



POSITION DESCRIPTION

POSITION TITLE:	Deputy Chief Executive Officer
DIVISION:	Administration
EMPLOYMENT TYPE:	Full Time (38 hours per week)
AWARD/AGREEMENT TYPE:	Local Government Officers (Western Australia) Award 2021/Negotiated Contract

POSITION OBJECTIVES

- Assist the Chief Executive Officer in the day to day running of the organisation to ensure integrity of projects and services.
- Provide leadership to ensure that the key responsibilities and functions of the Administration, Finance and Community Services areas are met, including:
 - Oversee financial management in absence of CEO
 - Selected project control and management
 - Leadership and direction of the administration department of the Shire
 - Assist the CEO with statutory compliance (including Integrated Planning & Reporting Framework Requirements)
 - Records Management
 - IT and communications management
 - Policy, procedures and delegation management
 - Customer service management

EXTENT OF AUTHORITY

- Operates under broad direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as the statutory provisions of relevant State and Federal legislation

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Chief Executive Officer
Supervision of:	Administration Office Café Caravan Park Visitors Centre
Internal Liaison:	Council staff
External Liaison:	Council Consultants and Contractors Residents/ratepayers

General Public
Government departments/agencies
Professional & member based groups

KEY DUTIES / RESPONSIBILITIES

Under the broad direction of the Chief Executive Officer, key duties will include:

Corporate outcomes:

- Work with the Chief Executive Officer and other members of the Senior Management team, members of Council and other Shire of Sandstone employees to ensure effective leadership and management of the Administration, Customer Service and Community Services functions.
- Contribute to the development of the Shire of Sandstone's strategic plans and align operational services, assets and other resources and strategies.
- Attend all Council and Committee meetings as required by Council.

Leadership:

- Lead, coach, develop and performance manage a multi-disciplined team of staff and volunteers.
- Monitor and develop the Administration and Customer Services staff.
- Undertake performance appraisals and provide performance counselling and advice to team members where appropriate.

Financial

- Work with the CEO and Accountant to develop the annual budget and annual report
- Liaise with the Accountant to ensure monthly financials arrive for the Council Meetings.
- Assist the CEO and Accountant with the development of budget reviews.
- Work with a remote based accountant to ensure accurate and timely processing of debtors and creditors documentation
- Liaise with the Rates Contractor and manage rate issues
- Assist with the auditing process.
- Work with the CEO in developing, monitoring and amending of Councils Long Term Financial Plan and other Integrated Planning & Reporting Framework documents.
- Development of policies and procedures in relation to government and other external grant funding applications and acquittals.

Governance & Compliance

- Prepare and manage the Council Agenda and Minutes processes including uploads to the Shire website.
- Work within the Local Government Act and other relevant legislation and regulations relating to the administration of the Shire.
- Ensure the Shire of Sandstone complies with all requirements pertaining to the administration of the Shire.
- Ensure that there are strong controls and transparency of the Shire of Sandstone's governance and operations.
- Ensure that ethical and informed decisions are made based on the Shire of Sandstone's Code of Conduct

Front Line Management

- Promote and facilitate a friendly customer service culture across the organisation.

- Ensure that adequate processes and procedures are in place to deliver a high level of customer service to all internal and external customers.

Information Technology and Communications

- Liaise with the IT contractor to monitor, oversee and coordinate the strategic and operational information communications and technology platform that they remain functional, accessible and reflect contemporary best practice.
- Manage the Shire's website.
- Ensure that all management systems and other corporate IT systems are adequate to ensure that productivity throughout the organisation is maximised.
- With the CEO be responsible for all relevant public relations matters and ensuring that service standards are monitored and met.

Behaviour and Conduct:

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the Executive and Administration teams and support team efforts.
- Ensure that you maintain and enhance the reputation of Shire of Sandstone at all times.

Occupational Health and Safety and Risk Management Responsibilities

- Manage OSH & Risk Management programs within the areas under the control of the DCEO position.
- Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions and safety management practices.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified or
- Participate in activities associated with the management of workplace health and safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures
- Must comply with the Council Work Injury Management Programme

CAPABILITY REQUIREMENTS OF THIS POSITION

Knowledge and Skills

- High level written and oral communication skills, including the ability to negotiate and influence outcomes
- Ability to negotiate with community organisations and with other levels of government
- Good understanding of the functions and responsibilities of local government as specified in the Local Government Act, subsidiary regulations, as well as other legislation effecting local government
- Sound understanding and experience in project and project financial management
- Demonstrated experience in leading multidisciplinary teams at a senior level, preferably in local government
- Demonstrated ability to think strategically and translate direction through the development and implementation of business and service plans
- Good understanding of organisational processes and development of human resources
- Excellent interpersonal skills, including the ability to create a friendly workplace, motivate, collaborate and lead staff both individually and participate positively in workplace improvements
- Demonstrated ability to self-manage, plan and achieve performance outputs,

- including high level time management skills and ability to meet multiple deadlines
- Sound understanding of following procedural requirements within delegated levels of authority
- Working knowledge of Local Government meeting procedures, preparation of agenda and minutes
- Good understanding of computer and software systems, including Microsoft Office suite. Knowledge of Local Government accounting (SynergySoft) software is desirable.

Qualifications/Training

- Possession of a relevant tertiary qualification (business management, accounting, community services or related discipline) or substantially advanced towards a qualification or sufficient relative experience
- Current ‘C’ class Motor Drivers Licence
- Satisfactory current National Police Clearance (not older than six weeks)

KEY SELECTION CRITERIA

Selection will be based on the applicant’s ability to demonstrate that he/she can meet the skills, knowledge, qualifications and experience criteria listed below and contained in the Position Objectives.

The following criteria are considered highly desirable for the full functioning of the position

ESSENTIAL CRITERIA
Well developed management and leadership skills
Well developed verbal, interpersonal and written communication skills
A proven record of creating and working in a harmonious workplace
Recognised knowledge of a broad range of general Local Government practices and procedures, including local government legislation, accounting and administrative practices and an understanding of financial requirements and accountabilities
At least two years experience in a senior management position within local government or the commercial or public sector
Developed knowledge of local government corporate and strategic planning
Highly developed knowledge of and experience in contemporary human resources management issues and practices.
Well developed knowledge of information technology including computer systems and software operations especially Synergy Soft

