



Chief Executive Officer

Application Package

 John Phillips Consulting
PO Box 1513
Toodyay WA 6566
Email: jcp.consulting@icloud.com
Mob: 0417 937 784
Landline: (08) 9574 2974

Advertisement



CHIEF EXECUTIVE OFFICER

As a Shire which is developing into a highly desirable place within the Peel and Darling Range region to live, work, learn and grow, Council is focused on recruiting its next Chief Executive Officer to work in partnership with it and the community to achieve the best outcomes for the future of the Shire.

Council has a strong desire to appoint a Chief Executive Officer who will work collaboratively with the community and the business sector in providing services across the Shire, and to consolidate the Shire of Boddington as vibrant and connected, with an economy which is diversified and globally competitive whilst strongly focusing on a healthy and sustainable environment. The successful person will also be an inclusive and supportive leader who can develop a responsive and community focused organisation, as well as having strong project management skills.

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 \$128,226 - \$200,192 per annum. A modern, executive standard shire owned residence is provided.

An Application Package, including the Position Description, can be obtained from <https://www.boddington.wa.gov.au/employment.aspx>. Further information about the position is available by contacting John Phillips ('John Phillips Consulting') on 0417 937 784.

Applications which take account of the position's selection criteria, as outlined in the Position Description, are to be sent to: jcp.consulting@icloud.com or mailed to John Phillips, 'John Phillips Consulting', PO Box 1513, Toodyay WA 6566 and marked 'Private & Confidential - CEO Shire of Boddington' by 6.00pm (Western Standard Time) 1 February 2021. Please do not apply via the Shire's web link.

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain a National Police Clearance, provide evidence of all claimed qualifications and undertake a medical assessment prior to appointment.*

 **John Phillips Consulting**
(Licensed Employment Agent No. 2469),

About the Shire of Boddington

The Shire

Boddington is located 131 km south-east of Perth via the Albany Highway (90 minutes' drive) in the heart of the Darling Range and is part of Marradong country. Marradong Country is an area of rich Aboriginal (Noongar) heritage and the name depicts the appearance and formation of the hills in the district.

The Shire of Boddington is part of the Hotham Williams Economic Development Alliance (HWEDA). The purpose of the HWEDA is to leverage its foundation in agriculture and mining to attract new residents, industries and businesses, and the Shire of Boddington is both committed to and active in working towards this goal.

The Shire's goals are to be a:

- vibrant and connected community.
- thriving and diverse economy.
- healthy, clean, green and sustainable environment.

The Shire's localities are Boddington, Crossman, Ranford, Marradong, and Quindanning.

More information is available at:

<https://www.aussietowns.com.au/town/boddington-wa>

An interesting summary of the history of the area is available at:

<https://www.boddington.wa.gov.au/history.aspx>

Population

The official population of the Shire of Boddington is approximately 1,800

Economy

The regional economy is diversified and includes mining, agriculture, tourism and lifestyle ('tree changers' and/or 'gif economy' residents). The area is also emerging as a gourmet food and wine region, with several wineries, olive groves and producers of preserves and homemade produce developing.

Facilities

The town of Boddington offers medical, dental, an independent living village/hub as well as local services including an IGA, Post Office (which is also a banking agent), hardware, butchers as well as three cafes and a hotel. The Shire is currently exploring options to establish a new aged care facility.

Schools:

Boddington District High School (kindergarten to Year 10)
Narrogin SHS (daily bus service available)
WA College of Agriculture - Narrogin (Year 10 – 12)

Child Care Facilities:

Long Day Care and Out of Hours School Care (Shire), 23 Pollard Street, Boddington
 Boddington Playgroup

Public Library:

Boddington Public Library, Wuraming Avenue (Visitors Hub)

Community and Recreation Facilities:

Volunteer Bush Fire Brigade
 St Johns Volunteer Ambulance Service
 Friends of the Reserves
 Hospital Auxiliary
 Lawn Bowls
 Men's Shed
 Football Club
 Swimming club
 Sport and Community Club
 Golf Club
 Caravan Park
 A new Adventure Park/Playground

Churches:

St Joseph's Catholic Church
 Boddington Seventh Day Adventist Church
 Boddington Community Church
 Empowered Nations Church

Climate

The climate in the region is generally warm and temperate, as demonstrated by the following historical data:

Long-term Averages													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
Mean Max (°C)	31.8	31.1	28.3	23.7	19.1	16.1	15.2	16.1	18.2	21.4	25.9	29.6	23.0
Mean Min (°C)	13.8	13.8	12.1	9.0	6.4	5.1	4.2	4.1	4.9	6.3	9.1	11.9	8

Council Information

Shire of Boddington Council

President: Cr G Ventris (Garry)

Deputy President: Cr E Schreiber (Earl)

Councillors

Cr C Erasmus (Coert)

Cr J Hoffman (Jason)

Cr Samreid Manez (Sam)

Cr E Smalberger (Eugene)

Cr I Webster (Ian)

Main Office 39 Bannister Road Boddington

Website <https://www.boddington.wa.gov.au/home.aspx>

Telephone: (08) 08 9883 4999 **Fax:** (08) 08 9883 8347

Facebook: <https://www.facebook.com/SOBoddington>

Council Statistics 2018/2019

Distance from Perth (km):	131
Shire Area (sq km):	1,899
Population: approximately	1,833
Number of Electors: approximately	1,155
Number of Rateable properties:	762
Total Rates Levied:	\$4,513, 324
Total Operating Revenue:	\$6,770,069
Total Operating Expenditure:	\$7,342,188
Total Value of Assets:	\$83,256,803
Number of Employees:	34 (FTE)
Length of Sealed Roads (km):	115
Length of Unsealed Roads (km):	152

(Source: <https://www.mycouncil.wa.gov.au/Council/ViewCouncil/9>)

Ordinary Council Meetings

11 Meetings per year (held at the Shire Council Chambers)

Position Description

1. **TITLE** Chief Executive Officer
2. **LEVEL** Band 4 Salaries and Allowances Tribunal
3. **DEPARTMENT/SECTION** Office of the Chief Executive

4. POSITION OBJECTIVES

4.1 Objectives of this Position

- Implement the strategic goals and objectives of the organisation.
- Lead the people and manage the infrastructure and assets of the Shire.

4.2 Within Organisation

- Administer the legal, and statutory processes of the Local Government's operation and be the chief adviser to Council on these matters.
- Manage the preparation, review and enforcement of Council's policies and local laws.
- Provide strategic direction and strong leadership within the organisation in delivering a high level of service to the community and Council.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role;
- Monitor and improve organisational culture and the morale of staff.
- Ensure continuous improvement in the delivery of services within the natural and built environment;
- Ensure effective financial controls operate within and across each functional area.

5. ORGANISATIONAL RELATIONSHIPS

5.1 Responsible to

The President and Council of the Shire of Boddington.

5.2 Supervision of

All staff through delegation to relevant Managers and Professional staff.

5.3 Internal and External Liaison

5.3.1 Internal

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

5.3.2 External

- Community members, ratepayers and other local interest groups
- Mining companies
- 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 suppliers

6. 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

7. KEY DUTIES/RESPONSIBILITIES

7.1 Provide Council with appropriate information and advice on relevant statutory requirements.

7.2 Ensure that the Council's statutory compliance obligations are met.

7.3 In consultation with Council, promote and implement strategic and service delivery plans for the Shire.

7.4 Ensure reports and recommendations submitted to Council are well written and based on sound judgment and include appropriate recommendations and options.

7.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to Council on these matters to ensure Council is operating within the statutes and all legal requirements are met.

7.6 Ensure all legal and statutory compliances are met particularly related to asset infrastructure.

7.7 On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as required.

7.8 Co-ordinate, in conjunction with the Senior Officer Group, the fiscal management of the Shire to reflect Council's aims and objectives.

7.9 Manage the Human Resources function to ensure the supervision and management of Departments are in accordance with corporate business objectives.

7.10 Promote a staff training program that will improve staff skills across the organisation to assist staff in focusing on service delivery to the Community.

7.11 Ensure the development and maintenance of sound communications and good relationships between the Shire, other Local Governments, State and Federal Government Departments and the Community at large.

8. COMPETENCY REQUIREMENTS

8.1 Leadership

- Proven leadership at the Chief Executive Officer/General Manager/Senior Professional 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.
- Demonstrated community engagement
- Understanding of social media use and implementing policy and procedures in the organisation.
- 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.

8.2 Policy Implementation

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

8.3 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.

8.4 Financial results

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

8.5 Community Development

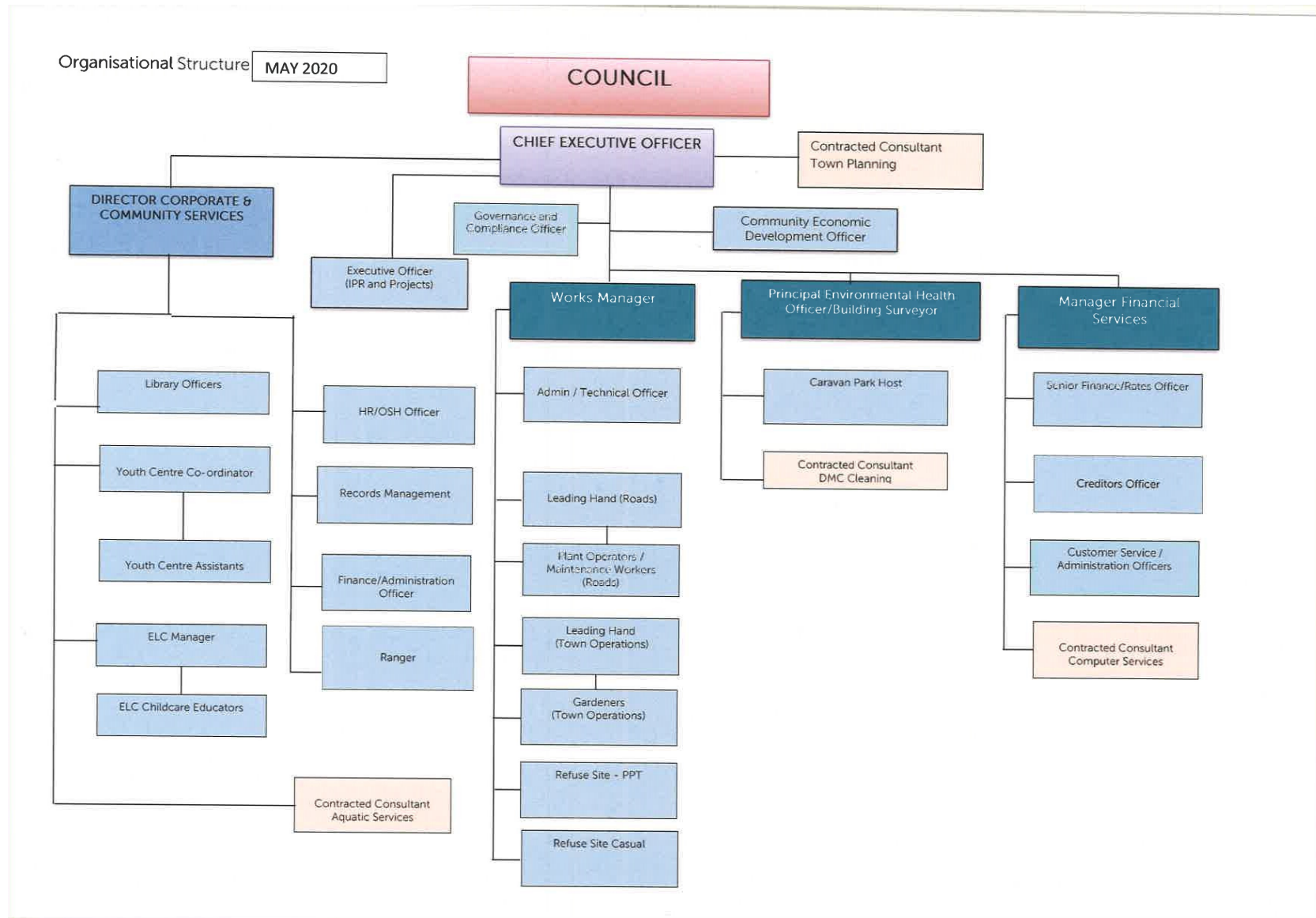
- Demonstrated experience in dealing with community members and stakeholders.
- A proven history of building and maintaining positive strategic relationships within the community.
- Proven experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.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

9. QUALIFICATIONS

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

Note: Employment is subject to relevant Police Clearances, validation of qualifications, medical assessment and reference checks

Organisation Chart



Annual Performance Review Performance Criteria*

#	Key Performance Areas	Actions	Measure	Timeframe
1.	Projects	Implement, monitor and regularly report on major projects or initiatives of the Shire	Timely Council reports relevant to stage / progress of projects	Quarterly reports and 30 June 2020 overview
2.	Finance and funding	Oversee and apply as applicable for grant funding for capital works, projects or programs. Keeping budget on target	Grant funding success rate ie. no. of applications no. achieved and value / timelines of received funding and rolling trend history Budget variances	Monthly budget reports Grant summary by 30 June 2020 Reporting variations to timelines or costs
3.	Customer service and community engagement	<ul style="list-style-type: none"> • Provide high level of timely & effective service in person and online to customers • Continue engagement with the community in the course of planning and operational duties as appropriate • Provide opportunities for engagement and connection 	Customer satisfaction survey rate Community engagement levels / outcomes	
4.	Strategic Community Plan	Implement, monitor and report on the Shire's Strategic Community Plan's Key Objectives	Council Reports Council Workshop	6 Monthly and at key IPR milestones
5	Assets	Implement, monitor and report on the Shire's Asset Management Plan	Council Reports Council Briefing.	6 Monthly 6 Monthly
6.	Governance and Leadership	Maintain positive relationships with Council & provide organisational systems, processes and advice to support effective Council governance	Statutory reporting and Elected Member Survey	

7.	Organisational culture and capacity Building	<ul style="list-style-type: none"> • Monitor and report on organisational culture and address areas for improvement • Workforce Plan to be implemented and monitored 	Council Briefing CEO Performance Feedback Report with measurable data / bi - annual staff survey results Workforce Plan complete and review process in place	Quarterly Annually
8.	External working relationships and collaboration	<p>Establish and maintain authentic relationships to promote the Shire and to encourage business / tourism development, and encourage local residency for mine workers. This should include, but not be limited to:</p> <ul style="list-style-type: none"> - Mining entities, business owners/ community groups - State / Federal Government agencies - Regional and external groups - Other local Shires 	Annual CEO Performance Feedback Report Briefing / report on business development in the Shire	
Strategic Community Plan Priorities - Key Performance Indicators				
10. 1A 1.8	Facilities and services that support lifelong wellbeing	<ul style="list-style-type: none"> • Attract or develop support services including assisted living, aged care and respite • Plan for aging with appropriate housing, residential and aged care options 		
11 2A 2.7	Diversify the economy to provide employment ion mining and beyond	Pursue development of a regional industrial hub with a focus on sustainable waste management and intensive agricultural industries	Participate in regional discussions and initiatives for sustainable waste management	
12 2A	<ul style="list-style-type: none"> • Increase Tourism as an economic Driver 	TBD		

* These Performance Criteria will be reviewed by the parties within three (3) months of the commencement of employment by the Chief Executive Officer and then at the end of each annual performance review (or more often where required).

Total Reward Package and Benefit Details

The position offered on a performance based contract of up to five years with an attractive remuneration package to be set in accordance with the Salaries and Allowances Tribunal Band 4, negotiable within the prescribed range of \$128,226 - \$200,192 per annum.

Salary and benefits are subject to negotiation and may include, but not be limited to, base salary, a vehicle allowance, superannuation, utilities subsidy, professional memberships and development, clothing allowance and FBT.

Please note:

1. 17.5% leave loading on four weeks annual leave is included in the base salary.
2. 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.
3. Council will pay for the reasonable relocation expenses for the successful applicant which includes:
 - Removal expenses for furniture and personal effects;
 - 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.

4. Contemporary, executive standard Shire housing is provided in Boddington.

Applicant Notes

PREPARING YOUR APPLICATION

Applicants who demonstrate that they meet the selection criteria for the position and who, from their written applications, appear to be competitive, will be considered for interview.

Your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications can be either emailed (preferred) or posted but must be received before the advertised closing date.

Email address for applications: jcp.consulting@icloud.com marked 'Private & Confidential - CEO Shire of Boddington' in the subject line.

Postal address for applications: John Phillips, 'John Phillips Consulting', PO Box 1513, TOODYAY WA 6566 marked 'Private & Confidential - CEO Shire of Boddington'.

An application must include all of the following information:

Resume (Curriculum Vitae) which comprises of:

- Personal Details - Name, address, telephone number and email.
- Your education, professional development and training achievements.
- Your work history including employment dates and a summary of your responsibilities and achievements.
- Any activities you have undertaken outside of your employment, which you consider are relevant to the position.

Statements Addressing the Competency Requirements:

The information you provide must be concise and relevant, so that the selection panel can properly assess your compatibility with the role. You must demonstrate that you understand the requirements of the role and that you have the necessary competencies (knowledge, experience and qualifications) to successfully carry out the duties. Applicants who best demonstrate that they meet the competency requirements will be interviewed.

Other Documents

Certified copies of supporting documents should accompany your application so as to avoid loss or damage to originals.

The successful applicant must provide the following to Council prior to appointment:

- a current National Police Clearance
- Substantiated evidence of qualifications

NB: failure to provide either or both of the above will nullify any offer of employment.

References

Applicants must provide the names and contact details of a minimum of two referees in their application. Referees will be those who can comment on recent and relevant experience.

Referee details are to be provided in the knowledge that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Contact Details

Your telephone number and an email address are to be provided so that you can be contacted if you are invited for an interview, or for clarification regarding any information contained in your application.

CERTIFICATION

The attached certification must be signed, dated and provided with the Application.

LATE APPLICATIONS

Late applications will not be accepted.

INTERVIEWS

Interviews will be held within the region or alternatively by electronic communication (eg video link, telephone) if required.

Council will meet reasonable out-of-pocket expenses, including fares, where incurred in responding to an invitation for an interview.

The final decision on the appointment of the successful candidate will be made by the full Council.

CANVASSING OF COUNCILLORS.

The sole contact for any enquiries regarding the recruitment and selection process and/or information required to make an application will be John Phillips (*John Phillips Consulting*). Canvassing of Councillors, including directly approaching any elected member for any reason, will disqualify.

The Shire of Boddington is an equal opportunity employer and provides a smoke free work environment.

Certification

Application for Position of Chief Executive Officer, Shire of Boddington

Declaration, Authorisation and Waiver

I certify that:

- The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail; and
- I understand that the Shire of Boddington 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, or my dismissal if employed.

I authorise the Shire of Boddington, or its appointed agents, to make whatever background checks are considered necessary or desirable 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.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Applicant's Name

Signature of Applicant

Date

Note: Any information obtained by the Shire of Boddington 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.