



APPLICANT PACK

Chief Executive Officer

Shire of Ashburton



**Leading
Roles**
People ▶ Performance ▶ Partners



shire of Ashburton
opportunity to community

CONTACT

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Leading Roles

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Message from the Shire President

Dear Prospective Applicant,

I am pleased to invite you to apply for the role of CEO at the Shire of Ashburton, a diverse and vibrant region rich in natural resources and home to thriving communities.

As CEO, you will provide innovative and strategic leadership, ensuring sustainable growth while delivering high-quality services to our community. A key part of your role will be fostering trust within the community through transparent communication and meaningful engagement with residents and stakeholders.

With the Shire's economy heavily reliant on the resources sector, you will be responsible for ensuring long-term financial sustainability. This will involve strategic financial management, careful budgeting and preparing for potential economic shifts. Additionally, you will oversee critical infrastructure projects, such as the expansion of the Onslow Airport, the development of the Pilbara Regional Waste Management Facility (PRWMF), the Tom Price Administration Building and the growth of Tourism Initiatives in Ashburton, spanning from "reef to range". These projects require collaboration with state government and industry partners to ensure their success.

The Shire and Council are dedicated to creating a positive workplace culture and as CEO, you will champion staff wellbeing through initiatives that support a healthy and engaged workforce. You will lead by example, ensuring that staff feel valued and motivated to achieve the Shire's goals. Building strong relationships with key stakeholders, including government bodies, industry leaders and community groups, will be crucial to the role.

This complex environment offers exciting opportunities and endless possibilities, and we seek a leader with a proven track record in strategic leadership, infrastructure development and financial management. Your ability to build community trust, navigate complex economic landscapes and drive key projects will be central to your success in this role.

If you are passionate about community engagement, sustainability and leading a region through innovation and strategic planning, we encourage you to apply.

Warm regards,
Audra Smith
Shire President
Shire of Ashburton



Audra Smith
Shire President



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We acknowledge the Traditional Owners of Country where the offices of the Shire of Ashburton is on. We recognise their continuing connection to lands, seas and waterways which have been places of community and culture. We pay respect to Elders both past and present and acknowledge their continuing culture and contribution to the life of the region.

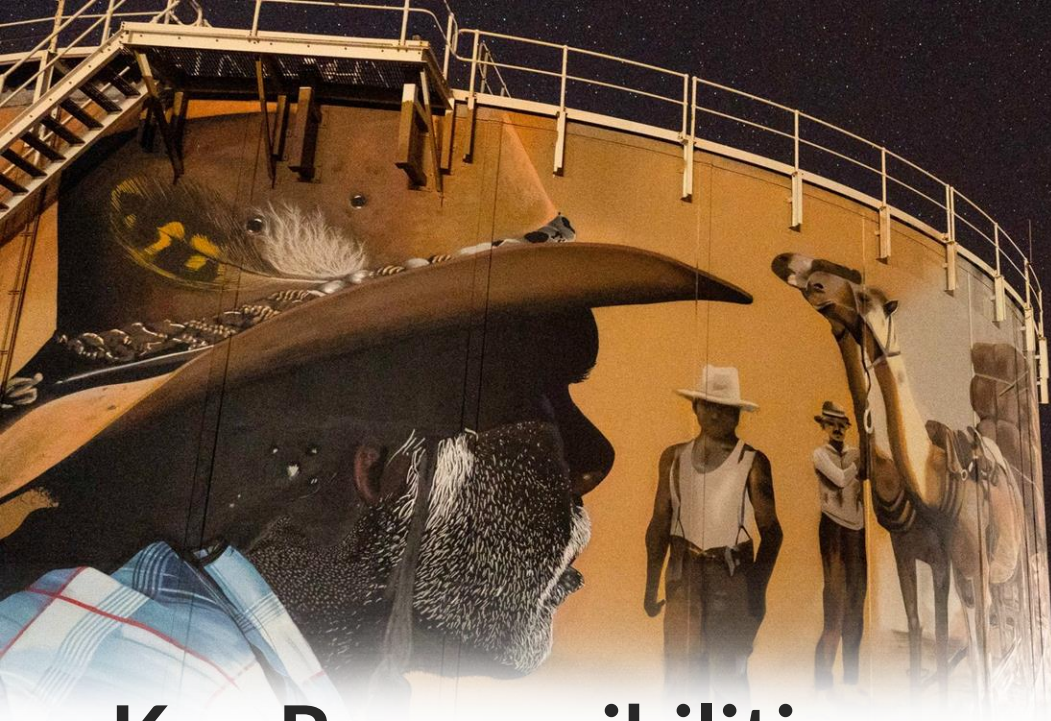


The Role

The Shire of Ashburton is in the stunning Pilbara region of Western Australia, encompassing diverse communities and natural beauty across coastal and inland environments. The Shire includes the towns of Tom Price, Onslow, Paraburdoo and Pannawonica, and is known for its rich resources, unique landscapes and vibrant communities. The region is home to industries such as mining and resource extraction, which are crucial to its economy, but it also offers a lifestyle enriched by cultural heritage and recreational opportunities.

POSITION OVERVIEW

The Shire of Ashburton is seeking an experienced and innovative Chief Executive Officer to lead the organisation through a period of growth and transformation. The ideal candidate will demonstrate strong leadership abilities, financial and commercial acumen and a deep commitment to community engagement. Reporting to the Shire President and Councillors, the CEO will be responsible for aligning Council operations with the strategic priorities outlined in the Shire's vision, ensuring sound financial management and building a cohesive and high-performing organisational culture. The successful candidate will be expected to integrate into the community, respecting and nurturing relationships with residents, businesses and key stakeholders.



Key Responsibilities

- **Strategic Leadership:** Provide high-level strategic advice to the Shire President and Councillors, ensuring that Council operations align with the community's strategic goals and long-term objectives.
- **Financial Management:** Oversee the financial operations of the Council, ensuring responsible budgeting, accountability and sustainable management of the Shire's financial resources.
- **Operational Excellence:** Establish an efficient framework of policies and procedures to ensure the compliant and effective delivery of services and projects, while maintaining high standards across the organisation.
- **Community Engagement:** Lead efforts to strengthen relationships with the Ashburton community, ensuring Council decisions are informed by, and reflect, the needs and aspirations of residents and stakeholders.
- **Workforce Leadership:** Foster a positive, safe and productive organisational culture, emphasising staff wellbeing, professional development and collaborative leadership across the workforce.
- **Stakeholder Relationships:** Build and maintain strong relationships with internal and external stakeholders, including State Government, industry leaders and community groups, ensuring successful collaborations and partnerships.

Opportunities and Challenges

- **Sustainability Focus:** With Ashburton's economy strongly tied to resource industries, the CEO will need to ensure long-term economic stability while promoting sustainable practices.
- **Infrastructure Development:** Lead the ongoing development of key capital and major projects, including road assets and building and recreational infrastructure.
- **Community Integration:** Maintain community trust by ensuring transparent communication and actively engaging residents in Council initiatives.
- **Cultural Transformation:** Drive a shift within the organisation towards greater strategic alignment and collaboration, fostering a sense of shared purpose and accountability.





Projects

The CEO will play a key role in overseeing several critical projects that align with the Shire's strategic objectives and contribute to its long-term vision. These include:

- **Expansion of Onslow Airport:** Lead the development of infrastructure upgrades that will support the region's growth, improve connectivity and attract investment.
- **Waste Management Facility Development:** Oversee the transformation of the waste management facility, with a focus on sustainability and creating business opportunities as a central part of the project.
- **Tourism:** Explore and enhance tourism opportunities across its diverse landscapes, from the stunning reefs of the coast to the rugged beauty of the inland ranges. Focusing on unlocking the region's unique potential by promoting sustainable tourism, creating business opportunities and enhancing visitor experiences - to position the Shire as a premier destination, offering unforgettable experiences that showcase the natural beauty and cultural richness of the region, from reef to range.
- **Tom Price Administration Building:** The build of the Tom Price Administration Building - the development of the Tom Price Administration Building, which will house staff and serve as a focal point for community engagement and support.



Key Stakeholders

As CEO, you will engage with a wide range of stakeholders, both internal and external, to achieve the Council's strategic goals. Key stakeholders include:

- The Ashburton community, whose involvement and support are essential for the Council's success.
- The Shire President, Councillors and Council staff, with whom you will work closely to ensure alignment of operational efforts with community needs.
- State and Federal Government representatives, who are critical to securing funding and support for major projects and initiatives.
- Industry leaders, particularly in the resources sector, with whom you will collaborate to drive economic growth and sustainability in the region.



Workforce Leadership

You will lead a dedicated team of senior managers, including the Deputy Chief Executive Officer, Director of Infrastructure Services, Director of Community Development, Director of Corporate Services, Manager of Airport Services, Manager of Economic and Business Development and the Executive Services Support Officer. Your role will be pivotal in fostering a positive and productive organisational culture, ensuring staff are motivated, engaged and aligned with the Shire's strategic goals. You will lead by example, encouraging accountability, collaboration and continuous improvement while promoting the professional development of your team.

Personal Attributes

The ideal candidate will be approachable and empathetic, with strong interpersonal skills and the ability to build genuine relationships with staff, Councillors and the community. This role requires a leader who understands the unique culture of Ashburton and is committed to engaging with the community while respecting its heritage and future growth potential.

As a strategic thinker, you will provide clear direction and make informed decisions that align with the Council's long-term vision. Your resilience, decisiveness and ability to navigate through periods of change will be critical in managing operations and overcoming challenges.

A collaborative leadership style is essential for this role—someone who fosters teamwork and cooperation within the Council, leading by example and inspiring trust among staff and stakeholders. Your ability to motivate and guide others will be key to driving the organisation forward.



Selection Criteria

- Proven experience in a senior leadership role within local government, with a strong understanding of financial management and governance.
- Deep knowledge of local government legislation and compliance, with experience providing high-level advice on financial risk, human resource management and organisational continuity.
- Experience engaging with senior stakeholders in government, industry and the community, and working effectively with Councillors and local stakeholders to achieve organisational goals.
- Demonstrated experience in community engagement and the ability to lead initiatives that strengthen the connection between the Council and its residents.
- Highly developed leadership and team-building skills, with a proven ability to motivate and direct staff to achieve high performance.
- Excellent communication and representation skills, with the ability to serve as a public spokesperson and engage with key stakeholders.
- Relevant tertiary qualifications and significant experience in an executive role in local government. Post-graduate management qualifications highly regarded.

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.

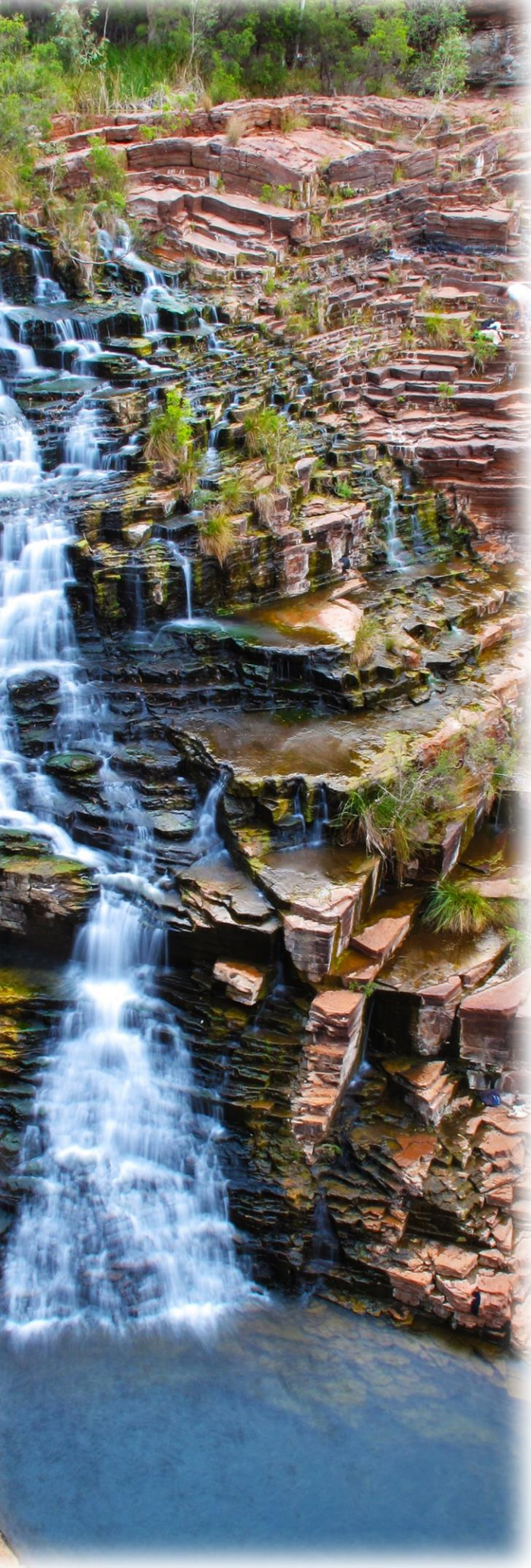


Salary Package Information

The Shire of Ashburton employees enjoy an incredible lifestyle, with travel and tourist experiences right on their doorstep. The Shire of Ashburton is committed to fostering a diverse, inclusive and accessible workplace. CEO compensation aligns with the Salaries and Allowances Tribunal (SAT) determination.

Total Reward Package	
• Annual salary (cash component)	\$228,973 (min)
• Annual superannuation 11.5% (SCG) (CAPPED at \$30k)	\$30,000
• Annual Ashburton allowance	\$4,750
• Annual leave travel allowance	\$2,000
• Annual professional membership fees (max value)	\$1,000

Total Remuneration Package includes:	
• Annual regional/isolation allowance	\$50,000 (up to)
• Annual health and wellbeing reimbursement	\$300
• Relocation support maximum	\$15,000
• Shire vehicle (including private use)	
• Shire provided house in Onslow (no rental charge for the term of the lease)	
• Shire provided house in Tom Price (no rental charge for the term of the lease)	
• Water paid for by the Shire – up to 1,500kl free per annum	



Further Benefits of the Role

Wellbeing and Lifestyle

- The Shire of Ashburton emphasises wellbeing and flexible work practices, which can be arranged by negotiation.
- Employees can enjoy a balanced lifestyle with opportunities for travel and community engagement.
- The CEO will be based in Tom Price but will be required to travel to and work in Onslow each week of the month.

Superannuation

- Along with 11.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 23.5% and 26.5% after 2 years), with salary sacrifice options.

Annual Leave

- Six (6) weeks annual leave per annum.

Long Service Leave

- Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

Other

- Health and Wellbeing Reimbursement \$300 per annum.
- Professional development, including Executive Coaching panel.
- When required, corporate uniforms are provided upon commencement.



About Council

Covering 105,647 square kilometres, the Shire of Ashburton is nearly half the size of Victoria and one of the largest local governments in the world. Located in the Pilbara region of Western Australia, it lies about 1,400 kilometres north of Perth.



The Shire is bordered by the City of Karratha and Town of Port Hedland to the north, Shire of East Pilbara to the east, Shires of Meekatharra, Upper Gascoyne and Carnarvon to the south and the Shire of Exmouth and the Indian Ocean to the west.

The Shire has a population of approximately 7,832 residents and around 15,000 remote workers, with its administrative centre in Tom Price and additional towns of Onslow, Paraburdoo and Pannawonica. It also includes Aboriginal communities like Bindi Bindi, Wakathuni, Bellary, Youngaleena and Ngurawaana.

Economically, the Shire is vital to the Pilbara and Western Australia, with a gross regional product of \$35.9 billion. Key industries include iron ore mining, oil and gas production, construction and accommodation and food services. The Shire accounts for 40% of the Pilbara's Gross Regional Product and 9% of WA's economy.

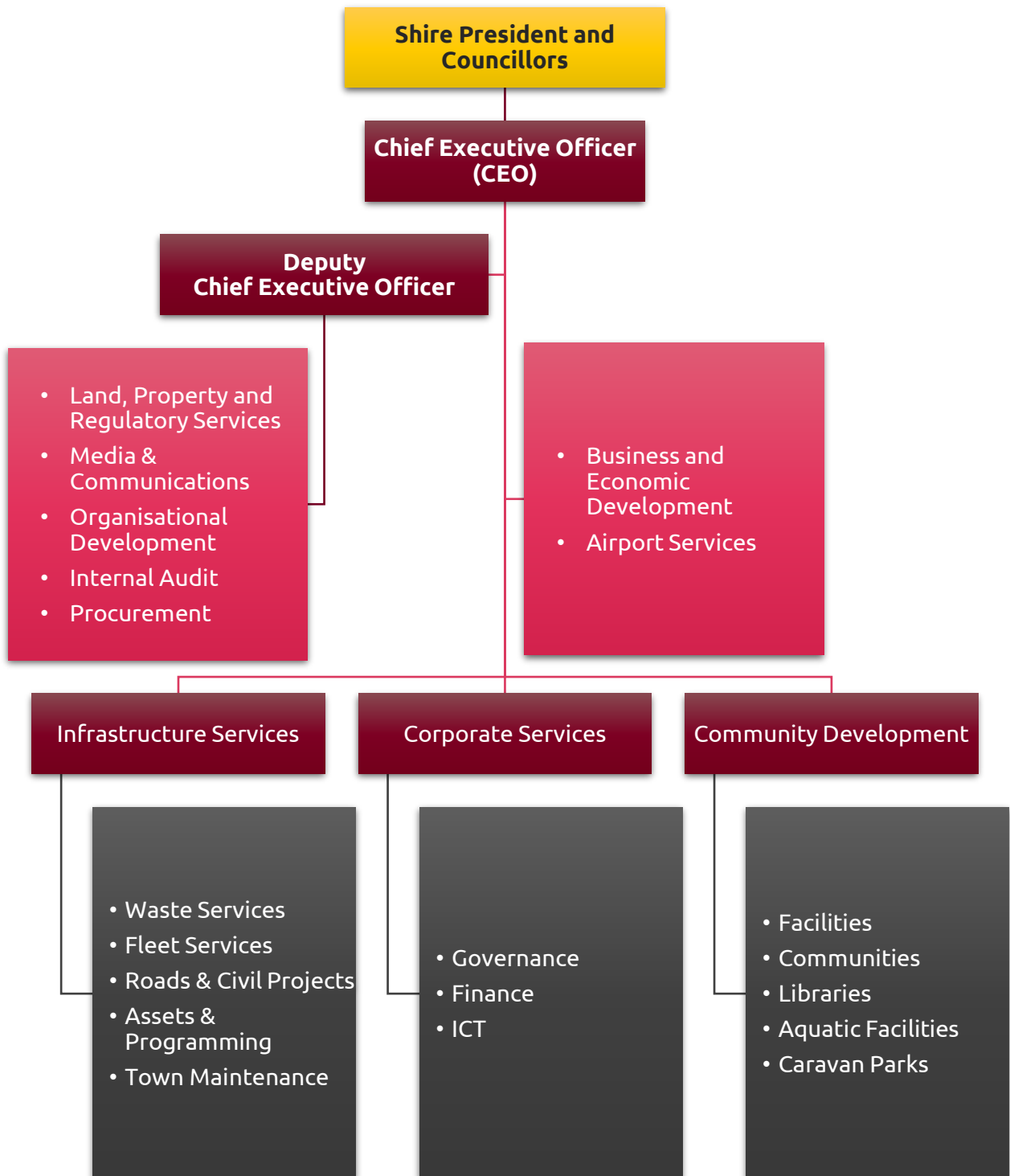
For FY 2022/23, the Shire reported a total comprehensive income of \$88.1 million and net assets of \$660.5 million. The workforce is dedicated to maintaining and improving infrastructure and services, fostering growth and development.

The Ashburton Shire Council consists of nine Elected Members, including an elected Shire President and eight members representing five wards: Ashburton-Tablelands, Onslow, Pannawonica, Paraburdoo and Tom Price.

Links to Council Information



Organisational Structure





Living in the Region



Housing

Housing in the Shire of Ashburton region offers a range of options to accommodate its diverse population. In the main towns of Tom Price, Onslow, Paraburdoo and Pannawonica, residents can find a mix of rental properties, privately owned homes and company-provided housing, particularly for those employed in the mining and resource sectors. The region also has housing programs to support Aboriginal communities and other local residents. With ongoing development projects and investments in infrastructure, the availability and quality of housing continue to improve, making the Shire an increasingly attractive place to live.



Educational Facilities

The Shire of Ashburton offers a range of educational facilities, including primary and secondary schools in Tom Price, Onslow, Paraburdoo and Pannawonica. Early childhood education is supported through kindergartens and childcare centres. While there are no universities in the Shire, Pilbara Kimberley University Centres (PKUC) and North Regional TAFE provides vocational training and courses. Distance education and online learning options are also available for further education and skill development.



Healthcare

The Shire of Ashburton provides essential healthcare facilities, including hospitals in Tom Price, Onslow and Paraburdoo and a health centre in Pannawonica. These facilities offer a range of services such as emergency care, general medical services and outpatient treatments. Additionally, there are community health services, visiting specialists and telehealth options available to residents. For more specialised treatments, patients may need to travel to larger regional centres or Perth. The region is also supported by the Royal Flying Doctor Service for emergency medical evacuations.



Living in the Region



Shopping & Dining

The Shire of Ashburton offers a variety of services and dining options to cater to the needs of its residents. In Tom Price, you'll find a supermarket and specialty stores providing everyday essentials and unique items. Paraburdoo, Onslow and Pannawonica also have local stores and markets that add to the convenience. Dining options range from casual cafes and takeaway outlets to pubs and restaurants.



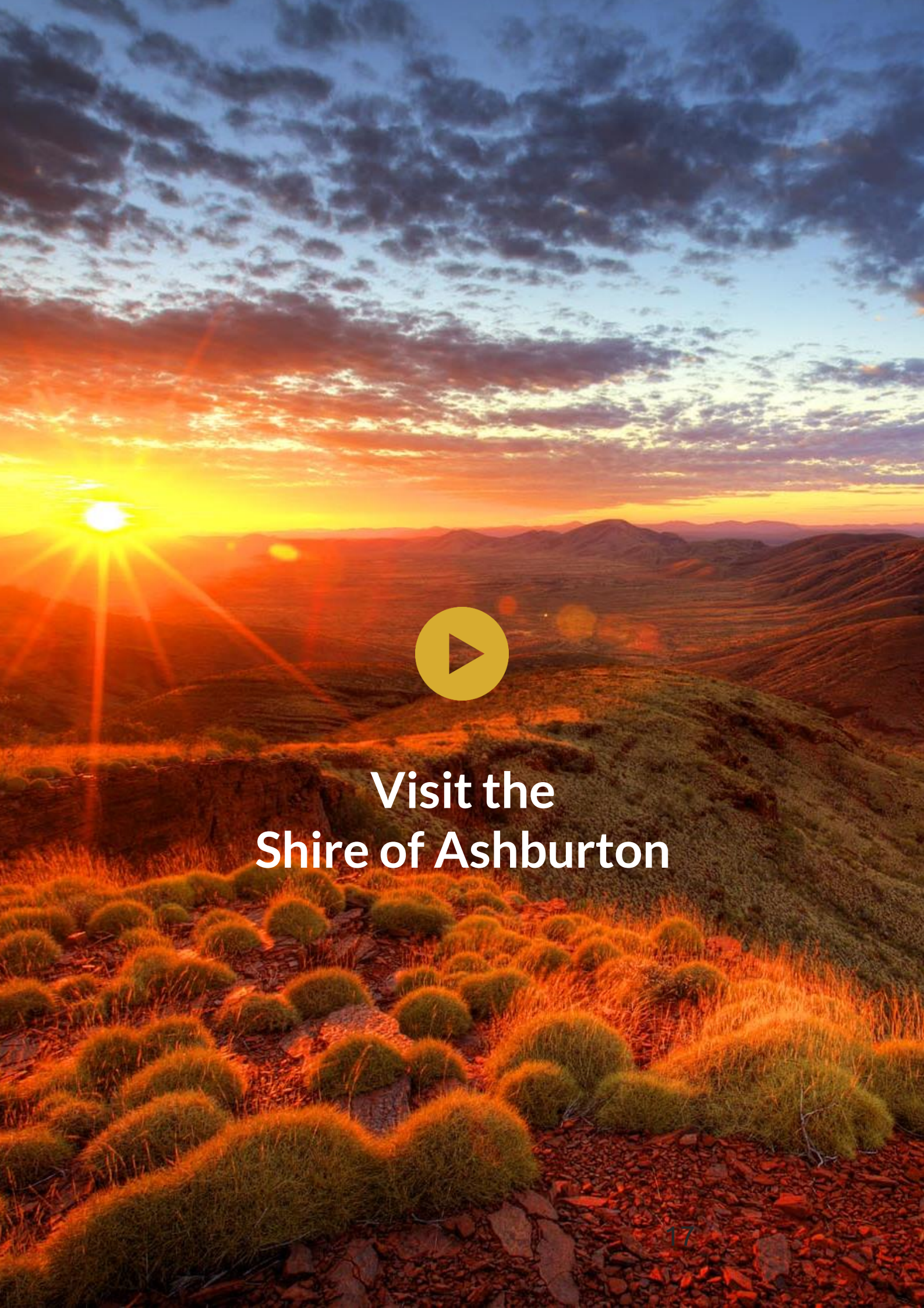
Sports & Recreation

The Shire of Ashburton boasts an array of sports and recreation facilities to suit various interests and lifestyles. Each town within the Shire, including Tom Price, Paraburdoo, Onslow and Pannawonica, offers well-maintained sports grounds, swimming pools, gyms and recreation centres. The coastal town of Onslow also offers beautiful beaches for swimming, fishing and water sports. Residents can join local clubs for football, cricket, netball, rugby and other sports. For outdoor enthusiasts, the region is home to stunning natural attractions such as Karijini and Millstream Chichester National Parks, providing excellent opportunities for hiking, camping and exploring scenic landscapes. The coastal town of Onslow also offers beautiful beaches for swimming, fishing and water sports. Located a short 45-minute ferry from Onslow, The Mackerel Islands are a marine wildlife and ocean lovers' paradise.



Getting Around

Getting around the Shire of Ashburton is facilitated by well-maintained road networks. The main towns of Tom Price, Paraburdoo, Onslow and Pannawonica are connected by major main roads, making driving the primary mode of transport. Regular flights operate between Perth and Paraburdoo, as well as Perth and Onslow, providing quick and convenient access to the region. The extensive road infrastructure and regional airports ensure that getting to and around the Shire of Ashburton is manageable and efficient.



Visit the Shire of Ashburton

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 the Shire of Ashburton 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. Shire of Ashburton 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.



Applications Open

- Friday 13 September 2024



Applications Close

- 5pm Monday 7 October 2024



Initial Assessment

- Week Commencing 14 October 2024



Council Interviews

- TBD

*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 of the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with the 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 Interview: An in-person interview, facilitated by our consultants (at the client's discretion). A second interview may be conducted online if required. • 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 & 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.



Your Executive Recruitment Team

We are pleased to introduce our senior recruitment team as your designated point of contact for this executive role. Should you require additional information or have any inquiries, we warmly encourage you to reach out to them. They will be more than happy to assist you throughout the process



MARK OGSTON, CHIEF EXECUTIVE

Mark will personally oversee the executive search and recruitment effort and will draw on his extensive network to identify and attract high-quality candidates for your consideration.

 0407 674 412

 mark.ogston@leadingroles.com.au



BELINDA WALKER, EXECUTIVE TALENT CONSULTANT

Belinda will lead and manage the candidate engagement, screening and assessing candidates, preparing reports and undertaking verification checks.

 0411 449 447

 belinda.walker@leadingroles.com.au



JEANETTE GRAHAM, EXECUTIVE TALENT CONSULTANT

Jeanette will identify candidates with a history of executive success relevant to this position and support the targeted candidate engagement and marketing of these roles.

 0422 469 956

 jeanette.graham@leadingroles.com.au



DEE DU TOIT, RECRUITMENT SUPPORT OFFICER

Dee will provide recruitment administration support and coordinate interviews and candidate travel bookings as required.

 0488 107 514

 Dee.dutoit@leadingroles.com.au



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ATTACHMENT

Position Description

Position Description

Chief Executive Officer	
Reports To	Council Shire President
Current Direct Reports	Deputy Chief Executive Officer Director Infrastructure Services Director Community Development Director Corporate Services Manager Airport Services Manager Economic and Business Development Executive Services Support Officer
Location	Tom Price with frequent intra-Shire travel, including Onslow
Classification	SAT Local Government CEO Band 2 – Individual Agreement
Basis of Employment	Full Time, Maximum Term Contract
Directorate / Division	Office of the Chief Executive Officer

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Values

Respect | Openness | Teamwork | Leadership | Excellence | Health & Wellbeing

Role Objectives

- Provides visionary, agile and innovative leadership and strategic management and direction for the Shire of Ashburton (the Shire).
- Fosters and maintains effective relationships and networks with key stakeholders.
- As the principal advisor to Council, provides direction and advice to Council on matters of policy, statutory powers, responsibilities and limitations.
- Provides the primary link through effective engagement between the Council, employees, stakeholders, and the community, to achieve the Shire's goals and objectives.

- Ensures the organisation's performance meets Council expectations by enabling a financially sustainable organisation and by keeping Council informed of significant and emerging issues and major risks.
- Responsible for ensuring the highest level of business excellence, integrity, corporate governance, and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty, and fairness for all.
- Commits to the Shire's Vision and Key Result Areas as documented in the Strategic Community Plan.

Key Role Outcomes

Leadership and Management

- Manage the relationship between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct and the *Local Government Act 1995*.
- Maintain effective communication and relationships with Councillors, staff, and other stakeholders of the Shire.
- Provide leadership in the Shire, encourage responsibility, initiative, and foster an innovative work environment for all employees.
- Responsible for researching, consultation, preparing, and recommending to Council strategic planning documents which take into account the factors that impact upon achieving the Vision of the Shire.
- Advise Council on the development of responsible and appropriate corporate objectives and annual budgets.
- Develop measurable performance standards relative to the organisation's priorities as contained in the Strategic Community Plan as well as a monitoring program to ensure objectives are being implemented.
- Develop and maintain the status of the Shire as an effective, innovative, and responsible leader in local government.
- Undertake research and prepare reports for presentation to Council on issues and trends impacting on the core activities of the Shire and implement the decisions of the Council.

Financial

- Oversee the development and implementation of the Shire's Long-Term Financial Plan, Asset Management Plan and Annual Budget.
- Enable a progressive environment that allows for forward planning and sound budget practices.
- Regularly monitor and review the financial performance of the organisation.
- Ensure financial statements are prepared and audited in accordance with the required accounting standards.
- Encourage the sourcing of grant monies wherever possible.

- Monitor events influencing the Shire's financial plans .

Commercial Activities

- Manage the Shire's activities to ensure that the commercial services are promoted effectively and operate within the cost recovery objectives set by the Council.
- Proactively seek out opportunities for the Shire which enable it to provide and receive its services on the best possible commercial terms.
- Ensure an effective contract management capability exists within the organisation.

Work Health and Safety Management

Ensure the Shire is committed to the safety, health and wellbeing of all its workers and that it meets all of its obligations under relevant law, regulations and Codes of Practice.

Human Resource Management

- Drive a positive workplace culture by enabling a healthy, safe, productive and engaged workforce.
- Enable timely communication to all employees, including visibility through frequent visits to Shire towns and locations.
- Promote a clear, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing and development programs and outcomes.
- Lead and develop the Executive Leadership Team in such a manner that an environment of success and professional camaraderie is evident to all. Ensure that the Executive Leadership Team has the skills necessary to implement best practice human resource management.

Representations

- Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, local government associations and local governments to ensure that the Shire remains informed and where appropriate participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the Shire to all relevant stakeholders.
- Maintain a high level of cooperation and liaison with neighbouring local governments.

Stakeholder Relationships

- Open up channels for communication and collaboration with key external stakeholders and maintain relationships through trusted partnerships for the advancement and betterment of the community.

Policies and Procedures

- Review and develop Shire policies, manuals and management guidelines and effectively manage all Shire activities in accordance with the objectives and policies of the Shire.
- Promotion of a strong governance and audit framework, facilitating the monitoring and reporting to Council of variances in policies, programs, and delays in the implementation of Council decisions.
- Develop and implement a risk management framework for all aspects of the business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.
- Administer the Shire's vision and mission, policies, and directives in the spirit in which they were developed.
- Ensure that all decisions made, and directives given by Council relating to the operation of the Shire are acted upon.
- Act on delegated authority given by Council.

Local Government Development

- Contribute to the development of the local government industry and profession through active involvement in Western Australian Local Government Association (WALGA), Local Government Professionals (LG Professionals) and other relevant professional bodies.
- Promote and develop positive relationships with stakeholders, peers, and industry groups.

Professional Development

- Attend training and development programs including relevant conferences and seminars.
- Remain informed on contemporary management practices.

Internal and External Liaison, including, but not limited to:

- Shire of Ashburton President, Councillors, Committee Members and employees
- Local Chambers of Commerce
- WALGA & LG Professionals
- All relevant State and Commonwealth Government bodies
- Other local government authorities
- Ratepayer representative groups
- Major business organisations / business representatives
- Community groups and community service organisations
- Media

Extent of Authority

- Delegated authority as determined by the *Local Government Act 1995* and Council to manage the Shire's services, functions, and expenditure.
- Position operates within the limits of Shire policy, Council decisions, delegated authority, and requirements of relevant legislation.
- Position operates independently from supervision and problem solving is performed using own initiative within Shire policy.
- Extensive operational and decision-making flexibility to ensure the effective and efficient implementation of all Council decisions, programs and activities and the utilisation of human and financial resources.
- Authority to evaluate, promote and execute as necessary, immediate decisions when necessary which may follow formal consultation with the President and Council.

Licenses, Registrations, Memberships or Qualifications Required of Role

Essential:

- Tertiary qualifications and significant relevant experience at an executive level.
- Local government experience and understanding of the local government landscape.
- Current 'C' class driver's licence.
- Current National Police Clearance (dated within 6 months).

Desirable:

- Post-graduate management qualification commensurate with the role and responsibilities of the position.

Experience, Skills, Knowledge Required of Role

- Strategic and business planning; proven experience in development, implementation, and articulation of the Shire's Strategic Community Plan to all stakeholders.
- Demonstrated experience as a trusted advisor to Council, including ensuring Council stays abreast of the *Local Government Act 1995* and other regulations, including any amendments that impact decision making.
- Understand the local government and Council political landscape.
- A mature and contemporary thinker, building a respectful and transparent relationship with Council.
- Understanding of the Integrated Planning and Reporting Framework and taking Council on the growth journey of the Long-Term Financial Plan (LTFP) and annual budget.
- Extensive experience and a track record of success in a senior management role, particularly in delivering against organisation strategies and business plans.
- Commercial leadership including the ability to liaise effectively with the business sector and to facilitate opportunities for investment in the Shire.
- Extensive leadership and people management including the ability to influence outcomes, led by example, drive accountability and make well informed decisions.
- Understand legislative and corporate governance/compliance requirements.
- Manages an organisation which is respectful of the natural environment.
- Displays strong commercial acumen, particularly in dealing with the corporate sector and State Government.
- Organisational development skills that raises the level of employee experience and promotes positive and meaningful cultural development to the organisation and community. Well-developed human resource management skills that are centred on monitoring, mentoring, encouragement, coaching and support.
- Well-developed verbal and written communication and interpersonal skills, including the delivery of senior stakeholder and industry presentations.
- An honest, open, and ethical approach to developing and maintaining relationships with all relevant stakeholders. This includes the Shire President, Councillors, employees, ratepayers, customers, and residents.
- An attitude which demonstrates a strong commitment to the people, safety, culture, heritage, and history of the Shire. Demonstrates a real commitment to developing communities and serving the people within the Shire.

Confirmation

I have received, read, and familiarised myself with this position description

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.