

POSITION DESCRIPTION

TITLE OF POSITION:	Chief Executive Officer
POSITION STATUS:	Full Time
DEPARTMENT:	Council
LOCATION:	Jundah
AWARD:	Contract

Barcoo Shire - The Heart of the Channel Country, Outback Queensland

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 61,974 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 308 and its administration centre is Jundah.

Council's vision is a professional organisation creating a better future for our community.

Council's mission is to serve our community through sustainable infrastructure and service delivery

Council's values are:

1. **Simplicity** – We will simplify things for ourselves and our community, and focus our efforts on the things that matter most.
2. **Transparency** – We will meaningfully engage with our community in our decision-making processes and in the delivery of our projects, services and infrastructure.
3. **Accountability** – We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.
4. **Respect** – We will respect each other, our organisation, our community and our environment.

ABOUT YOUR ROLE

POSITION OBJECTIVES

The Chief Executive Officer is Council's principal staff officer, exercising overall management responsibility for Council's operations.

The Chief Executive Officer:

- Acts as the primary link between Councillors and the organisation and is responsible for providing assistance to Councillors in developing policy.
- Provides leadership to staff in achieving Council objectives.
- Oversight of the financial management of the Council.
- Communicates and promotes Council's policies to the community it serves.

ORGANISATIONAL RELATIONSHIPS

Reports to: Mayor, Barcoo Shire Council

Supervisors: Group Manager People, Culture and Safety, Group Manager Community Services, Office of Chief Financial Officer, Group Manager Operational Works, Group Manager Town and Rural Lands Services and Engineer Consultant

ORGANISATION DELEGATION

The financial delegation's policy notes and the CEO has an "as required" delegation. Please refer to the [Procurement Policy](#) and [Delegation Register](#).

EXTENT OF AUTHORITY

This position operates within the direction of Council but exercises autonomy to make operational decisions and to implement Council policies and strategy.

PERFORMANCE ASSESSMENT

- This position is subject to an annual Performance Review in accordance with the *Local Government Act 2009* requirements and Council's Performance Management System; and
- Individual performance will be measured against the responsibilities outlined in the Duties Statement.

ESSENTIAL FOR THIS ROLE

Knowledge

- Knowledge of financial/administrative practices and procedures relevant to Local Government.
- Knowledge of Local, State and Federal Government operations.
- Knowledge of or the ability to gain knowledge regarding work practices, statutory requirements, regulations, guidelines and policies of the relevant work area.
- Demonstrated understanding of relevant rural and regional issues, including but not limited to cultural and geographical diversity.
- Sound knowledge of corporate governance and the ability to provide high level advice to Council.
- Sound knowledge of MS Office/Suite.

Skills & Ability

- Strong personal capability and commitment to lead, inspire and initiate to achieve the Shire's vision.
- Highly developed strategic financial planning and budgetary management skills with demonstrated performance.
- Highly developed interpersonal and presentation skills, including the ability to negotiate, influence and consult across diverse stakeholders to deliver strategic outcomes.
- Highly developed conceptual and analytical skills to resolve complex problems with sound judgement.

Experience/ Qualifications

- Tertiary and post graduate qualification in management, business administration or relevant discipline.
- Demonstrated leadership experience in complex operating environment within Local Government.
- Leading, motivating and developing people through the creation of a high performing, responsible and accountable culture.
- Effective and strategic member of a diverse leadership team.
- Communicating and influencing organisational safety culture within their department and wider organisation.
- Implementation of strategy including translation of strategy into tangible goals for managers and their departments.
- Highly developed project management skills which underpin the timely development of strategies, projects, programs and assist in cross functional collaboration.
- Current driver's licence (C Class manual vehicle) and
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position.
- Medically fit and physically capable of meeting the requirements of the position.
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

PHYSICAL REQUIREMENTS

PHYSICAL REQUIREMENTS									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION						
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
This job may include:									
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

DUTIES STATEMENT

COUNCIL RELATIONSHIPS

Focus: To ensure that Council is kept informed of all significant issues and to establish a cooperative and harmonious working relationship with Councillors, with the ability to develop and sustain a positive Relationship with Council.

- A climate of trust, confidence and teamwork is established and maintained with Council.
- A co-operative and harmonious approach is demonstrated in which the significant role of Councillors in representing their communities is acknowledged.
- Council is kept informed of all significant issues.
- Concise and informative reports are provided to Council with recommended actions that identify financial and policy implications.
- The quality of advice and direction provided to Council and the personal input to Council meetings is of a high standard.
- Council resolutions are implemented with accuracy and in a timely manner.

STRATEGIC PLANNING

Focus: To initiate, develop and implement long term strategies and plans in order to ensure that the Council's long-term goals are developed and then met in a context of changing needs, opportunities and constraints, with the ability to identify, assess and respond appropriately to both the external and internal environment.

- Strategic initiatives are developed, identified in Council's Corporate Plan and other strategic documentation and implemented by Council.
- The council's Corporate Plan is developed into realistic and focused medium and long term operational plans which are monitored and reviewed.
- Council's Corporate Plan accurately records and reflects Council's direction for the growth and development of the Shire.
- Department operations plans ensure that corporate goals are met, and quality services are delivered to achieve best practice.
- Economic development initiatives are explored, developed and implemented to ensure that the Shire continues to grow and prosper.

OPERATIONAL MANAGEMENT

Focus: To manage the operations of the Council to ensure the Council directions are met and continuous improvement is achieved in the delivery of Council services.

- Corporate Plan goals are achieved.
- Operational plans are supported through the provision of appropriate financial, physical and human resources.
- A quality management culture is demonstrated, and continuous improvement programs are implemented.
- Strong leadership and direction are given to the organisation while cooperative team relationships are developed and sustained.
- Policies and procedures are developed and implemented to ensure that Council directions are met.
- Initiatives identified in addition to those included with the Corporate/Operational Plan are translated into realistic and measurable actions and are implemented.

EXTERNAL RELATIONSHIPS

Focus: To develop and strengthen Council's relationship with the local community, the wider business community, other Local Government authorities and relevant external agencies.

- Effective communication between Council Officers and sectors of the community is achieved and maintained.
- Community needs and aspirations are identified and responded to in a sensitive and professional manner.
- Feedback is obtained from the community on a level of satisfaction in terms of the quality and extent of customer services provided by Council.
- There is community participation through Councillors in establishing Council policy directions and service levels.
- Relationships are further developed with relevant external authorities, including Local, State and Federal Government authorities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

HUMAN RESOURCES

Focus: To maintain an Organisational structure which meets the current needs and future directions of Council; to manage a workforce that has a mix of skills and experiences; and to ensure that the potential of the CEO is developed and utilized through appropriate staff development programs.

- The vision of the Council is communicated to and owned by staff.
- Interpersonal skills and the ability to deal productively with conflict and tension are demonstrated.
- A team approach is demonstrated at all levels, promoting initiative and the acceptance of responsibility through clearly defined delegations.
- There is an organisational climate that encourages employees to engage in continuous improvement, increased productivity and professional development.
- Accountability and responsibility are appropriately delegated throughout the organisation.
- Significant experience in the effective management of staff and resources, managing and ensuring compliance with human resources, document management, performance management in line with associated policies and procedures.
- Equal Employment Opportunity and Workplace Health & Safety requirements are adhered to throughout the organisation.

FINANCIAL AND ASSET MANAGEMENT

Focus: To ensure that Council financial and physical resources are managed to the long-term benefit of the Council and to ensure that all statutory requirements are met.

- A long-term financial management strategy for the Council is developed and maintained.
- Sound financial and asset management practices are implemented.
- Appropriate and accurate financial reports are provided to Council, identifying significant variations and recommendations to enable Council to make informed decisions.
- Council's annual financial statements accurately reflect Council's position and are in accordance with Legislative and Audit requirements.
- Programs are delivered within budget targets and financial constraints.
- Knowledge of contemporary management practices including the principles of delegation, performance management, succession planning, staff development and quality management.
- Financial Risk Management policies and procedures are clearly defined and achieved.

PERSONAL COMPETENCIES

Focus: To lead a multi-disciplinary and effective management team with strength, presence and a committed team approach to organisational management.

- High energy levels and a proactive approach to identifying and seizing opportunities.
- The adaptability, flexibility and resilience necessary to enable performance and productivity levels to be maintained in stressful situations.
- Strength and presence, with strong and influential communication skills.
- Demonstrated commitment to a team approach to organisational management.
- Consistent and effective problem solving and decision-making skills.
- Demonstrated professional competence and commitment to the Council and the community.

WORKING FOR BARCOO SHIRE COUNCIL

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform this role including tasks and processes in accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and all relevant policies, procedures, guidelines and standards.
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications.
- Behave in a manner consistent with Council's Code of Conduct, People Strategy, HR policies, the *Local Government Act 2009* and the *Local Government Regulation 2012*; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with Council's elected members, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

Work Health and Safety

Employees must:

- Actively use and promote the use of council's WHS Management System 'Skytrust'.
- Actively participate in programs designed to monitor and protect the health and safety of staff in the workplace and the development of a safety culture within the Council.
- Actively comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- Demonstrate a zero tolerance for unsafe practices and procedures.
- Rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures; and
- Report as soon as practicable any unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties – damage to Council equipment or property.

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer.
- Council currently operates under the Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Local Government Operational Employees’ Certified Agreement 2021-2024.
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature:.....

Employee Name:..... **Date:**.....

Mayor Signature:

Mayor Name:SALLY O’NEIL **Date:**.....