

Council

ENDORSEMENT OF CHIEF EXECUTIVE OFFICER
POSITION DESCRIPTION

CEO Application Pack

Meeting Date: 21 March 2023

Number of Pages: 14



Chief Executive Officer Application Pack

About the Shire of Plantagenet

The Shire of Plantagenet is located in the Great Southern Region of Western Australia, about 360 kilometres south of the Perth CBD. The Shire's population is 5,388, the land area is around 5,000 square km.

Mount Barker is the major town within the Shire of Plantagenet and is located 50km north of Albany. Mount Barker is a significant service centre for the surrounding agricultural areas and it plays an important role in the region. Other towns and settlements in the Shire are Kendenup, Narrikup, Porongurup and Rocky Gully.

- Embraced by two ancient mountain ranges, the Mount Barker Region is a treasure waiting to be discovered.
- To the south, the Porongurup Range is an ancient escarpment known for its rounded granite domes, rich biodiversity, karri forests and stunning trails.
- To the north lies the much younger Stirling Range – a popular attraction for the thrill seekers, with Bluff Knoll offering climbers spectacular views and occasional snow during winter. The Stirling Range is recognised as one of the richest areas for flora in the world.
- The region is rich in natural, indigenous and colonial history and the land whispers quiet secrets of abundance and beauty. The local people share their stories of passion and a genuine love for the land on which they live.
- Filled with adventure, discovery and pleasure, the Mount Barker Region will take your breath away and refresh and renew your soul.

An attractive old style town, Mount Barker lies on three important tourist routes - Albany Highway from Perth to Albany, Muir Highway linking the South West to the Great Southern through Manjimup and the Porongurup Road.

The spectacular spring wildflower season attracts large numbers of tourists, with both self-drive and coach travel being popular.

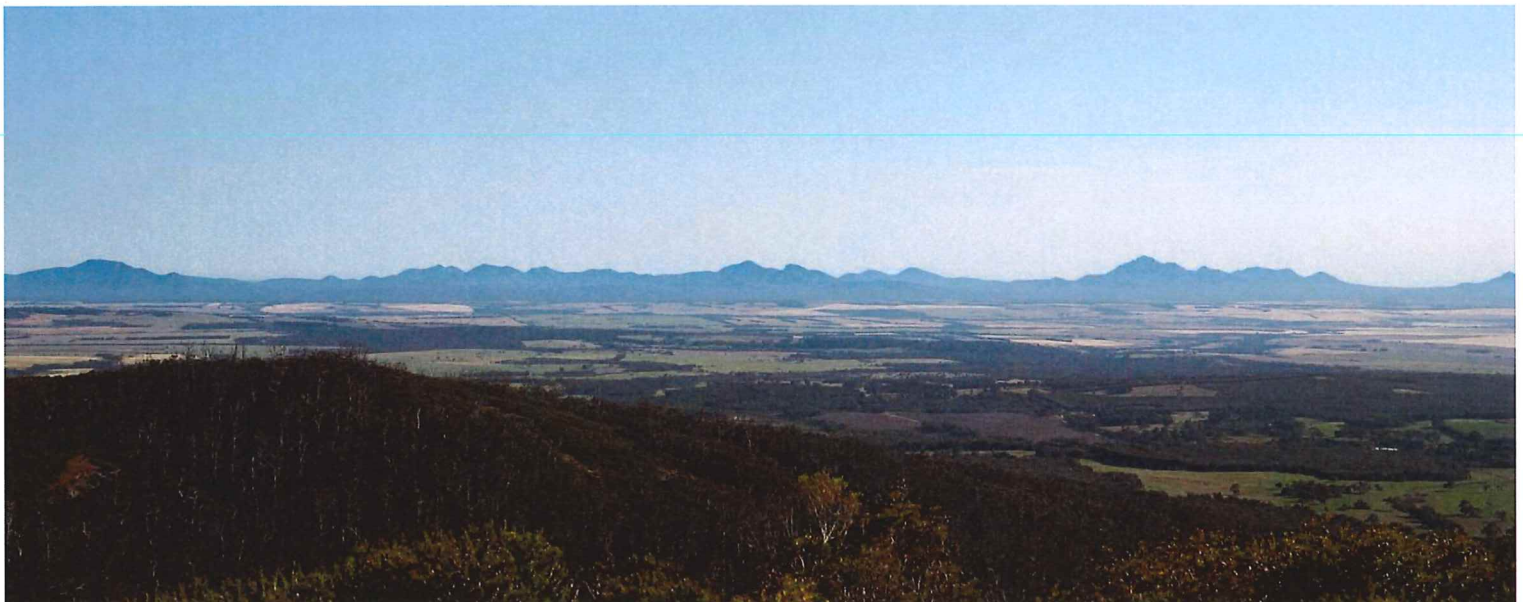
FIND YOURSELF IN MOUNTAIN COUNTRY...PORONGURUP AND MT BARKER

<https://youtu.be/pY11ioK8NWo>

ADMINISTRATION OFFICE LOCATION

22-24 Lowood Road ((PO Box 48)

Mount Barker WA 6324



HISTORY OF THE SHIRE

Mount Barker was first explored in late 1829, nearly four years after the establishment of the penal colony at Albany. The penal colony's surgeon Dr Thomas Braidwood Wilson with a small party consisting of two convicts, an Aboriginal guide named Mokare, a soldier and a Mr Kent, Albany's commissariat officer, set off from Albany on 2 December 1829 to explore the hinterland. They reached Mount Barker (which was named after Captain Collett Barker, the settlement's commandant) in late 1829 and then turned west and south reaching the coast near the present day site of Denmark.

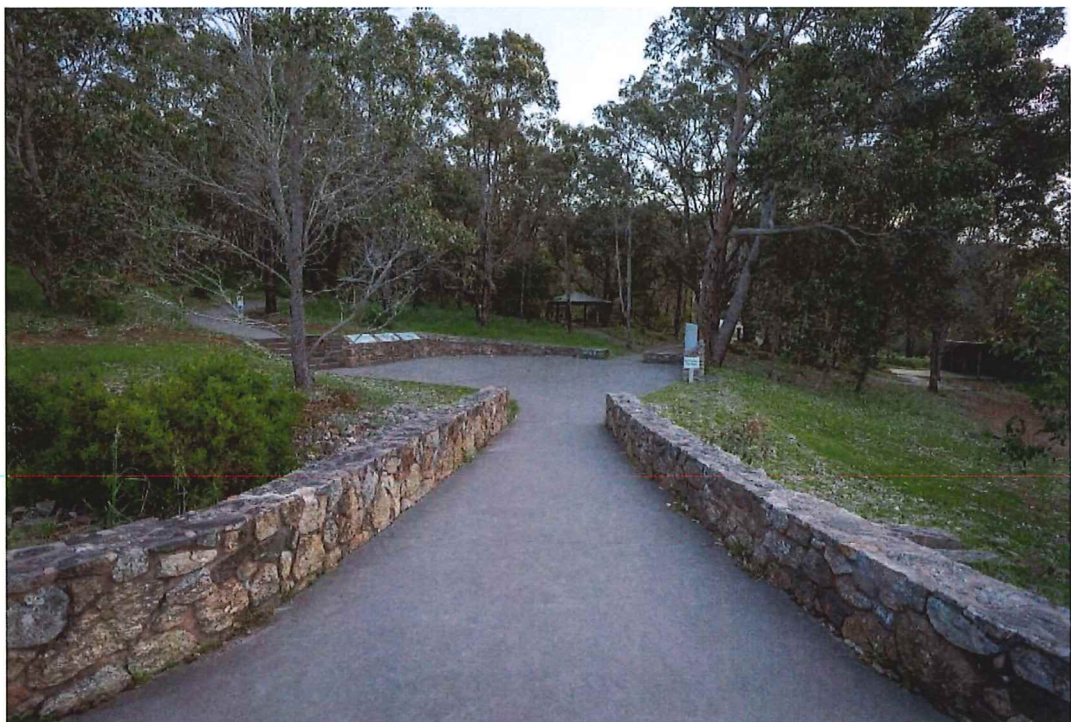
Wilson's report on the area was favourable. Upon his return he wrote of one of the local creeks 'we observed that its banks were covered with luxuriant grass, sprinkled with yellow buttercups which put us in mind of home' and that the 'gently swelling lightly wooded adjacent hills are well adapted for sheep-walks'. The first settler into the area was Sir Richard Spencer, the Government Resident in Albany.

In 1835 he bought 1,940 acres from Captain James Stirling who had been granted 100,000 acres in the area. This farm was an immediate success and although Spencer died in 1839 his wife continued to operate the farm until her death in 1855.

A rough track was eventually established between Perth and Albany which had reached Mount Barker by late 1835 and by 1860 the traffic on the track was sufficient for William Cooper to build the Bush Inn to cater for passing trade.

The Plantagenet Road Board was gazetted on 24 January 1871 as one of 18 elected boards to manage roads and services in Western Australia, and initially included a reasonably large section of the Great Southern Region. On 1 July 1961, it became the Shire of Plantagenet following changes to the Local Government Act.

The area has always been agriculturally rich. Mixed farming was established towards the end of the nineteenth century and by 1910 there were 75 commercial orchards (mostly concentrating on apple growing) in the area. In 1917 the Mount Barker Fruitgrowers Cool Storage Co-operative was established. It was closed in 1975 and the orchards have largely given way to a thriving grape growing industry with high quality vineyards producing a range of excellent wines.



THE SHIRE'S VISION

Plantagenet, building a sustainable and respectful community, where the environment is preserved and natural beauty and diversity provide opportunities for all.

THE SHIRE'S MISSION

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

THE SHIRE'S VALUES

- Integrity through honesty, ethical behaviour and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.



Advertisement – Chief Executive Officer

Treechange opportunity for a passionate and collaborative leader

- Friendly, safe and hassle-free environment
- Enhance the quality of life for the people of Plantagenet and the region
- Total Reward Package \$161,868 - \$266,983 plus Shire accommodation

THE SHIRE

The Shire of Plantagenet is a Band 3 Local Government, located in the Great Southern Region of Western Australia, about 360 kilometres south of the Perth CBD. The Shire is perfectly situated with mountains to the east, forest to the west, gentle undulating landscapes to the north and south, and enjoys a cool and temperate climate. Noted for its diverse mix of agriculture, intensification, innovation and downstream processing, the Shire's major town is Mount Barker, an attractive old-style town, located 50km north of Albany. An opportunity has now presented to appoint a suitably qualified professional to the role of Chief Executive Officer (CEO).

THE ROLE

Reporting to Elected Members and working in close collaboration with Council employees, the CEO will:

- Lead and manage a motivated and engaged team in the delivery of Council services for the community of the Shire;
- Ensure compliance with the governance and legislated requirements of Council;
- Develop, review and implement strategic and business plans;
- Oversee financial and asset management;
- Provide high level policy advice and guidance to Elected Members;
- Promote economic development;
- Engage in community and stakeholder consultation;
- Oversee the opportunity for grant funding; and
- Administer the delivery of capital projects.

REQUIREMENTS

We are seeking an energetic, empowering and inspiring executive who is committed to 'delivering' for the community while taking the organisation to the next level. People -focussed and able to make decisions in a timely manner, your outstanding communication skills will enable you to develop trust and engage effectively with your peers and a wide cross-section of stakeholders. These skills in addition to your ability to deliver projects and outcomes within agreed timelines will make you the ideal candidate for this role. Political astuteness, sound business acumen and an analytical and strategic mindset will also ensure your success. Your exceptional management and leadership style will see you drive an engaged workforce who are customer-focussed and committed to continually evolving service excellence.

THE PACKAGE

The total reward package range for this three-to-five-year contract is offered in accordance with SAT Band 3, being \$161,868 - \$266,983. This is an opportunity to make a lifestyle change and make a significant difference to the future of the Shire.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **674314**. Please submit a covering letter outlining your interest in the position and your suitability to the role, together with a current resume.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

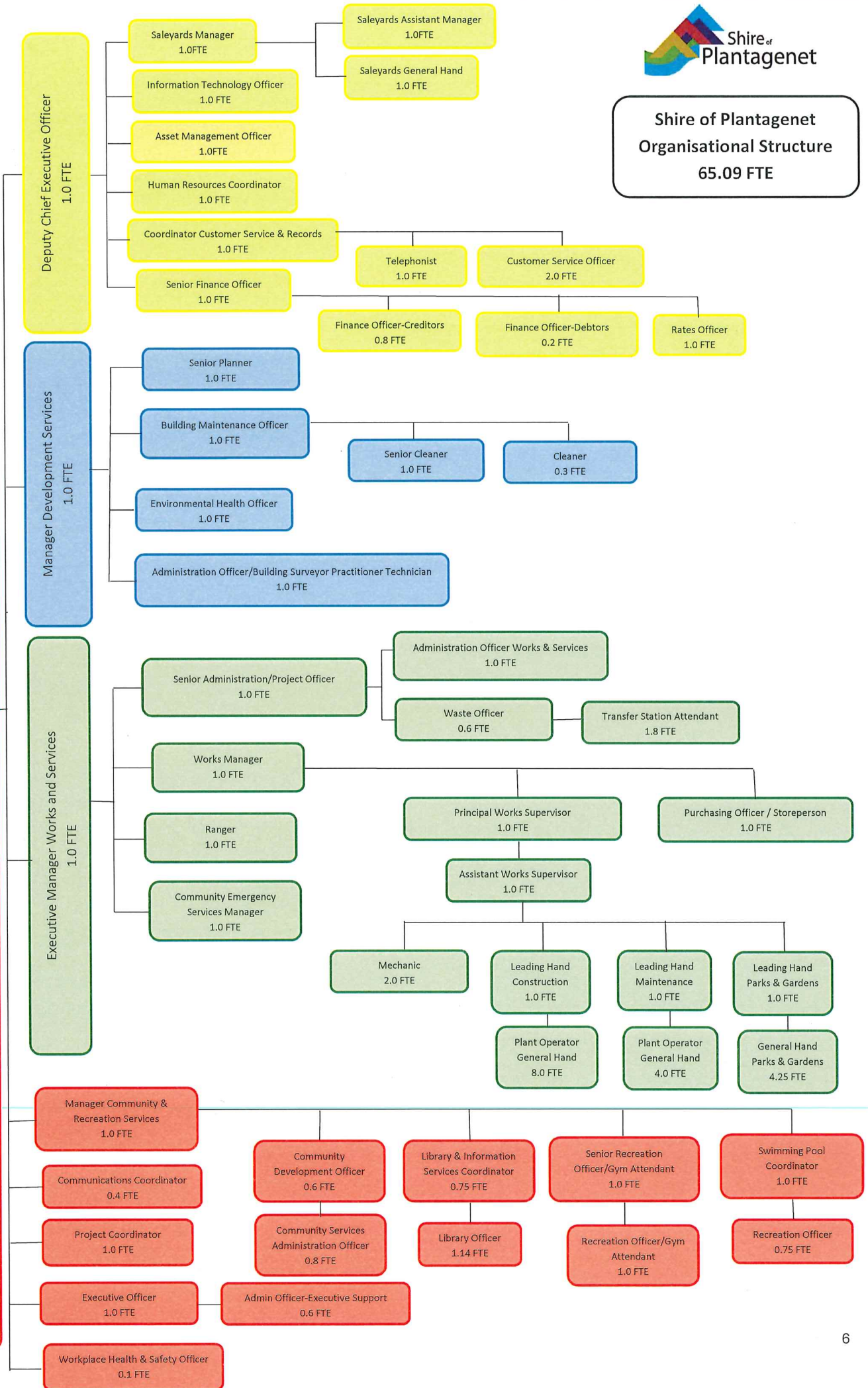
For initial enquiries, or for any assistance you may need in making your application, please contact **Sharon Dockery** for a confidential discussion on **08 9323 8817, 0458 273 192** or sdockery@beilbydt.com.au.

Applications will close at **4pm AWST on Friday 21 April 2023**.

Canvassing of Councillors will disqualify.

Shire of Plantagenet
Organisational Structure
65.09 FTE

CHIEF EXECUTIVE OFFICER
1.0 FTE



CEO JOB DESCRIPTION



Job Title	Chief Executive Officer
Reports To	Council
Executive Reporting Positions	Deputy CEO, Manager Development Services, Executive Manager Works and Services
Employment Type	Full-time, maximum term contract
Contract Term	Three to five years
Location	22-24 Lowood Road, Mount Barker WA 6324

POSITION OBJECTIVES

- Provide strong and engaging leadership to the organisation and the community.
- Facilitate programs, projects, and services that are cost effective and strategically aligned.
- Link the community, the Council, and the organisation with an inclusive, relevant and functional integrated planning framework.
- Comply with all statutory and regulatory requirements in the *Local Government Act 1995 (WA)* and other relevant legislation.
- Deliver accurate, timely and relevant advice to the Council so that informed decisions can be made and promote good governance practices.
- Develop and maintain a capable workforce committed to achieving the objectives of the Strategic Community Plan, Corporate Business Plan and other strategies.
- Strive for a strong and sustainable long term financial position.
- Ensure continuous learning on contemporary management practice and best practice.
- Role model ethical behaviour and behaviour which exemplifies the Local Government's values.

ROLES AND RESPONSIBILITIES Leadership and Engagement

- Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to deliver programs, project and services in an efficient, effective, and sustainable manner.
- Establish and maintain meaningful and productive working relationships with key stakeholders including federal and state government representatives, business, community and sporting associations and neighbouring Local Governments.

CEO JOB DESCRIPTION



Program, Project and Service Delivery

- Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Strategic Community Plan and Corporate Business Plan, and in line with the annual budget.
- Plan for and deliver major projects utilising competent project management systems and sufficient lead times to satisfy projected timeframes and community expectations.
- Review services and programs to measure value for money and community utilisation and satisfaction.
- Drive a culture of commitment to continuous improvement in customer service.

Strategic Development

- Be responsible for the implementation of the integrated strategic planning framework.
- Ensure real and functional linkage between the Strategic Community Plan, the Corporate Business Plan and the annual budget.
- Facilitate effective engagement with the community in reviewing the Community Strategic Plan.
- Facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.

Governance, Compliance and Risk

- Facilitate the effective conduct of meetings through appropriate meeting spaces, quality agendas and availability of relevant staff to provide advice and support.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Ensure compliance with all statutory and regulatory obligations.
- Maintain the council policy framework to ensure it is relevant, current and accessible.
- Maintain delegation and disclosure registers to ensure they are current, accurate and accessible.
- Maintain an effective enterprise-wide risk management framework.

Council Relationships

- Maintain an effective working relationship with the President and Councillors with a focus on timely communication and accessibility.
- Provide accurate, timely and relevant information to elected members so they can discharge their responsibilities effectively.
- Identify training and development opportunities for elected members.
- Ensure Council decisions are implemented in a timely and effective manner.

Human Resource Management

- Develop and implement a workforce plan demonstrating the resources and capacity necessary to meet the Strategic Community Plan and Corporate Business Plan objectives.
- Provide, training and development opportunities for employees.
- Strive to deliver a values driven workplace culture through training, development, and leading by example.
- Drive enterprise-wide commitment to a safe workplace.
- Ensure the principles of equal opportunity, fairness, and transparency are applied in all human resource matters.

Financial Management

- Develop functional and transparent reporting systems and processes that effectively monitor the financial performance of the Local Government.
- Maintain a close oversight of the Local Government's financial position and performance.
- Exercise prudent and responsible stewardship of the Local Government's physical and financial assets committed to achieving long term sustainable outcomes.
- Facilitate regular engagement with elected members to review the Local Government's financial position and performance.

SELECTION CRITERIA Personal Attributes

Leadership: Has the ability to lead and influence elected members, employees and stakeholders with credibility, competence, and empathy. Demonstrates behaviours which align with the Shire's values and leads by example.

Problem Solving: Can define, analyse and breakdown complex situations to evaluate alternatives and generate solutions.

Ethics: Is committed to the highest standards of ethical behaviour personally and professionally and always acts fairly and transparently.

Collaboration: Achieves outcomes through developing productive working relationships with key influencers and decision makers.

Communication: Communicates with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view.

CEO JOB DESCRIPTION

Personal Development: Balances work and life needs through stable and sustainable work practices and an ongoing commitment to personal and professional development.

Knowledge and Experience

- Extensive senior leadership or management experience in a local, state or federal government or a similar board governance related service delivery environment.
- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Demonstrated experience in managing compliance and corporate governance.
- Demonstrated capacity to carry out the functions of the CEO of a Local Government as described in Section 5.41 of the Local Government Act 1995.
- Demonstrated experience in relationship building and collaboration with influential stakeholders.
- Demonstrated capability to lead, inspire, motivate and develop staff.
- Demonstrated capability to initiate and oversee strategic projects.
- Demonstrated critical thinking and complex problem solving skills.

Qualifications

- Tertiary qualifications in a discipline relevant to Western Australian Local Government.
- Post graduate qualifications in leadership, management or public or business administration are highly desirable.

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **674314**.

Applications will close at **4pm AWST on Friday 21 April 2023**.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS:

Interviews will be conducted either in person in Mount Barker or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking, and may be required to attend a second interview.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Shire of Plantagenet maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:

The Shire maintains a website www.plantagenet.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:

For initial enquiries, or for any assistance you may need in making your application, please contact **Sharon Dockery** for a confidential discussion on **08 9323 8817, 0458 273 192** or sdockery@beilbydt.com.au

