effectively and efficiently and to lead critical and complex projects.
5. Demonstrated ability to develop and implement strategies to positively impact the views of government officials, advisors, politicians and other key stakeholders to bring to life specific projects.
6. Advanced understanding of the Australian political landscape and an understanding of government processes, budgets, procurement and policy development.
7. The ability to plan, review and adapt your thinking and behaviour to accommodate challenges, changes and processes that have an impact on the delivery of services.
8. Exceptional ability to lead, motivate and engage teams to deliver quality outcomes, with a focus on accountability and continuous improvement and delivery of community focused outcomes.
9. Exceptional level report writing, discussion papers, and presentation skills.



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