

Executive brief for the role of **Chief Executive Officer**



Exciting Opportunity: Chief Executive Officer

The City of Holdfast Bay is seeking an accomplished local government leader who can work alongside Council's Elected Members in advancing a progressive strategic vision for the city's future.

Our vision is:

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

We are the destination of choice for a million visitors each year with Glenelg being the premier coastal spot in metropolitan Adelaide. Council has made a commitment to deliver one of the biggest projects it has undertaken – the multi-stage, \$40 million transformation of Jetty Road, Glenelg. This is an investment in the future economic growth and prosperity for the entire Holdfast Bay area.

We are seeking an experienced leader who will work with multiple stakeholders delivering this major infrastructure project.

Our community cares about their heritage, environment and the services they enjoy. Our Strategic Plan, Our Holdfast 2050+, identifies three focus areas for the city: Wellbeing, Sustainability and Innovation. More than 185 council staff are proud to work for the City of Holdfast Bay and look for an inspirational people leader to drive the ongoing business and service delivery improvements to the community.

The City of Holdfast Bay is the trustee of Alwyndor – a much loved and highly regarded aged care residential facility with extensive Support at Home

services. The Alwyndor General Manager oversees 500 staff, reports into the City of Holdfast Bay Chief Executive Officer and is advised by the Alwyndor Management Committee.

We are looking for a leader with proven experience in local government, leading multiple business sectors, who can demonstrate successful delivery of organisational transformation and complex capital projects.

If you are an authentic and strategic leader who is ready to drive innovation and delivery on the Strategic Plan, Our Holdfast 2050+, we invite you to apply and help shape the future of Holdfast Bay.

Key supporting documents:

- [Strategic Plan - Our Holdfast 2050+](#)
- [Annual Business Plan 2024-2025](#)
- [Long-Term Financial Plan 2024-34](#)



Organisational chart



Position Description Chief Executive Officer

Position Objective

Responsible for the leadership, development and management of human, physical and financial resources to fulfil Council's strategic and business objectives, including transformation. Will lead initiatives which benefit the community, enhance city vitality, build a prosperous and efficient economy, sustain a rich environment, and develop a successful culture. Oversee the development and management of the residential, community and therapy services of Alwyndor.

Reporting Relationships

- This position reports to the Mayor and Elected Members.
- The following report directly to the position:
 - » General Manager, Strategy and Corporate.
 - » General Manager, Assets and Delivery.
 - » General Manager, Community and Business.
 - » General Manager, Alwyndor.
 - » Project Manager, Transforming Jetty Road Glenelg Project.
 - » Executive Officer and Executive Assistant to the Mayor.

Key Performance Indicators

- Annual performance review process undertaken with measurable goals aligned to role requirements that demonstrate:
 - » Stakeholder, Mayor, Elected Members and customer relationships are led with eQ and a customer-first mind-set.
 - » High degree of satisfaction with Council members in relation to support, guidance, service quality and accuracy of information, recommendations and related matters.
 - » Create confidence and build credibility with the Mayor and Elected Members.
- Improve staff engagement.
- Working collaboratively with the Mayor, Elected Members and members of the Senior Leadership Team to achieve actions of Our Strategic Plan, Our Holdfast 2050+ with 85% delivery on Annual Business Plan target goals.
- WHS/Risk Strategic Plans and Programs are in place and met.
- Long term financial and asset management plans are in place to ensure Council sustainability by achieving:
 - » An operating ratio of 0 – 10% over a five year period.
 - » A net financial liabilities ratio of less than 100%.
 - » Reliance on rate revenue within the range of 70 – 75%.
- Improve our asset sustainability ratio to be within the range of 90 – 110% over a five year period.
- Council resolutions are implemented within specified timeframes.
- Improve customer experience of council services.
- Decrease carbon emissions from council operations.

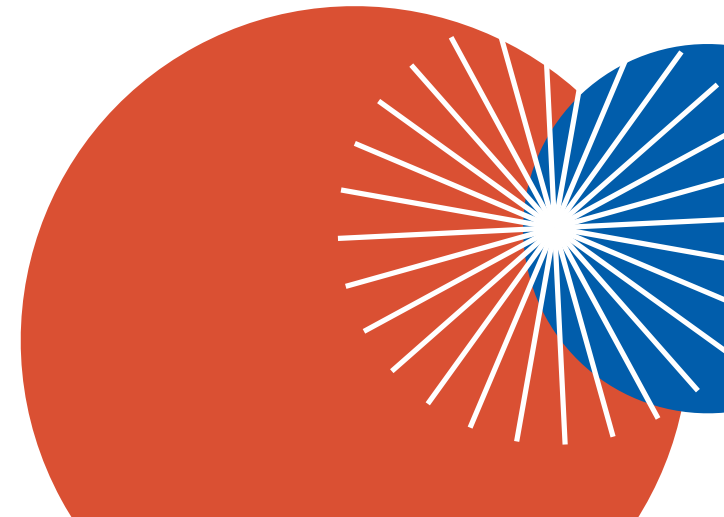
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People and Culture

- Demonstrate positive leadership capabilities which result in building relationships, empowering others, embracing challenges and delivering on promises.
- Effectively communicate the Council vision and strategy to key stakeholders.
- Attract, engage and retain skilled staff to deliver high performance.
- Set clear, measurable individual objectives and hold people accountable for these.
- Build and foster effective relationships with both internal and external stakeholders including local businesses, education institutions, community service providers, individual residents and other customers.
- Ensure effective communication is undertaken to engage the needs of reporting staff, internal and external key stakeholders including volunteers.
- Be an example of service excellence in a customer-centric culture, which empowers team members to strive for exemplary performance.
- Engage with and provide high quality advice to the Mayor, Elected Members, Committees of Council and the Senior Leadership Team.
- Liaise with community organisations, business groups and regional stakeholders as necessary for the achievement of Council's objectives.
- Ensure effective relationships are established with local media and respond and initiate as required.
- Provide input to any Commonwealth, State or Local Government initiatives affecting the city.
- Effectively liaise with Local Government authorities, as well as other government authorities and agencies.
- Represent the Council at relevant events to maintain and enhance Council's public profile and reputation within the community and among stakeholders.
- Monitor and respond to customer satisfaction and quality of life surveys of the community to determine their perceptions on a range of activities in which the Council is providing service.

Systems and Processes

- Provide Council with a suite of reports that indicate the status, success and effectiveness of all operations and major projects linked to the strategic pillars.
- Ensure strategic, annual business, and long term financial and asset management plans are prepared and implemented.
- Report regularly through the Corporate Management Reporting system on strategic, operational and major projects to ensure they are delivered on time and within budgetary constraints.
- Proactively lead and influence organisational change based on Council's strategic and business plans.
- Ensure a positive and productive industrial relations environment through the development and implementation of appropriate agreements and frameworks.
- Ensure the annual budgeting process is completed in close consultation with the Senior Leadership Team, Leadership Team and Finance Services.
- Ensure close monitoring and controlling of budgets following variance analysis to ensure sound fiscal management.
- Ensure the identification and management of areas of risk to Council and to Alwyndor.



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Quality and Cost

- As the Responsible Officer, take reasonable steps to ensure Council complies with all its obligations under the Work Health & Safety Act 2012 and the accompanying regulations and associated legislation.
- Ensure Alwyndor complies with all its obligations under the relevant Acts.
- Ensure strong and well researched business cases are prepared to support major projects.
- Ensure cash flow is monitored and controlled.
- Ensure the collection and security of revenues and efficient utilisation of Council funds and assets.
- Ensure all commercial activities of the Council have clearly defined financial goals (including rate of return on assets) and are in line with stated community services obligations.
- Ensure the efficient and effective management and monitoring of Council's operating revenue and expenditure.

Development

- Explore and expand individual capabilities and opportunities as related to the role – both technically and in leadership/people management.
- Actively listen to the needs, concepts and ideas of peers, the community and customers.
- Ensure Professional Development and Reviews (PDRs) are completed on an annual basis for reporting staff which includes meaningful and achievable goals.
- Facilitate personal and professional development of reporting staff.
- Generate opportunities for reporting staff to innovate via creative based problem solving.

Qualifications

- A tertiary qualification in a relevant industry or equivalent experience – **essential**.
- Holds a Master of Business Administration – **highly desirable**.
- Holds an unencumbered Australian drivers licence – **essential**.

Experience and Knowledge

- Experience in government, particularly Local Government – **essential**.
- Experience in the leadership and management of a multi-functioned service organisation – **essential**.
- Experience in resource management and leading individuals to deliver quality outcomes – **essential**.
- Experience in strategic planning, business transformation and evaluation and continuous improvement activities – **essential**.
- Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation, particularly the Local Government Act 1999 (SA) and associated operations – **essential**.
- Experience managing a large budget and value-driven financial outcomes – **essential**.
- Experience in leading services or organisations through change and achieving results and outcomes – **essential**.
- Experience in leadership and oversight of transformational and major capital works projects – **highly desirable**.
- Experience working with and being privy to sensitive and confidential information – **essential**.
- Knowledge of the aged care system and current reforms – **desirable**.
- Experience with the Technology 1 suite of applications – **desirable**.

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Personal Capabilities

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**.
- Ability to work effectively with Elected Members, stakeholders and the local community.
- Ability to motivate employees to work positively and collectively to meet community demands and enhance service delivery.
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, negotiation and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment.
- Ability to share information and expertise freely.

Leadership Capabilities - essential

- **Accept Responsibility** – Take responsibility and deliver on our promises.
- **Relationship Driven** – Build positive relationships.
- **Innovate and Change** – Lead change and embrace new ideas.
- **Strategic Focussed** – Create and communicate a clear vision.
- **Empower Others** – Support people to be their best.

Work Health and Safety Responsibilities

- Take a leadership role in the WHS program of improvements.
- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

Our Values

As a value based organisation, we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our community.
- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

More information

Discover more about the City of Holdfast Bay
holdfast.sa.gov.au

How to apply

Applications can be made to careers@holdfast.sa.gov.au
Confidential enquiries can be directed to
Sharon Wachtel, General Manager, Strategy and Corporate
on 0401 674 340.