

CHIEF EXECUTIVE OFFICER, CITY OF CANNING

Thank you for your enquiry regarding the above position. I am pleased to enclose a copy of the Position Description.

For further information on the City of Canning, please review their website <https://www.canning.wa.gov.au/> which contains comprehensive information about the City.

In terms of your written application, our preference is for:

- A covering letter confirming your interest in being considered for the position;
- Comprehensive curriculum vitae which includes complete details of your employment history and academic and professional qualifications;
- Although a formal response to, or “statement addressing” the selection criteria is not necessary, if you wish to provide any additional information to support your application, then please feel free to do so.

Intending applicants should be aware that the City may request Lester Blades to conduct or request for the preferred candidate(s):

- A pre-employment medical examination;
- A National police clearance;
- Formal verification of employment history and detailed reference checking with past employers;
- Formal verification of all claimed tertiary and other qualifications as well as professional memberships and membership of committees or Boards;
- A psychometric appraisal.

We will not undertake or request any of the above without your prior knowledge and permission.

Applications should be lodged at the offices of Lester Blades. Our preferred method of lodgment is by email in MS Word format to applications@lesterblades.com.au

Applications close 5.00pm WST Monday, 19 April 2021.

Again, thank you for your enquiry. Please contact me direct if I can offer any further assistance.

Yours sincerely,

Geoff Blades,
Partner
Lester Blades Executive Search & Board Advisory

Position Description

Position Title	Chief Executive Officer
Position Number	5235
Program	Office of the CEO
Sub-Program	Office of the CEO
Industrial Instrument	
Classification/Banding	SAT Local Government CEO - Band 1
Reports to	City of Canning Council through the Mayor.
Reporting positions	Director Commercial and Corporate, Director Community, Director Development, Director Environment, Manager Marketing and Communications, General Counsel
Primary Location	Administration Building, 1317 Albany Hwy, Cannington <i>Or any other location as required by the City</i>

Vision and Values

Vision

City of Canning: a welcoming and thriving city

Values

The City of Canning's core values are:

- **Authentic** Build genuine relationships
Be responsible in our actions and commitments
- **Resilient** Embrace challenges to encourage our people to thrive
Support each other's well-being
- **Creative** Share our innovative thinking
Have the courage to welcome and try new ideas
- **Collaborate** Work together as one team
Share our success and knowledge to thrive

Position Overview

The CEO provides strong, strategic leadership to the Administration in its delivery of Council decisions and policies and in the achievement of the vision for Canning to be a welcoming and thriving City.

Position Objectives

1. Drives, develops and executes the City's Strategic Community Plan, Corporate Business Plan and other strategies and plans to deliver outcomes.
2. Provides strategic leadership of the highest order to the Executive team and administration.
3. Ensures sound governance practices, including delivery of the Council's Financial Plan, Asset Management Plan and Annual Budget. Ensures adherence to relevant accounting and reporting standards.
4. Ensures the City's long term financial sustainability.
5. Manage Council's commercial activities to ensure that any commercial services provided by Council are promoted effectively and operate within the budget set by the Council.
6. Role models ethical behaviour of the highest order.
7. Develops and leverages productive relationships for the benefit of the Canning community.
8. Provides counsel and guidance to Elected Members in the discharge of their duties, and promotes good governance practices.
9. Ensures their own ongoing professional development by attending training and development programs including relevant conferences and seminars.
10. Remain informed on contemporary management practices and best practice.

Corporate Responsibilities

Employees:	This role directly leads a team of 6 (six).
Budget:	<p>Council adopted budget</p> <ul style="list-style-type: none"> • Authorised to approve budget expenditure as per the Delegation Register
Delegations:	<ul style="list-style-type: none"> • Authorised to sign documentation within established Policy • Authorised to sign correspondence in accordance with established Procedure
Code of Conduct:	All employees are responsible for adhering to City's Code of Conduct and the policies and procedures and CEO Instructions that support it.
Workplace Health and Safety:	The City of Canning is committed to ensuring the health and safety of all who come into contact with our works. All employees have responsibilities and accountabilities which are identified as part of the terms and conditions of your employment.
Equal Opportunity:	The City of Canning is committed to equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

1. Substantial experience in a similar position successfully leading an organisation of a similar size or larger.
2. Demonstrates a strong, transformational, visible leadership approach in building a constructive and ethical organisation culture which demonstrably values innovation and continuous improvement, and successfully embraces large scale change.
3. Strong commercial acumen and financial management experience with substantial experience in managing a significant portfolio of physical and financial resources, and other assets.
4. Executive level experience in managing corporate governance, compliance and accountability.
5. Highly developed and demonstrated strategic thinking, conceptual and analytical skills with a strong focus on values-based organisation performance. Demonstrated ability to leverage qualitative and quantitative data, apply sound judgement and make good decisions. Strong and demonstrated ability to advocate and negotiate to successful conclusions on complex, highly sensitive matters.
6. Outstanding verbal and written communication and interpersonal skills; a strong and competent approach to building and maintaining respectful, productive relationships, with sound listening skills.
7. Demonstrated behaviours which align with the City's values and demonstrates the highest standards of integrity, honesty, prudence and ethics.
8. Post graduate qualifications in a relevant discipline are highly desirable, together with extensive experience combined with formal executive learning and development.