



Shire of Tammin

Chief Executive Officer

Application Package



Shire of Tammin

Chief Executive Officer Shire of Tammin

About the Shire of Tammin:

The Shire of Tammin is a vibrant community located in the Wheatbelt region of Western Australia. Members of the community are immensely proud of their Shire and are positive, proactive, hard-working and willing to support each other for the benefit of the whole community. If you are ready to bring your skills, experience and management style to the Shire of Tammin, and to be an important part of our community, then Council would encourage you to consider applying for the role.

The Role:

The Shire of Tammin is seeking a motivated and emerging leader to step into the Chief Executive Officer (CEO) role. This is a unique opportunity for a first-time CEO or someone looking to advance their career. The ideal candidate will have a strong mix of governance, financial management and community engagement skills. The role involves driving strategic initiatives, fostering economic development, and ensuring the delivery of high-quality services to our residents.

What we offer:

The position is offered by way of a performance based contract of up to five years duration. An attractive remuneration package will be offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4, negotiable from \$156,780 - \$240,396 per annum. Refer to application package for further details.

How to apply:

An Application Package, including the Job Description, can be obtained from <https://www.tammin.wa.gov.au/council/council/employment.aspx>. Further information about the position is available by contacting Joanne Soderlund on 0499 300 655 or ceo@tammin.wa.gov.au.

Applications must be lodged via email to ceorecruitment@tammin.wa.gov.au and be received by **8am WST Monday 15th July 2024**.

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, provide evidence of all claimed qualifications prior to commencing employment.

Position Description



Shire of Tammin

POSITION DESCRIPTION

Position Title:	Chief Executive Officer
Level:	Band 4 Salaries and Allowance Tribunal
Section:	Executive

POSITION OBJECTIVES

- To oversee the operational management, governance, legislative compliance and financial controls of the Shire of Tammin.
- To deliver on the strategic goals and objectives and support the Shire Council in policy development.
- To consistently demonstrate excellence in leadership, professionalism and resilience to Shire staff, Council, the community and other stakeholders.
- To promote engagement and act as the primary communication link with Shire staff, Council, the community and other stakeholders.
- Chief adviser to Council.

EXTENT OF AUTHORITY

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

ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to

The President and Council of the Shire of Tammin.

1.2 Supervision of

All staff through delegation to relevant managers and professional staff.

1.3 Internal and External Liaison

1.3.1 Internal

- President and Councillors individually
- All Committees
- Managers
- All Other Staff

1.3.2 External

- Community members, ratepayers and other local interest groups
- Business community
- Federal and State Government Departments and Agencies
- Federal and State Government elected representatives for the region
- Regional Councils
- Local Governments within the Peel region
- Industry Associations
- Media Agencies
- Primary contractors and supplier

2. PERFORMANCE CRITERIA

- 2.1** Legal and statutory compliances are met particularly related to asset infrastructure.
- 2.2** Ensure effective financial management, including internal controls, throughout the organisation.
- 2.3** Under delegation from Council, represent the objectives of Council with relevant stakeholders.
- 2.4** Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council, in accordance with corporate business objectives.
- 2.5** Ensure the development and maintenance of sound communications and effective relationships between the Shire, Community groups, regional Local Governments as well as State and Federal Government Departments.

3. SELECTION CRITERIA/COMPETENCY REQUIREMENTS

3.1 Leadership

- Proven leadership at an executive level.
- High level Strategic Planning skills and knowledge of corporate management.
- Delegation skills to ensure the achievement of outcomes, accountability of management, staff and the development of employees' abilities.
- Demonstrated understanding of the application of contemporary human resource management principles and processes.
- Excellent interpersonal and communication skills focusing on maintaining good relationships with all stakeholders.
- Awareness of new innovations and legislative reforms relative to Local Government.
- Demonstrated capacity to identify entrepreneurial opportunities that maximise the return on Council assets.

3.2 Policy Implementation

- Good knowledge of public policy issues as they impact on Local Government.

3.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management.
- Demonstrated capacity to administer the Local Government Act (1995) and associated Legislation relevant to the Local Government sector.
- Proven provision of professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents.
- Knowledge of statutory, legal and contractual obligations.

3.4 Financial

- Demonstrated experience in the area of financial management, including budget control.

3.5 Community Development and Engagement

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

4. QUALIFICATIONS

- Tertiary qualification in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable is desirable.

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire and this position description facilitates this development that I will actively invest in.

Employee Name: _____

Employee Signature: _____

Date: _____

Total Reward Package and Benefits

The position is offered under a performance based contract up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4, negotiable up to \$240,396 per annum.

Salary and benefits are subject to negotiation and could include but are not limited to;

- Base salary and superannuation 11.5%
- Superannuation matching scheme (up to 4%)
- Large executive style 4 bedroom home on half an acre on the edge of town provide rent free
- All utilities provided (power, water, internet)
- Unrestricted private use motor vehicle (currently a Toyota Prado)
- Professional Development
- Professional Memberships
- Uniform allowance
- Opportunity to work with a collaborative, supportive council and fantastic Shire team

The Council will pay reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects and transport of one personal vehicle. Reimbursement by the employee will be required at 100% if the Officer leaves within 12 months, and 50% if the Officer leaves within 24 months.

Please note:

- 17.5% leave loading on four weeks annual leave is included in the base salary.
- The base salary also incorporates payment for any and all additional hours required by the Chief Executive Officer to undertake their duties and responsibilities. Time in lieu, overtime and/or penalty payments are not available to the Chief Executive Officer.

Key Result Areas and Performance Objectives

In accordance with the relevant provisions of the *Local Government Act (1995)*, the draft contract of employment contains an indicative list of key result areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first three months of employment with the Shire of Tammin, in order to review our strategic directions and finalise the CEO's performance criteria.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter, again in accordance with the Act.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

Application:

Your application should include a covering letter (2 page max) explaining your interest in the position and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position. Applicants **do not** need to directly address the selection criteria.

Referees:

Applicants should provide the names and contact details of at least two referees of which one must be a current referee in their application. Please note that referee checks will only occur after interviews have been conducted and after prior notification and approval from the applicant for referees to be contacted.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the Council face to face in the Tammin Council Chambers or by video conference if required. **Interviews are scheduled to be held on Sunday the 28th of July 2024.** The final decision on this position will be taken by Council.

Police Clearance:

The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Equal Opportunity:

Council 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.tammin.wa.gov.au which contains substantial information.

Canvassing of Councillors:

Canvassing of Councillors, including directly approaching any elected member for any reason, will disqualify.

Declaration

It is a requirement of applicants applying for the Shire of Tammin's Chief Executive Officer position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Tammin, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Tammin reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand any information obtained by the Shire of Tammin during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Tammin, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name _____

Signature _____

Dated _____

Note: Any information obtained by the Shire of Tammin during any background check will only be used for the purpose of verifying information contained in the application 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 at the time, and for the purpose, of selecting the suitable applicant.