



Position Description

Position Title	Chief Executive Officer
Position Number	CEOA01
Directorate	Office of the Chief Executive Officer
Business Unit	N/A
Reports to	The Council of the City of Stirling
Classification	Contract

Organisational Overview

The City of Stirling is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety and community events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

To be a sustainable City with a local focus.

Mission Statement

To serve the City's diverse community by delivering efficient, responsive and sustainable services.

Values

The City of Stirling's core values are:

- Approachable
- Innovative
- Responsive
- Transparent

Reporting Relationships

The Chief Executive Officer reports directly to the Council of the City of Stirling.



Directorate Objective

The City's Office of the Chief Executive Officer Directorate comprises the following areas:

Executive Services	Provides the Chief Executive Officer with high level strategic, operational and administrative support enabling the City to deliver its key goals and objectives.
Strategy and Performance Business Unit	The Strategy and Performance Business Unit provides high-level strategic planning, leadership and direction for the City through the development and implementation of the City's Integrated Planning and Reporting Framework. The Strategy and Performance Business Unit aims to drive and enable improvement, innovation and change to support effective service delivery and overall corporate performance to deliver long term sustainability.
Internal Audit	Responsible for the delivery of Council's Strategic Audit Plan, assisting management in the effective discharge of its responsibilities toward enabling the Council to meet its stated objectives and legislative and statutory obligations, with an appropriate level of control.
Governance Business Unit	The Governance Business Unit provides support to the Council in its decision-making process and ensures the City's compliance with statutory requirements. This Business Unit also coordinates the City's Information Management process to ensure compliance with legislative requirements, coordinates the delivery of civic hospitality and manages the City's corporate risks.

The Chief Executive Officer is also required to perform other duties as directed by Council.

Position Overview

The Chief Executive Officer provides inspirational and decisive leadership and total commitment to implement the City of Stirling's strategic direction. Specifically, the position is required to:

- Be the primary link and facilitator between Elected Members and the organisation;
- Shape, communicate and deliver contemporary strategies to drive the achievement of the City's vision in its Strategic Community and Corporate Plans;
- Foster a positive team culture building respect, loyalty and trust with Council and employees of the City;
- Proactively manage resources to ensure delivery of the City's strategic vision and priorities;
- Deliver positive outcomes for the community with innovation, drive and enthusiasm.
- Perform the role in accordance with the *Local Government Act 1995*

The Chief Executive Officer will translate Council's strategic vision into action which will have a positive impact on the lives of people who live, work and visit the City of Stirling.

Position Objectives

Leadership

- Demonstrate a commitment to customer service excellence, ensuring that a strong customer service ethic is built and maintained throughout the City to meet the needs of the community.
- Lead and build a strong Executive Team, inspiring positive working relations and a climate of trust, confidence and teamwork.
- Promote and facilitate organisational decision-making processes which are well managed, transparent, accountable and financially responsible.
- Provide leadership in organisational change, demonstrating a commitment to continuous learning and improvement.
- Promote opportunity, equality and personal development for employees to ensure the City has the capability and capacity to deliver its strategic objectives.
- Foster culture of innovation and use of innovative resources in all City services

Strategic Delivery

- Provide clear leadership and strategic direction to the organisation to ensure that systems and structures are in place to effectively and efficiently deliver high levels of performance and the achievement of the City of Stirling's priorities.
- Drive the development and implementation of the City's Integrated Planning and Reporting Framework, ensuring that strategic opportunities are identified, performance is evaluated and a robust reporting system is in place.
- Promote the vision of the City's Strategic Community Plan both internally and externally.
- Encourage a sense of ownership of the City's Integrated Planning and Reporting Framework across the organisation and inspire and motivate employees to develop the confidence and commitment to achieve objectives and outcomes.

Governance

- Provide clear, unbiased and transparent advice to Council to ensure high quality decision-making in line with the strategic direction of the City.
- Drive the effective governance of the Council and the legality, probity, integrity, accountability and scrutiny of its decision-making processes.
- Promote collaborative working relationships both internal and external to Council, ensuring effective communication between the Mayor, Councillors, the organisation and the community.

Stakeholder Management

- Develop productive relationships with key government representatives and other stakeholders to create and leverage opportunities that will achieve the vision of the City of Stirling.
- Promote and facilitate effective community participation and consultation processes within the City of Stirling.
- Build and maintain positive relationships with community, both local and regional stakeholders, based on respect, commitment and transparency.
- Represent the City of Stirling on various external committees and networks.

Resource management

- Drive the implementation of an integrated financial planning process that contributes to the long-term financial sustainability of the City of Stirling.
- Identify strategies and opportunities to strengthen the City of Stirling's economy with a focus on investment attraction.

Competency Requirements

It is expected that this position demonstrates the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster 5 descriptors:

Competency	Description Overview	Cluster 5 Creates
Self-Awareness and Self-Management	Developing awareness of own strengths and weaknesses and learning from experience. Managing emotions and actions appropriately and professionally.	Creates a corporate culture of openness, self-awareness and self-management.
Developing Self and Others	Looking to continually develop self and others to improve performance.	Creates a culture of continuous learning to improve performance.
Strategic Thinking and Commercial Awareness	Looks at the bigger picture presently and in the future. Understands the City and the surrounding environment.	Creates strategic initiatives for the City. Uses commercial acumen to progress strategy for City.
Change Focus and Innovation	Challenging what we do with a view to developing new initiatives, ideas and solutions in order to become an aspirational City. Accepting the need to learn from others and embrace innovation.	Creates positive and healthy change within the City. Encourages an environment where innovation is encouraged and valued.
Team Working and Leadership	Being an effective team member and proactively contributing to building a team. Leading individuals and teams using a style that is motivational and empowering.	Promotes a culture of team working and co-operation between Business Units. Promotes a leadership style of motivation and empowerment throughout the City.
Interpersonal Skills and Communication	Building appropriate and professional relationships with others. Using appropriate communication skills to ensure that people understand your message.	Creates a culture that strives to establish trusted networks and effective relationships both internally and externally through appropriate communication.
Achieving Results	Delivering high quality results that impact favourably on the City.	Creates a culture that is focused on quality results.
Service Focus	Aspires to become a "Customer First" City. Provides a professional service to both internal and external customers.	Creates a culture in which service and the internal and/or external customers are paramount.
Decision Making	Using appropriate decision-making processes that consider outcomes and implications.	Make complex decisions regarding strategy and direction of the City.
Planning and Organising	Setting objectives and managing self, time and resources in working towards them.	Creates realistic high-level objectives according to time and resources available.

Selection Criteria

Qualifications/Education Level

Tertiary qualifications (i.e. minimum Bachelor's degree or recognised equivalent, in business, commerce, public administration or related area. MBA Preferred.).

Knowledge, Skills and Abilities

Demonstrated ability in leading high performing teams and in implementing a process of ongoing culture and leadership improvement in a large and diverse organisation.

Sound knowledge of Local Government and Administration legislation with the ability to provide high level and quality advice to Council.

Demonstrated ability to work collaboratively with elected members, or senior level stakeholders in achieving outcomes for the community.

Demonstrated skill in developing and maintaining effective strategic alliances and networks in an inter-governmental context.

Demonstrated understanding of continuous quality improvement and environmental sustainability principles.

Sound understanding of the system of local government and of issues facing Council including political, legal, social, economic, planning and environmental.

Commitment to customer focus.

Experience

Extensive experience in a senior management position within local government, the public sector or a related commercial organisation.

Significant demonstrated experience in the successful development and implementation of strategic and operational plans which have achieved specific objectives of a large organisation.

Demonstrated experience in the implementation and oversight of contemporary performance improvement strategies which have advanced a dynamic and complex organisation.

Demonstrated experience of achievements whilst leading diverse portfolios of a multi-disciplined organisation.

Demonstrated resource management experience including financial, technological and people management experience.

Other

Hold and maintain an acceptable National Police Check

Alternative format

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