



## Mid North Coast Joint Organisation Executive Officer Position Description

<b>Employer:</b>	Mid North Coast Joint Organisation
<b>Employment:</b>	Contract Term (To Be Advised)
<b>Date of approval:</b>	5 December 2018
<b>Joint organisation website:</b>	TBA
<b>Reportable to:</b>	Mid North Coast Joint Organisation Board and Chairperson

### Joint organisation overview

The Mid North Coast Joint Organisation (MNCJO) was proclaimed as a joint organisation under the *Local Government Act 1993*.

The Mid North Coast Joint Organisation (MNCJO) represents a new way for its member councils to work together for the benefit of the region. The MNCJO has three members, being Bellingen Shire Council, Kempsey Shire Council and Port Macquarie-Hastings Council. Together the Councils cover an area of 8,658 square kilometres and a population of approximately 121,000 people.

### Primary purpose of the position

The primary purpose of the position is to fulfil the obligations of the executive officer as defined by the *Local Government Act 1993* and its associated Regulation and any other responsibilities delegated by the joint organisation board.

This position will help set the pace by driving early success and explore new ways of working between communities and local and State government to promote regional leadership and cooperation.

The executive officer will also:

- lead management of the MNCJO
- be directly accountable to the board for the performance of the MNCJO
- progress regional strategic planning and priority setting
- drive improvements to the way local and State governments work together
- provide regular reports to the board on current regional matters
- ensure efficient collaboration and engagement with State government agencies to deliver on strategic regional planning priorities.

### Key accountabilities

The executive officer will work with the board by:

- providing high quality executive management, leadership and professional advice on organisational planning and development
- providing advice to the board on emerging issues with significant regional impacts
- identifying and escalating issues to the board where required to ensure they receive appropriate and timely attention
- advising the board and the chair on policy matters
- providing an interface between the board and employees.

### Manage the organisation

The executive officer will:

- provide strategic input and facilitate the development of strategic planning and prioritisation
- ensure MNCJO complies with its legislative responsibilities
- manage the organisation in a cost-effective and operationally-efficient manner consistent with MNCJO policies and strategic plans
- provide financial management, including proper management of the MNCJO assets
- manage people and staff.



## Stakeholder management

The executive officer will:

- develop, manage and maintain strong partnerships with key regional contacts and stakeholders to ensure delivery of the MNCJO's strategic regional priorities
- maintain a high level of knowledge of regional issues and priorities to facilitate communication and negotiation with key agencies, and anticipate and respond to problems
- facilitate and foster cooperation, information exchange and resource sharing among the MNCJO member councils
- provide informed advice to board members and member councils on issues that have significant regional impacts
- support development of policies and strategies to capture opportunities and achieve a positive outcome for the region
- be the spokesperson for the MNCJO, subject to relevant policies and in consultation with the chairperson of the board
- develop and maintain board contacts with government agencies and other organisations relevant to achieving MNCJO's objectives.

## Advocacy and collaboration

The executive officer will:

- ensure MNCJO maintains a regional profile as the leading local government advocate for the region
- maintain diplomatic, constructive and positive relationships and partnerships with MNCJO members, Members of Parliament, Parliamentary Secretaries, Ministers, government agencies and the wider regional community
- collaborate and engage with agencies to ensure that the MNCJO is an effective forum to work with State and local government to deliver core strategic regional priorities, infrastructure and services that matter most to the community
- liaise with agencies on issues of regional significance as needed to gain State and Federal government commitment to MNCJO strategic regional priorities.

## Role dimensions

### Decision making

The executive officer operates at a high level of intergovernmental engagement, collaboration and

advocacy and is fully accountable for the accuracy, validity, balance and integrity of professional advice and the role performed on behalf of the MNCJO and member councils.

### Reporting Line

The executive officer reports to the joint organisation between board meetings and board members at monthly board meetings.

### Budget/expenditure

- Expenditure that is identified within the annual budget adopted by the board, or variations to the budget approved by the board or project committees.
- Expenditure not identified in the budget up to a limit to be determined on any one item.

## Key challenges

- Establishing a new organisation.
- Building and maintaining strong working relationships with internal and external stakeholders in a new and evolving political framework for regional cooperation.
- Building a regional profile and achieving and sustaining measurable regional outcomes consistent with the joint organisation's adopted strategies.
- Identifying future development opportunities for the MNCJO.
- Maintaining diplomatic, constructive and positive relationships and partnerships with member councils, Members of Parliament, Parliamentary Secretaries, Ministers, government agencies, the wider regional community and other joint organisations.

## Role requirements

### Essential

- Appropriate tertiary qualifications or equivalent in a related discipline such as business, economics, government relations and/ or an alternative qualification with extensive relevant work experience.
- Proven leadership and management experience within the public, private or not-for-profit sectors.
- Knowledge and understanding of the financial, economic, environmental and social regional issues and drivers facing joint organisation member councils, governments, agencies and communities.
- Experience working in a complex political environment.
- Class C driver's license.



## Capabilities for the role of Executive Officer

The **Local Government Capability Framework** describes the core knowledge, skills and abilities, and other attributes that provide a common foundation for developing position descriptions, recruitment, managing performance, capability development, career planning and more broadly workforce planning in the sector

It sets out clear expectations about performance by identifying what applicants need to do to succeed in the role.

Below are the levels that will apply to this executive officer position.

At least one focus capability should apply to each capability group and are those capabilities judged as most important. There should be a minimum of four and a maximum of 10 focus capabilities.

### Local Government Capability Framework

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage self	Highly Advanced
	Display resilience and adaptability	Advanced
	Act with integrity	Highly Advanced
	<b>Demonstrate accountability</b>	<b>Highly Advanced</b>
 <b>Relationships</b>	Communicate and engage	Highly Advanced
	Community and customer focus	Advanced
	<b>Work collaboratively</b>	<b>Highly Advanced</b>
	<b>Influence and negotiate</b>	<b>Highly Advanced</b>
 <b>Results</b>	Plan and prioritise	Advanced
	Think and solve problems	Highly Advanced
	<b>Create and innovate</b>	<b>Highly Advanced</b>
	<b>Deliver results</b>	<b>Highly Advanced</b>
 <b>Resources</b>	<b>Finance</b>	<b>Advanced</b>
	Assets and tools	Advanced
	Technology and information	Advanced
	<b>Procurement and contracts</b>	<b>Highly Advanced</b>
 <b>Workforce Leadership</b>	Manage and develop people	Highly Advanced
	Inspire direction and purpose	Highly Advanced
	Optimise workforce contribution	Highly Advanced
	<b>Lead and manage change</b>	<b>Highly Advanced</b>



## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruitment. That is, the ones that must be met at least to a satisfactory level for a candidate to be suitable for appointment (see example below).

### Local Government Capability Framework

Group and capability	Level	Behavioural indicators
<b>Personal Attributes</b> Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> <li>• Acts in the public interest at all times</li> <li>• Is prepared to act and take ownership for difficult decisions</li> <li>• Supports and stands by people in the organisation who have made an honest mistake</li> <li>• Creates a climate in which people feel supported to take responsibility for outcomes</li> <li>• Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks</li> </ul>
<b>Relationships</b> Work Collaboratively	Highly Advanced	<ul style="list-style-type: none"> <li>• Communicates the expectation of collaboration across the organisation</li> <li>• Celebrates successful outcomes of collaboration across the organisation, region and sector</li> <li>• Establishes systems, structures and practices to facilitate sharing and learning across the organisation, region and sector</li> <li>• Develops respectful relationships with stakeholders who hold different, even directly conflicting, views</li> <li>• Sets a tone of inclusiveness and an expectation that all staff respect diversity in people, experiences and backgrounds</li> </ul>