

POSITION DESCRIPTION

Position Title:	Chief Operating Officer
Reporting to:	Chief Executive Officer
Status:	Contract
Location:	Jabiru

POSITION STATEMENT

This person will lead the day-to-day operational management of the service delivery operations of the Council across the five regional communities through the accountability of the Council Services Managers.

In addition they are responsible for the strategic management of all infrastructure and asset maintenance and delivery of all projects through the technical services team.

They will provide strong leadership and management to the Council Services Managers to make Council as effective and efficient as possible. They will instill a sense of optimism, purpose and responsibility.

ACCOUNTABILITIES & RESPONSIBILITIES

Executive Management	<ul style="list-style-type: none"> • Work with the Executive as part of the Executive Management Team. • Advise the Executive on the state of delivery of local council services and programs. • Actively contribute to the strategy, direction, operation, analysis and evaluation of the organisation. • Report risk issues to the Executive.
Strategic Unit Management	<ul style="list-style-type: none"> • Provide strategic leadership to the continual improvement of operations for the Council ensuring business processes are effective and efficient and enable the highest possible levels of service quality. • Monitor and direct the implementation of strategic business plans. • Lead the development of regional and local strategic relationships for the Council with external organisations to enable the development and delivery of effective outcomes through collaborative efforts.
Business Unit Management	<ul style="list-style-type: none"> • Monitor services and track progress to ensure the smooth and efficient running of services plans. Take immediate and well thought out remedial action to resolve serious delivery issues. • Be responsible to create, foster effective relationships with the Manager People and Capability, Finance Manager,



	<p>Manager Community, Community Support Business Manager and Manager Business Development. .</p> <ul style="list-style-type: none"> • Have lead responsibility for the financial and commercial performance of council at the local level. • Be responsible for the risk and reputation of Council at the local level. • Actively seek and report on methods of improving systems of work to ensure continuous improvement. • Supervise employees within the team including coordination of workflow, performance management and identification of training and development needs. • Prepare and present agenda reports for Council and Committee meetings and attend meetings as required.
Teamwork	<ul style="list-style-type: none"> • Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job. • You will strongly support a collaborative culture, motivate and challenge Council Services Managers to work as part of dynamic teams to achieve benefits for the organisation and local communities.
Policies and Procedures	<ul style="list-style-type: none"> • Provide recommendations to the Executive on changes to Policies and Procedures to enhance local service delivery. • Comply with all relevant legislation.
Work Health and Safety	<ul style="list-style-type: none"> • Fully comply with all relevant WHS legislation. • Take reasonable care to protect the health and safety of staff and others. • Ensure correct use is made of all equipment provided for safety and health purposes. • Actively participate in safety improvement activities.
General Responsibilities	<ul style="list-style-type: none"> • Comply with the West Arnhem Regional Council Code of Conduct and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • Other duties, consistent with skills and experience, as directed by the CEO.



CEO :

P Firdley

Date: October 2021



SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • A Tertiary qualification in management or similar extensive relevant experience in a senior management position (minimum 5 years). • High-level analytical, evaluative, change management and problem-solving skills. • Demonstrated ability to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, and a high-performance culture in service delivery. • Highly developed written and oral communication skills. • Ability to lead employees within a multi-disciplinary team. • Well-developed interpersonal, negotiation and conflict resolution skills. • Demonstrated experience in leading and managing a team of staff, defining and communicating work targets and priorities and ensuring work output s in accordance with performance standards. • Highly developed written and oral communication skills. • Demonstrated a commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles. • Current Northern Territory Driver's Licence.
Desirable	<ul style="list-style-type: none"> • Post Graduate Qualifications or working towards • Successful implementation of cultural change across a large organisation.

YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is government by broad goals, policies, legislation and budget with period reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Executive Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, the impact may be substantial.

Reports to

Chief Executive Officer

Internal

Mayor and Councillors



CEO :

P Firdley

Date: October 2021



External

Chief Corporate Officer

Director of Organisational Growth

Executive Managers

Senior Managers

Government Agencies and Authorities (Territory and Federal)

Service Providers and Consultants



CEO : *P Firdley* Date: October 2021

