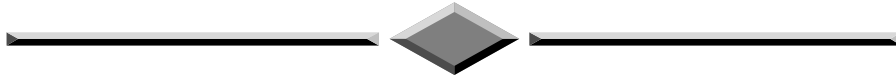




CHIEF EXECUTIVE OFFICER INFORMATION PACKAGE

March 2023



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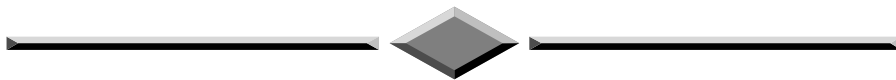
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**Chief Executive Officer
(Package negotiable as per SAT Band 4 - \$131,423 - \$206,141)**

Narembreen is located in the heart of the Wheatbelt, 286km east of Perth. The town has evolved from its traditional rural history and today plays an important role within the Wheatbelt in cereal cropping, cattle and sheep production, agricultural innovation as well as support from industry such as engineering, auto works, mining and tourism. The Shire of Narembreen is the hub of the community and highly values its role as a vital and innovative organisation. The Shire is seeking to employ a Chief Executive Officer who will be responsible for the day to day and strategic management of the Shire's operations.

As Chief Executive Officer you will take overall corporate responsibility for the organisation. You will foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community and provide a basis for efficient planning and delivery of services by the organisation. You will develop and lead the goals and objectives of the Council as set out in plans, budgets, capital works programs and strategic integrated and asset management plans. You will be accountable for the Council's human, financial and physical resources whilst acting as the face of the organisation in the community.

Ideally, you will have intimate knowledge of the workings of local government or have worked within a senior management capacity. Additionally, you will hold relevant tertiary qualifications or have equivalent relevant senior management experience as well as some knowledge of the outside operations of a rural Shire.

A performance based 3-year contract will be negotiated which includes an attractive remuneration package in the vicinity of \$131,423 - \$206,141 including a negotiable cash component, and regional/isolation allowance, commensurate with qualifications and experience plus generous annual leave, up to 15.5% superannuation (conditional), unrestricted business & private use of a vehicle and rent-free housing plus utilities subsidy.

Interested applicants may obtain the Information Package and Position Description containing the Competency Requirements by contacting Mike Fitzgerald on 0419907443 or emailing mike@fitzgeraldstrategies.com.au or by downloading the document from <https://www.fitzgeraldstrategies.com.au/local-government-job-vacancies/>

Applications, including a Curriculum Vitae and statement addressing the Competency Requirements should reach the undersigned by email to mike@fitzgeraldstrategies.com.au by **4:00pm on Friday 31 March 2023**.

**Mike Fitz Gerald
PRINCIPAL
Fitz Gerald Strategies
Licensed Employment Agent (Lic No EA2423)**

POSITION DESCRIPTION

- 1. TITLE** Chief Executive Officer
- 2. LEVEL** Band 4 Salaries and Allowances Tribunal
- 3. DEPARTMENT/SECTION** Office of the Chief Executive Officer
- 4. POSITION OBJECTIVES**

- 1. Objectives of this Position**

- To implement the strategic goals and objectives of the organisation.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Narembeen as a local government and achievement of its goals.
- To provide overall leadership and direction for the administration of the Shire of Narembeen and to provide the primary link through communications and consultation between the Council and staff.

- 2. Within Department/Section**

- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies, and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.

- 3. Within Organisation**

- Develop a corporate approach within the Senior Management Team towards achieving strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan.
- Administer the legal, statutory and election process of the local government's operation and be the chief adviser to Council on these matters.
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
- Provide strategic direction and effective leadership to the organisation.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.
- Ensure continuous improvement both in the natural and built environment and customer service.

4. COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated

1. Leadership

- Proven leadership of at least three years local government experience as a Chief Executive Officer/Senior Executive level, with demonstrated intellectual capacity and an understanding of all legislation impacting on Local Government.
- Maintain effective communication and relationships with Councillors, staff, and other stakeholders.
- Significant experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management, staff, and the development of employees' abilities.
- Extensive corporate management experience including contemporary human resource management principles, including understanding of the relevant industrial relation frameworks.
- Implementing policy and procedures in the organisation.
- Considerable experience in encouraging, promoting, and facilitating sustainable economic development.
- Manage the local government's infrastructure/assets.

2. Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on the local government.
- Effective communication and engagement strategies including marketing, branding, and implementing policy and procedures with all stakeholders.

3. Governance and Compliance

- Proven aptitude to administer the *Local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Proven delivery of professional and timely advice to support Council in making the most informed decisions.
- Knowledge of statutory, legal, and contractual obligations.

4. Financial results

- Experience of and evidence in the delivery of proficient financial management and control so that community money is always safeguarded and used appropriately, economically, efficiently, and effectively.
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budget.
- Considerable experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements with regard to accounting activities and reporting.

5. Community Development

- Considerable experience in encouraging, promoting, and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.

6. General Management

- Excellent interpersonal and communication skills focusing on maintaining good political astuteness, networking relationships with all stakeholders.
- An understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

Note: Employment is subject to current Police Clearances and other checks

6. KEY DUTIES/RESPONSIBILITIES

1. Responsible for effective day to day operations of the local government.
2. In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
3. Co-ordinate, in conjunction with the Senior Executive Team, an overall system of fiscal management to reflect Council's aims and objectives.
4. Implement and manage the requirements of the Integrated Planning framework.
5. Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
6. Establish a staff training program that will improve staff skills across the board, to assist staff in focusing on service delivery to the community.
7. Administer the legal, statutory and election process of the local government's operations and be the chief adviser to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out.
8. On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
9. Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, volunteers, and the community at large.
10. Ensure that the road infrastructure data base is maintained, and roads grant applications are considered and lodged in a timely manner.
11. Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.
12. Ensure that the Councils statutory compliance obligations are met.

7. PERFORMANCE CRITERIA

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and the employer annually during the term of the employment contract.

The performance criteria may be varied, and any other criteria may be included by agreement between the parties at any time during the term of the employment contract.

8. ORGANISATIONAL RELATIONSHIPS

1. Responsible to

The President and Council of the Shire of Narembeen.

2. Supervision of

All staff by delegation to relevant Senior Managers.

3. Internal

- President and Councillors individually
- All Committees and working groups
- All Staff

4. External

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community based volunteer groups

9. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the *Local Government Act (1995)* and associated Regulations, Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.



**SHIRE OF NAREMBREEN
CEO NEGOTIABLE SALARY PACKAGE**

Cash Component	Negotiable per
annum	
Regional/Isolation Allowance	\$5,000 per annum
Superannuation (15.5%)	Conditional per
annum	
Private use of motor vehicle	\$17,400.00 per
annum	
Rent Free residence	\$15,600.00 per
annum	
Utilities (power, water & gas, non-cumulative)	\$3,000.00 per annum
Professional Development (non-cumulative)	\$3,000.00 per annum
FBT	\$13,600.00 per
annum	
Relocation Expenses	\$6,000.00 upon
commencement	

INFORMATION FOR APPLICANTS

1. Introduction

These guidelines are provided to assist you in preparing your written application and to enable you to plan for a possible interview. You should receive a Position Description Form for the position that you are applying for that includes a listing of the specific Competency Requirements for that position.

All applicants who address and demonstrate they meet the Competency Requirements and who, from their applications, are considered by the Selection Panel to be competitive with other applicants, will progress to the next stage of selection.

Selection decisions are initially based on the information provided in your written application.

Before preparing your application, check the Competency Requirements to make sure you are eligible to apply.

2. Preparing Your Application

Only applications lodged electronically by email will be accepted.

Your application should include the following documentation:

a. Resume/Curriculum Vitae Comprising:

- Personal details - your name, residential and email address, daytime and after hours telephone numbers where you can be contacted.
- A summary of your previous employment history, starting with the most recent. Include dates, name of employer, position title and tasks/responsibilities undertaken in each position.
- Your training and education achievements, including some details on what was involved.
- Any activities which you have undertaken outside of work which are relevant to the position you are applying for.
- Any membership of professional bodies and/or licensing authorities.
- The names, titles, work addresses and contact telephone numbers for three work related referees.

b. Statement Addressing The Competency Requirements

Your statement should specify the minimum qualifications, experience, knowledge, skills and abilities that you have achieved. Preparation of these statements is the most important part of your application.

It is advisable when addressing the Competency Requirements, that you:

- Treat each requirement dot pointed sub heading separately, using each dot pointed sub heading as a heading.
- Provide a statement on each dot pointed sub heading, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position. This may include a description of events/projects/examples of where you have applied the required skills or knowledge.
- Provide clear, relevant information so that the panel can readily assess your submissions.
- Include information of any relevant qualifications you may have obtained and their relevance to the Competency Requirements.

3. A Note About Referees

It is not necessary to include written references or character referees as part of your application. Instead, the selection panel will make direct contact with referees. It is common courtesy that referees be contacted for approval before nominating them in your application. You should advise referees that you have submitted an application, as the Selection Panel may not advise you prior to making contact with them.

Normally, one of your referees should be the person you immediately report to in your current (or most recent) employment.

You may be asked to provide the names of more appropriate or alternative referees, as part of the selection process.

The Selection Panel reserves the right to make contact with your referees at any time during the selection process and also to undertake background checks on you by contacting anybody the Panel deems appropriate to obtain information about your past employment conduct and performance. Accordingly, you should provide referees that are able to attest to a broad range of your past employment history, conduct and performance.

4. General Information

Electronic applications only will be accepted by the Selection Panel

5. Preparing For An Interview

The interview is an important part of the selection process. Most interview questions will be job related; that is, they will relate to the Competency Requirements for the position you have applied for and to probe you to see whether you are suitable for the position. Similar questions will be asked of every interviewee.

To prepare for the questions which may be asked during the interview:

- Read the Job Description Form, focusing on the Competency requirements. Think of past work and/or life experiences where you

have applied the relevant knowledge, skills and abilities. Focus on the duties of the position and think about how you would carry them out. Think about any problems you might encounter and how you would resolve them. Try to identify examples from your past work/life experiences that demonstrate your suitability for the position.

- Be prepared to demonstrate how you have exercised your responsibilities as a supervisor/manager in past positions.
- If you have any relevant reports or other work which you have done which will provide examples of your qualifications, knowledge, skills and abilities, you should organise examples for presentation at the interview.

6. The Interview

If selected for an interview you will normally be advised of the details several days before the interview date. Whilst there may be exceptional circumstances where the interview may be conducted using electronic conferencing means, the Shire of Narembeen prefers that applicants present in person on site in Narembeen for the interview.

Don't assume that panel members know about your suitability for the position, even though you may know them or have had previous experience in the position you have applied for. Having got to the interview stage, your job is to convince the panel that you are the best person for the job. Answer questions fully without unnecessary details. Where possible, relate your answer to direct experiences you have had. When the opportunity is presented, feel free to ask questions of the panel. Panel members will record your replies to the questions to assist them to accurately assess your suitability for the position when they are making their selection decisions.

7. Feedback

Whether you are successful or not, you may request feedback from Mr Mike FitzGerald on your application and/or your performance at interview.

8. Submitting Applications

Electronic applications only, including a covering letter, your Curriculum Vitae and your statement addressing the Competency Requirements, the Disclosure Statement for Applicants, and the Application Cover Sheet plus three current referees should be emailed to Mike FitzGerald:

mike@fitzgeraldstrategies.com.au by **4:00 pm on Friday 31 March 2023.**

If you are unsure of any details, please contact Mike FitzGerald on 0419907443.

The Shire of Narembeen is an Equal Opportunity Employer, promoting a Smoke Free work environment.

Disclosure Statement for Applicants

Statement allowing collection of Personal and Sensitive Information, Declaration of accuracy as to claims for employment and authorisation of waiver.

I, _____

of _____

Attest that the information submitted in this application for employment is lodged in good faith and is to the best of my knowledge true and correct information about my claims of experience and qualifications submitted.

The Shire of Narembeen and its agents are authorised to make any background checks that are considered necessary in order to determine my claims of experience/qualifications in relation to my application and suitability as a prospective candidate for the position of Chief Executive Officer - Shire of Narembeen.

I acknowledge that the following conditions are of essence in the consideration of my application for the position of Chief Executive Officer of the Shire of Narembeen and in my ongoing employment in that position should I be the successful applicant:

1. I have been requested to provide true and verifiable historical information as to my education and work experience to support my application for the position of Chief Executive Officer and acknowledge it is a critical requirement of the selection and employment process that the information I have provided will stand up to any enquiry;
2. In the event that an enquiry determines that I have willfully mislead the Shire of Narembeen by way of the information I have provided to it then such an act will result in my exclusion as an applicant or my dismissal from the position of Chief Executive Officer.

It is further acknowledged that information submitted and sourced from any pre-employment checks remains the absolute property of the Shire of Narembeen.

Date: _____

Signed: _____

<p>The Shire of Narembeen covenants that any information sourced during any reasonable background check will only be used for the purpose of verifying information submitted by the applicant and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel/CEO at the time, and for the purpose of selecting the best person for the position.</p>

Application Cover Sheet

Please complete and attach this form to your application

PLEASE PRINT IN BLOCK LETTERS	
SURNAME:	
GIVEN NAMES:	
ADDRESS:	
EMAIL:	
CONTACT NUMBERS:	
POSITION APPLIED FOR:	CHIEF EXECUTIVE OFFICER – SHIRE OF NAREMBEEN