



Title: Chief Executive Officer  
Position Number: 5178  
Division: Executive  
Level: Band 2 Council Local Government CEO

## Organisational Overview

Stretching from the banks of the Swan River to the edge of the Indian Ocean, the City of Nedlands is a collection of leafy suburbs with treasured heritage, picturesque parks, and connected communities. It includes the localities of Nedlands, Dalkeith, Mt Claremont, Swanbourne, Karrakatta, and parts of Floreat and Shenton Park.

## Organisational Values

**Partnership:** The City works together for the benefit of the community.  
The City provides consistent, fair and unbiased treatment of the whole community.

**Accountability:** The City conducts its business and all our services in an open, transparent and financially responsible manner.

## Organisational Relationships

**Reporting to:** Council

### Direct Supervision of:

Director Corporate Services  
Director Planning and Development  
Director Technical Services  
Manager Human Resources  
Manager Community Services  
Manager Community Development  
Coordinator Communications and Engagement  
Coordinator Governance and Risk  
Executive Officer

### Indirect Supervision:

All City employees.



## Position Overview

The Chief Executive Officer provides inspirational leadership and commitment to implementing the City of Nedlands' strategic direction. The position is required to:

- Be the primary link and facilitator between Elected Members, community and the organisation with an inclusive, relevant and functional integrated planning framework;
- Shape, communicate and deliver contemporary, cost-effective and environmentally-conscious strategies to drive the achievement of the City's vision in its Strategic Community and Corporate Plans;
- Foster a positive team culture building respect, loyalty and trust with Council and employees of the City;
- Proactively manage physical, human and digital resources to ensure delivery of the City's strategic vision and priorities;
- Deliver positive outcomes for the community, engaging with drive and enthusiasm;
- Deliver accurate, timely and relevant advice to the Council so that informed decisions can be made and promote good governance practices.
- Strive for a strong and sustainable long term financial position.
- Comply with all statutory and regulatory requirements in the *Local Government Act 1995* (WA) and other relevant legislation.

The Chief Executive Officer will apply Council's strategic vision into action to contribute to the enhancement of the community's wellbeing.

## Position Objectives

### Leadership

- Demonstrate a commitment to customer service excellence, ensuring that a strong customer service ethic is built and maintained throughout the City to meet the needs of the community.
- Lead and build a strong Executive Team, inspiring positive working relations and a climate of trust, confidence and teamwork.
- Promote and facilitate organisational decision-making processes which are well managed, transparent, accountable and financially responsible.



- Provide leadership in organisational change, demonstrating a commitment to continuous learning and improvement.
- Promote opportunity, equality and personal development for employees to ensure the City has the capability and capacity to deliver its strategic objectives.
- Foster culture of innovation and use of innovative resources in all City services

### **Strategic Delivery**

- Provide clear leadership and strategic direction to the organisation to ensure that systems and structures are in place to effectively and efficiently deliver high levels of performance and the achievement of the City of Nedlands priorities.
- Drive the development and implementation of the City's Integrated Planning and Reporting Framework, ensuring that strategic opportunities are identified, performance is evaluated and a robust reporting system is in place.
- Promote the vision of the City's Strategic Community Plan both internally and externally.
- Encourage a sense of ownership of the City's Integrated Planning and Reporting Framework across the organisation and inspire and motivate employees to develop the confidence and commitment to achieve objectives and outcomes.

### **Governance**

- Provide clear, unbiased and transparent advice to Council to ensure high quality decision-making in line with the strategic direction of the City.
- Drive the effective governance of the Council and the legality, probity, integrity, accountability and scrutiny of its decision-making processes.
- Promote collaborative working relationships both internal and external to Council, ensuring effective communication between the Mayor, Councillors, the organisation and the community.

### **Stakeholder Management**

- Develop productive relationships with key government representatives and other stakeholders to create and leverage opportunities that will achieve the vision of the City of Nedlands.
- Promote and facilitate effective community participation and consultation processes within the City of Nedlands.
- Build and maintain positive relationships with community, based on respect, commitment and transparency.
- Represent the City of Nedlands on various external committees and networks.



## Resource management

- Drive the implementation of an integrated financial planning process that contributes to the long-term financial sustainability of the City of Nedlands.

## Selection Criteria

\*Note – all requirements are essential unless otherwise stated

- Tertiary qualifications (minimum Bachelor's degree or recognised equivalent) in a relevant discipline.
- Executive level experience in a complex, multi-disciplinary organisation.
- Significant demonstrated experience in the successful development and implementation of strategic and operational plans and contemporary performance improvement strategies.
- Demonstrated success in leading high performing teams and in implementing a process of ongoing culture and leadership improvement in a large and diverse organisation.
- Demonstrated capacity to carry out the functions of the CEO of a Local Government as described in Section 5.41 of the Local Government Act 1995 and provide high level, quality advice to Council.
- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Demonstrated ability to work collaboratively with Elected Members and influential stakeholders in achieving outcomes for the community.
- Demonstrated understanding of continuous quality improvement, environmental sustainability principles and a commitment to customer focus.
- Sound understanding of the issues pertinent to Local Government, including political, legal, social, economic, planning and environmental.

## Other

- Current 'National Police Certificate'



### Extent Of Authority

- Delegated authority as determined by Council, to manage Council's services, functions and expenditure
- Accountable for Organisational efficiency and effectiveness
- Position operates within the limits of Council Policy, Council resolutions, Delegated Authority and requirements of relevant legislation
- Position operates independently from supervision and problem solving and is performed using own initiative within Council Policy

### Certification

Approved by: Insert Authorising Officer's Title Authorised by: SHELLEY METTAM

Manager Human Resources Signature: [Signature]

Date Reviewed: 27 February 2024