



## POSITION DESCRIPTION

# EXECUTIVE OFFICER

### POSITION DETAILS

<b>Position No.</b>	000763	<b>Department</b>	Executive Services
<b>Employment Status</b>	Ongoing full time	<b>Location</b>	Civic Centre
<b>Unit</b>	Executive Management	<b>Classification</b>	Exec Officer Level 2

### POSITION OBJECTIVE

As an Executive Officer at Kingborough Council, the position plays a pivotal role in supporting the Executive Leadership Team in crafting and implementing the organisation's strategic and operational plans, developing and delivering a continuous improvement culture, and ensuring alignment with the Council's political direction and vision.

Responsibilities include:

- Facilitating the clarity and coherence of strategic initiatives across the organisation, while actively overseeing and monitoring key projects to ensure they are executed efficiently and effectively.
- Supporting members of the executive leadership team develop and execute initiatives and communicate effectively and consistently across the organisation.
- Upholding high standards of leadership, maintaining rigorous oversight, ensuring accountability in all activities within the Council.

### KEY FUNCTIONS AND RESPONSIBILITIES

#### Planning Processes and Leadership

- Coordinate business planning, and performance reporting, ensuring alignment between all departments.
- Support significant strategic, operational, and cultural agendas, enabling leaders to navigate through change, uncertainty and risk. Provide strategic coordination and leadership during critical projects and changes.
- Execute and maintain strategic, operational, and project plans, providing regular updates to guide decision-making and support organisational aims.
- Anticipate, triage, and de-escalate emerging risks, ensuring quality delivery of advice and effective issues management to protect the organisation's reputation and efficiency.
- Support and contribute to rigorous, evidence-based analysis to inform strategic decisions, providing actionable advice to the CEO and Executive Leadership team.

- Leverage networks to exchange business insights and integrate internal and external perspectives into Council strategies and policies.

### **Operational Excellence and Improvement**

- Promote a “can do” corporate culture that delivers quality customer/community service, encourages innovation, and has high standards of accountability.
- Provide leadership that encourages a proactive and progressive attitude and culture within the organisation, and a commitment to making the organisation a desirable place to work.
- Assist with the development of a continuous improvement framework and Key Performance Indicators.
- Collaborate with the Executive Leadership Team, Managers, and internal stakeholders to identify opportunities for business improvement, including both process and service delivery improvements, and through the improved use of technology and human resources.
- Develop and maintain special interest groups or communities of practice across the organisation to improve collaboration, consistency of practice, and develop operational improvements.

### **Stakeholder Management and Communication**

- Build and maintain positive relationships within the Council and with external stakeholders where required.
- Oversee Council’s complaint management framework and support positive issue resolution.
- Maintain oversight of internal communication frameworks and support the Executive Leadership Team with effective key message communications
- Develop and support impactful communications tailored to meet the needs of key stakeholders, ensuring clarity and alignment with organisational goals.

### **Executive Leadership Team Member**

- Risk Management: Identify, assess, and mitigate risks to the organisation.
- Legal and Compliance: Ensure adherence to relevant laws, regulations, and policies.
- Culture: Uphold high standards, adhering to organisational values and behaviours, and championing a positive culture across the organisation.
- Change Leadership: Be a positive contributor to change leadership across council.
- Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself, your reports or others in the workplace. To comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

### **Corporate Governance and Administration**

- Develop and maintain Council policies in relation to corporate governance.
- Manage processes associated with issuing financial and statutory delegations to staff.
- Coordinate Council’s Corporate Calendar and meeting cadence with support from the Executive Assistant.

- Support the CEO and Executive Leadership Team with administrative functions as required.

## **ORGANISATIONAL RELATIONSHIPS**

### **Reporting Relationships**

1. **Internal** – This position deals with staff from across the organisation and elected members. The position works closely with other members of the Executive Leadership and Management Teams.
2. **External** – Community, customers, contractors, other Local Government organisations, Government agencies and vendors.
3. **Direct Reports** - This role reports to the Chief Executive Officer.

**Authority and accountability:** This position provides a professional advisory role on major areas of policy and key issues of significance in the organisation.

**Judgment and problem solving:** This position is responsible for the resolution of problems which require highly analytical reasoning and integration of wide-ranging and complex information. A high level of independence is required in determining the resolution of issues.

## **SKILLS, KNOWLEDGE AND EXPERIENCE**

### **Essential**

- Proven experience in administrative management within a complex organisation.
- Demonstrated business planning and policy development skills.
- Training or experience in continuous improvement disciplines.
- Excellent project management and organisational skills.
- Strong communication and interpersonal skills.
- Ability to build and maintain effective relationships with stakeholders.
- Demonstrated high-level critical thinking and problem-solving ability with the capacity to solve complex and diverse issues in a timely and professional manner.
- Ability to operate in a complex political environment.

### **Licences**

- Current unrestricted motor vehicle driver's licence.
- A satisfactory National Police check is required.
- Working With Vulnerable People Registration is required.

### **Desirable**

- Experience working in local government and broad understanding of associated regulatory functions, business processes and ICT business systems.

## **Disclaimer**

This position description outlines the primary responsibilities and requirements of the position. It is not exhaustive and does not restrict the organisation's right to assign additional duties.