



POSITION VACANT

Join the Paroo Shire Council team
CHIEF EXECUTIVE OFFICER



INFORMATION PACK

Located in Southwest Queensland, Paroo Shire covers 47,633sq km and with Cunnamulla as its administrative centre, incorporates the towns of Yowah, Eulo and Wyandra. The shire hosts vast cultural diversity within its vibrant rural communities and has a population of approximately 1700. Main industries within the shire include beef, prime lamb, wool and goat production, apiary, wildlife harvesting, opal mining and the growing tourism industry.

Paroo Shire Council is inviting applications for the position of its Chief Executive Officer from candidates keen to live and work in rural Australian communities with a view to applying and improving their executive skills in a hands-on leadership role.

The successful applicant will be expected to have broad practical experience and a strong working knowledge of Local Government including the legislative framework. They will possess effective leadership and supervisory skills, strong knowledge of operational and strategic financial management, with the ability to communicate effectively and build productive relationships with internal and external stakeholders.

The position is being offered on a minimum 3-year fixed term contract, with an attractive remuneration package to be negotiated.

Applications close with Council at 4pm on Friday 12 July 2024.

The following material is provided for the information of prospective applicants.

1. Position Description
2. Remuneration Package
3. Organisational Profile
4. Application Process & further information

What's On Offer

This role offers the opportunity to make a difference in the community and continue important initiatives to help the region continue to thrive economically, whilst offering a magnificent rural and natural lifestyle. The Shire offers a welcoming environment and a positive and supportive experience. The Council offers a vibrant workplace that lives the values of integrity, efficiency and continuous improvement.

Where we live and work

The Paroo Shire encompasses the traditional lands of seven Aboriginal groups and has a rich Indigenous history. The shire is known for its natural beauty, pristine rivers and extensive bird life as well as the discovery of megafauna fossils such as the diprotodon.

There are four towns – Cunnamulla, centrally located within the shire on the banks of the Warrego River, is the largest centre. Its location at the crossroads of the main north/south and east/west inland highways sees large numbers of vehicular traffic through the town and shire. It is part of the Outback Wellness Trail with the Cunnamulla Hot Springs and River Walk experience being a recently opened world class facility attracting many visitors.

Cunnamulla offers a wide choice of activities including - *golf, bowls, fishing, a sporting oval and tennis courts, swimming pool, racecourse with regular race meetings, motor bike sports and bushlands for walking.*

Eulo, Wyandra and the opal mining town of Yowah are the other three towns, each with their own individual appeal and tourist attractions. The country is ideal for livestock production, wool and meat sheep, cattle and goats. It is known for its Mitchell grass plains and Mulga country much of which is now being carbon farmed. The Great Artesian Basin provides water security to both the towns and rural properties throughout the shire.

The Council has a new Civic and Community Enterprise Centre as its office, a new sewerage treatment plant and is presently renewing the water mains reticulation system in Cunnamulla. NBN has just completed the roll out of fibre to the premise in the town and connections to the new system will become available in September.

Transport services include two weekly air services to and from Brisbane and two weekly bus services to and from Toowoomba. For education there are three State Schools, the one in Cunnamulla is P – 12 and there is a Catholic primary school. The Cunnamulla Primary Health Care Centre has two doctors available and offers a range of visiting allied health services. The local hospital is now a multi-purpose health centre encompassing ten new self-contained aged care units within the complex that are due to open shortly.

For more information about the region visit: <https://www.paroo.qld.gov.au/visit-paroo/visitor-information-centre>



CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION



The Position

The objective of this position, reporting to the Mayor, is to provide visionary and creative leadership, direction and commitment to Council's organisation through effective engagement with the Executive Leadership Team in the provision of a range of local government services demonstrating best practice in service delivery.

Key Responsibilities

The chief executive officer is expected at all times to make judgements and decisions in accordance with the established policy and within legislative requirements. In particular, the officer is to:

- Provide leadership and strategic direction to the organisation ensuring that systems and structures are in place to effectively monitor and deliver high levels of performance and the achievement of Council's objectives;
- Provide appropriate and accurate reports to Council providing advice on the financial implications of policy determinations and contribute to informed Council decision-making;
- Promote the local government's long term financial sustainability in all decision-making processes and exercise due diligence in the planning and execution of infrastructure programs;
- Diligently carry out the responsibilities and exercise such delegations as conferred on their office by legislation or Council resolution;
- Maintain an effective framework of Governance systems to guarantee the integrity of Council's legislative compliance, quality of service and effective management of risk;
- Effectively manage organisational performance in the pursuit of Council's corporate and operational plans, encouraging initiative and creativity consistent with accountability;
- Ensure Council and its organisation are effectively served by appropriate information and management systems to support their business and decision-making needs;
- Foster and promote an organisational culture that ensures a safe, healthy and supportive workplace;
- Coordinate Council's role in disaster management within the community; and.

Oversee a program of effective communication and engagement with communities, customers and stakeholders in Council's works and services provision.

Selection Criteria

The following criteria will be used to assess the suitability of candidates for the position. It is acknowledged that the successful candidate may meet these criteria to varying degrees and Council is mindful of encouraging the professional and personal development of candidates showing high potential for the role.

SC1 – Leadership

- Demonstrated ability in leading organisations through a process of ongoing culture and leadership improvement, preferably in a local government environment.
- Demonstrated skill in developing and maintaining effective strategic alliances and networks in an intergovernmental context.
- Demonstrated capacity to work collaboratively with elected members in achieving corporate outcomes and in policy formulation.
- Significant experience in the successful implementation of strategic and operational plans which have achieved specific objectives for the organisation.

SC2 - Development motivation and support for employees

- Demonstrated ability to motivate, encourage and direct the efforts of others towards the achievement of agreed objectives, in an environment which provides ongoing personal and professional development opportunities for individuals.
- Demonstrated record of overseeing and encouraging initiative while also providing performance feedback and exercising accountable management and supervision.
- Flexibility to relate to and empathise with corporate executives as well as base grade employees.
- Experience in the oversight of contemporary human resources and cultural change management programs designed to maximise organisational effectiveness.

SC3 - Allocation and use of resources

- Proven management and financial skills and a demonstrated record of achieving high quality outcomes through the effective management of human, physical, intellectual and financial resources, in an environment where such resources are limited, and hands-on leadership is expected.
- Demonstrated project management and control skills
- Results oriented high-level financial management acumen gained from previous senior executive appointments, including the development and delivery of financial efficiencies.
- Strong understanding of the local government financial environment, particularly in relation to rating and valuations.

SD4 - Effective customer service and communication

- Demonstrated capacity to establish and develop effective relationships with customers and other stakeholders.
- Proven skill in community engagement and responsiveness in dealing with issues of public sensitivity.
- Demonstrated high standards of oral and written communication and well-developed social skills which lend themselves to effective advocacy, negotiation and mediation.

SC5 - Industry knowledge

- Extensive knowledge of the Local Government Act 2009, Local Government Regulation 2012 and other legislation that is important to the role.
- Extensive knowledge of contemporary policy, legal, social, economic, planning and environmental issues facing local government in Queensland and in regional Queensland in particular.
- Proven track record of providing sound policy and tactical advice to elected members in support of their decision-making.

SC6 - Personal attributes

- Honesty, integrity, accountability and strong ethical values.
- A strong team leader with a natural respectful and approachable demeanour.
- Ability to think creatively and apply innovative solutions to complex problems.
- Capacity to engage with and integrate with a regional community.
- Attention to detail and capacity to deliver timely and effective advice and decision-making.
- Willingness to roll up their sleeves and provide supportive intervention to any roles in the organisation as required.

Other requirements

The successful candidate MUST:

- hold Australian citizenship or otherwise be able to work lawfully in Australia;
- hold an open Australian Driver's Licence and be prepared to travel within the local government area, region and state as required to carry out the duties;
- be prepared to work flexible hours to meet the requirements of the position;
- be willing to obtain a suitability card to enable incumbent to work with or supervise people less than 18 years of age if required;
- be medically fit and physically capable to meet the requirements position and if required undertake a medical assessment by Council's practitioner; and
- authorise the Council to undertake appropriate history checks if required.

Benefits

The position offers the opportunity to work with a dedicated team of councillors and executive staff in the service of a vibrant rural community. The position attracts:

- A competitive remuneration package, negotiable based on experience and qualifications, in the range \$200,000pa to \$250,000pa.
- A 3-5 year fixed term contract
- 5 weeks annual leave with 17.5% loading?
- Superannuation contribution of 12.5% pa.
- Fully serviced motor vehicle with reasonable private use.
- Fully furnished house accommodation, including services.
- Reimbursement of reasonable relocation expenses.



Paroo Shire Council Organisational Profile

The Paroo Shire Council organisation comprises four streams of activity:

CEO's Office

Governance
WHS
HR & Payroll
Economic Development
Disaster Management
Environmental Health

Director of Infrastructure

Fleet & Workshop
Civil Construction & Maintenance
Water, Sewerage & Drainage
Parks & Gardens
Town Maintenance
Asset Management

Director of Corporate Governance and Risk

Rates & Property
Accounts Payable & Receivables
Procurement
Grants Administration

Director of Community Support & Engagement

Compliance
Tourism
Libraries
Community Services

The Council has an annual operating budget of about \$43million and a workforce of around 70 personnel. Although a relatively small-scale local government the organisation is a busy workplace with a large works program to deliver. Further information can be obtained from Council's documents published on its website.



**Position Vacant
Chief Executive Officer
Application process**

Applications must include a covering letter addressing the position responsibilities and selection criteria detailed in the Position Description, together with a Resume and at least two referees.

Applications must be lodged electronically to the address ceo@paroo.qld.gov.au and be received **not later than 4pm on Friday 12th July 2024.**

Email applications must have the subject line 'Paroo CEO Application.'

Owing to the vacancy being currently covered by locum staff, any queries concerning the role, or the application process should be directed to one of the following, who are assisting Council at this time.

Gary Kellar PSM

Phone: 0411 838 760

Email: gary@reinforcements.com.au

Greg Hoffman PSM

Phone: 0418 756 005

Email: greg.hoffman@grassrootsconnections.com.au