

YARRIAMBIACK CEO – KEY SELECTION CRITERIA

Yarriambiack Shire Council has identified the following critical success factors for the performance of its new Chief Executive Officer. These are the skills, competencies and outcomes the Council seeks in its Chief Executive Officer. These are the things the Council wants the Chief Executive Officer to be “**very good at**”!

There are five (5) broad KPI's that will be our key selection criteria. They are:

- Leadership
- Business Management
- Relationship Management
- Strategic Leadership
- Good Governance

Leadership

Yarriambiack Shire Council employs about one hundred people. The Shire's ability to recruit, train, develop, retain and promote high calibre employees is critical to its long term success.

The Chief Executive Officer will:

- (a) **Model the behaviors** that will bring organizational success
- (b) **Empower** and **motivate** employees, make employees feel valued and needed and be entirely comfortable adopting an empowering and delegating model of leadership
- (c) Be a highly visible leader who generates **enthusiasm** in the workplace and who **strongly connects** with employees around shared work values and goals
- (d) **Develop** employees so that they can contribute to Yarriambiack's success to their **maximum potential** and can be the **best they can be**
- (e) Ensure high levels of **accountability** throughout the organization
- (f) **Align the skills and the structure** of the organization with the tasks or mission to be achieved

Business Management

Yarriambiack Shire Council delivers a wide range of quality services. It must strive for high levels of efficiency and effectiveness.

The Chief Executive Officer will:

- (a) Deliver the outcomes established in the **Council Plan** in accordance with each year's priorities
- (b) Demonstrate high levels of financial acumen, deliver the Annual Budget and ensure budget variations are **explained** and **managed** to achieve sound “bottom line” results

- (c) Ensure the ongoing implementation of a robust, **long term** financial strategy that will accommodate Rate Capping and secure the Shire's long term **financial sustainability**
- (d) Ensure that services and programs are consistently delivered to previously agreed standards and expectations and ensure the organization reviews the business systems and processes which deliver such services, creating a very strong organizational focus on the **importance of efficient local services**
- (e) Create high levels of **Financial Literacy** across the organization
- (f) Manage the **significant risks** that confront the Shire
- (g) Understand and support effective **Asset Management** at Yarriambiack

Relationship Management

Good working relationships between people are fundamental to achieving progress at Yarriambiack Shire Council.

The Chief Executive Officer will:

- (a) Build **respectful relationships** with Councillors characterized by relevant and timely communications, accessibility, fairness and impartiality
- (b) Establish and nurture strong relationships with Community **stakeholders**, local organizations and volunteers
- (c) Be a strong and effective **communicator**
- (d) Build a strong **identity** and be highly **visible** in the various Yarriambiack communities and demonstrate strong **community mindedness**
- (e) Develop **strategic alliances** at a regional, State and sometimes Federal Government level which are characterized by particularly **strong advocacy**, sound working relationships, mutual respect and effective outcomes for the Shire, irrespective of the politics of those in positions of power
- (f) Demonstrate very high levels of **Emotional Intelligence**, by being very approachable and at **ease and effective** in a variety of business and social settings in the Shire

Strategic Leadership

Good strategy is about doing the right thing at the right time. It is about priorities.

Leadership is the process of creating unity around a purpose, a direction, shared values and ideals.

As a strategic leader the Chief Executive Officer will:

- (a) Build a **cohesive executive** team which is **strongly aligned** to Council's goals
- (b) Provide the Council with **quality, timely, frank advice** on those key issues and projects which have the potential to significantly impact on the Shire's future

- (c) **Anticipate** issues, events and trends before they impact on Council and develop appropriate strategic responses
- (d) Understand global issues and foster appropriate **local responses**
- (e) Demonstrate high level **problem solving skills, negotiation skills and conflict resolutions skills**
- (f) Be prepared to **innovate and demonstrate creativity** in the pursuit of results
- (g) Build a deep understanding of the **unique social and economic circumstances** of the many communities that comprise the Shire of Yarriambiack
- (h) Lead the development of **economic growth strategies and programs** which not only build on the Shire's traditional economic strengths in agriculture but seek to **further diversify** the local economy
- (i) Ensure that the organization adopts **facilitative approaches** to its regulatory functions so that it encourages and fosters economic development opportunities

Good Governance

Yarriambiack Shire Council's reputation as a high quality democratic Local Government will ultimately depend on the quality of its governance processes.

The Chief Executive Officer will:

- (a) Ensure the organization understands the complex role Councillors play as **democratically elected representatives** and develops processes and protocols which support Councillors
- (b) Ensure that **ethical behaviors** are at the forefront of considerations by Councillors and staff and provide a personal example of an ethical leader
- (c) Ensure the quality of the Shire's **community engagement** is high by embedding community engagement skills and practices as part of the organizational culture at Yarriambiack Shire Council
- (d) Provide Council with high quality information, underpinned by evidence, analysis and options so that Council can make **informed, timely decisions**
- (e) Provide appropriate **pathways** for Councillors to progress the issues they bring to their roles
- (f) **Protect, promote** and **enhance** the wider reputation of the Council
- (g) Be highly effective in dealing with **media**
- (h) Provide **support and advice for the Mayor** and form a strong partnership with the Mayor of the day