



LIGHT REGIONAL COUNCIL
CHIEF EXECUTIVE OFFICER
JOB & PERSON SPECIFICATION

2025

JOB SPECIFICATION

POSITION: CHIEF EXECUTIVE OFFICER
REPORTS TO: MAYOR AND ELECTED COUNCIL
EMPLOYMENT STATUS: FIXED TERM CONTRACT (5 YEARS)

Broad scope

The Chief Executive Officer (CEO) is responsible to the Council for providing leadership in implementing Council strategies, plans, policies and decisions, managing the various functions and activities of the Council, overseeing finances, assets, human resources, communications and major projects. Driving economic development and growth across the region in a strategically responsive manner.

Prime responsibilities

- ensuring that all Council policies and decisions are implemented and reasonable action is taken in a timely and effective manner to meet the statutory requirements of relevant legislation and agreed policies of Council;
- ensuring that the Council's human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which meets customer needs and Council requirements, with a focus on continuous improvement;
- assisting and advising the Mayor and Elected Members in developing initiatives for the community benefit;
- working effectively with the Mayor and Elected Members to promote Council and its activities to the broader community in a positive manner;
- working closely with the Council and General Management Team to craft, communicate and implement the overall strategic and business plans for the organisation.

Key result areas

1. leadership, strategic planning and communication;
2. human resource management;
3. financial and asset management;
4. economic development, growth and major projects;
5. stakeholder management and customer service;
6. governance and relationship with Council
7. work health safety

Our Vision, Mission and Values

Vision

“Respecting the past, partnering with our community, and sustainably creating our future”

Mission

To be regarded as an exemplary Council that puts the people of Light first, while creating a place that is also welcoming to visitors. Through the services we deliver, we will provide the basis for a community that can grow sustainably, but always within our environmental and financial means.

Our Values

As a Council we will be guided at all times by:

- Foundation values of respect, honesty, integrity and transparency;
- Showing high performance leadership;
- Having a constant awareness of the community we serve;
- Our need to be viable in financial, environmental and human resources through core principles;
- Striving for quality outcomes;
- A focus on achieving positive environmental, social and governance outcomes from Council's activities.

Light Regional Council is guided by a focus on 'Core Principles' of Growth, Reform, Innovation and Discipline.

These values express how the Council operates, lives, breathes and expresses itself through its daily duties.

Goals

Population

To facilitate population growth within and around the townships capitalising on the existing infrastructure, creating an economic critical mass whilst being mindful of preserving the rural character and heritage within the region.

Employment

To encourage economic development, tourism and cultural industries, sustainable small business and entrepreneurial initiatives in the area to create prosperity and local employment sources.

Physical Infrastructure

To maintain and deliver or cause to be delivered through the release of growth areas, the necessary quality physical infrastructure to accommodate a sustainable growing community in partnership with other spheres of government, neighbouring Councils and the private sector.

Social Infrastructure

To facilitate, deliver or cause to be delivered the required social infrastructure to effectively service the current and future population of the region.

Financial Capital

To generate sufficient capital from; rate revenue growth, the strategic use of debt, asset restructuring, Federal & State Government funding, philanthropic funding assistance, private sector infrastructure contributions and quality 'works-in-kind', in order to accommodate and manage the population growth over the next decade.

Environmental Sustainability

To capitalise on the opportunity to implement more sustainable developments going forward through more efficient use of energy, utilisation of green power alternatives, exploring opportunities associated with carbon trading, storm and wastewater reuse and efficient management of natural resources.

JOB SPECIFICATION

1. Leadership, strategic planning and communication

- 1.1** providing strategic leadership and advice to Mayor and Elected members in regard to important policy formulation;
- 1.2** performing the pivotal leadership role for the Council administration;
- 1.3** Working closely with Council to ensure strategic plans are prepared and implemented;
- 1.4** effectively communicating the Council vision and strategy to all key stakeholders;
- 1.5** ensuring Annual Business Plans are completed and communicated effectively;
- 1.6** preparing long term asset management and financial management plans to ensure Council sustainability;
- 1.7** effectively consulting ratepayers and other key private and public stakeholders in the development of strategic and business plans;
- 1.8** maintaining a continuous review of the Council's progress in attaining the objectives and strategies of Councils endorsed plans;
- 1.9** working with the Council to identify, measure and deliver on agreed annual key performance indicators;
- 1.10** develop positive actions to environmental, social and cultural issues of strategic importance to the future development of the region
- 1.11** model appropriate behaviours to all staff in the organisation.

2. Human resource management

- 2.1** leading, developing, motivating and managing the human resources of Council;
- 2.2** regularly reviewing the organisational structure to ensure it is flexible and appropriate;
- 2.3** contemporary and equal opportunity principles and practices are established and promoted;
- 2.4** recruit and develop people to have the competency and skills to achieve Council's desired business outcomes;
- 2.5** ensure staff appraisals and staff development programs are completed and implemented in accordance with agreed timeframes;
- 2.6** provide a work environment for employees which is safe and encourages motivation and innovation;
- 2.7** ensuring contemporary performance management procedures are in place and adhered to;
- 2.8** reviewing performance, remuneration and conditions for senior management;
- 2.9** monitoring and proactively reviewing HR metrics to inform decisions that affect the workforce;
- 2.10** creating and maintaining a positive, constructive and productive staff culture that embraces continuous improvement;
- 2.11** ensuring a positive, consultative and productive industrial relations environment.

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3. Financial and asset management

- 3.1** ensuring annual and long term financial plans are prepared, monitored and controlled;
- 3.2** completing the annual budgeting process in close consultation with the Finance Manager and General Management Team;
- 3.3** ensuring close monitoring and controlling of budgets following variance analysis to ensure sound fiscal management;
- 3.4** ensuring Council is provided with timely and accurate financial reports to aid key decision making;
- 3.5** ensuring the financial architecture, systems and processes are sound and that technology is effectively utilised;
- 3.6** ensuring long term asset management plans are in place and closely monitored;
- 3.7** ensuring strong and well researched business cases and prudential reports are prepared to support major projects;
- 3.8** ensuring cash flow is monitored and controlled;
- 3.9** ensuring the collection and security of revenues and efficient utilisation of Council funds and assets;
- 3.10** ensuring all commercial activities of the Council have clearly defined financial goals (including rate of return on assets) are in line with stated community service obligations.

4. Economic development, growth & major projects

- 4.1** Continually review the needs and demand for service and develop strategies to better meet these needs;
- 4.2** Explore alternative methods of performing existing and new services and assess whether these methods have the ability to provide improved value for money for the residents of the Council area
- 4.3** ensuring community consultation programs are conducted, analysed and incorporated in the strategic planning process;
- 4.4** providing an overview of the various operational areas of Council and reporting to Council and its committees on a regular and formal basis regarding the progress of Council's operations and major projects;
- 4.5** ensuring major projects are completed in line with time and budgetary constraints and project status regularly monitored and communicated;
- 4.6** improving performance of the Council by proactively embracing best practice and continuous improvement initiatives;
- 4.7** managing the Council's resources and operations in an efficient and effective manner including the development and maintenance of a "contestability" philosophy in regard to both internal and external service provision;
- 4.8** enhancing the Council's systems and technology consistent with the agreed strategic direction of the Council.
- 4.9** providing input to any Commonwealth, State or Local Government initiatives affecting the Council region;

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5. Stakeholder management and customer service

- 5.1** establishing and maintaining quality relationships with local business leaders, educational institutions, community service providers, governmental agencies, individual residents and other customers;
- 5.2** liaising with community organisations, business groups and regional interests as necessary for the achievement of Council's objectives;
- 5.3** responding and initiating as required in regard to media;
- 5.4** ensuring positive relationships are established with appropriate media ;
- 5.5** effectively liaising with local government authorities, the Local Government Association and other government authorities and agencies;
- 5.6** monitoring and responding to customer satisfaction resulting from regular surveys of the community to determine their perceptions on a range of activities in which the Council is providing service;
- 5.7** represent the Council at appropriate events to maintain and if necessary enhance the Council public profile within the community and amongst stakeholders;
- 5.8** ensuring Council activities and initiatives are appropriately promoted and communicated;
- 5.9** addressing public meetings in an effective manner;
- 5.10** promptly and diligently responding to requests for service and advice from the community;
- 5.11** proactively driving, modelling, facilitating and championing a strong culture of customer service with all Council stakeholders.

6. Governance and relationship with Council

- 6.1** developing and maintaining a positive and collaborative working relationship with the Mayor and Elected Members ;
- 6.2** ensuring a high degree of satisfaction with Elected Members in relation to support, guidance, service quality and accuracy of information, recommendations and related matters provided by the CEO and senior management team ;
- 6.3** ensuring Council are provided with comprehensive reports that indicate the status, success and effectiveness of all operations and major projects;
- 6.4** ensure that the Council's statutory and governance obligations are met in a timely and effective manner with appropriate delegations enacted;
- 6.5** monitor corporate risk and report to Council as appropriate
- 6.6** maintain effective operation of key governance control systems e.g. Audit and Risk Committee, WHS, asset management and risk management;
- 6.7** maintain awareness and ensuring organisational compliance with Council policies, procedures and codes in conjunction with legislative obligations;
- 6.8** ensuring Elected Members are provided with appropriate professional development opportunities and services;
- 6.9** ensuring that effective communication and working relationships exist between the Elected Members and the Administration, including attending meetings and regular and effective communication processes.

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7. Work Health Safety

- 7.1** exercise Officer due diligence to ensure Council complies with its Work Health Safety legislative requirements;
- 7.2** ensure a full understanding of legislative Work Health Safety and Injury Management/ Return to Work responsibilities and accountabilities;
- 7.3** ensure a full understanding of Council's Work Health Safety Management System and comply with its Work Health Safety and Return to Work policies and procedures;
- 7.4** ensure direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities;
- 7.5** create a safe working environment which includes physical and psychological safety;
- 7.6** promotes and role models safety requirements for Council and and regularly communicates the importance of organisational safety culture across Council.
- 7.7** take reasonable care of your own safety and ensure your actions do not adversely affect others in the workplace.

PERSON SPECIFICATION

Qualifications

- tertiary qualifications in Management, Business Administration, Accounting, Urban and Regional Planning or other appropriate discipline.
- post graduate qualifications will be well regarded.
- there is a high expectation of appropriate ongoing professional development whilst in the role to ensure the incumbent remains across key policy related developments, industry dynamics and professional disciplines under management.

Experience & knowledge

- It is anticipated that the successful candidate will have gained extensive experience in the management of multi-functioned service organisation, together with extensive experience in the supervision and management of strategy, staff, assets and finances.
- Sound understanding of governance issues as they relate to Local Government coupled with demonstrated experience in effectively dealing with politically sensitive matters.
- Experience in implementing organisational improvement and maintaining positive culture.

Personal qualities

- Shows strong emotional intelligence in effectively managing a range of situations.
- Strong ethics and professionalism in all matters.
- Proactively seeks opportunities to broaden skills, leadership and personal impact.
- Achieves results through being focused and working with the intention of creating results that benefit the stakeholders in any given situation, creating value through accomplishments.
- Motivates others to achieve positive outcomes.
- Fosters an environment that emphasises knowledge sharing and group participation.
- Values, seeks and draws upon a broad range of views before drawing conclusions.
- Able to be their authentic self.
- Models and maintains a positive constructive approach to change.
- Actively lives and demonstrates Council values i.e. Leadership; Environmental and Financial Sustainability; and Respect/Honesty/Integrity in all work activities.
- Pro-actively addresses situations where the values are not being displayed.
- Ability to speak confidently, clearly in a variety of environments.
- Takes an inclusive approach to communication, recognising the diverse needs of internal and external customers.
- Understanding of audience, tone, language through active listening
- Excellent literacy skills
- High emotional intelligence with an ability to build trust, mutual respect.
- Mindful, welcomes diversity, open communication, respecting individual contributions and styles.
- Plan, prioritise and allocate tasks to meet corporate objectives within the required timeframe.
- Leads by example in expected behaviour and performance standards.
- Ability to delegate and supervise completion of projects.
- Displays drive and purpose.
- Proven problem solving and effective decision making.
- Ensures staff are appropriately trained to maintain and develop the skills and knowledge to successfully meet current procedural standards.
- Encourages and acknowledges achievements.
- Being consistent and equitable.
- Strategic focus and alignment.
- Seeks business opportunities.

- Continuous improvement and agile approach to change management.
- Strong strategic, political and commercial acumen.
- Ability to drive organisational initiatives and improvements.
- Has insight into own strengths and development areas and uses this to learn and grow.
- Is open to feedback, including constructive feedback & takes action to address development areas.