

# Deputy Chief Executive Officer

Located in Pormpuraaw, Pormpuraaw Aboriginal Shire Council (PASC) has an opportunity for a permanent full time **Deputy Chief Executive Officer** to join our team.

# About the role

Reporting to the Chief Executive Officer, The Deputy Chief Executive Officer (DCEO) supports the Chief Executive Officer through overseeing the work of Pormpuraaw Aboriginal Shire Council (PASC), providing leadership across the organisation to ensure that internal governance, planning, policies and systems are fit-for-purpose and support the successful delivery of the operational and strategic direction of PASC through:

* The development, implementation and management of Governance at PASC;
* Effectively managing PASC’s corporate governance and compliance with relevant legislation and regulation;
* Communicates and promotes relevant policies and procedures within PASC;
* The effective leadership of PASC’s Executive Management Team;
* Mentor the Executive Management Team to ensure successful coordination and implementation of Corporate and Operational Plan strategies and budget outcomes;
* Achieve targets identified in Council’s Corporate and Operational Plan and long-term financial forecasts / models;
* Ensure a consistently high standard of customer service to external customers, residents, service users and external stakeholders; and
* Promote innovation and develop a team based approach to service planning and delivery;

# Skills & Experience

The successful candidate will hold relevant Tertiary Business/Law/Accounting qualification or demonstrated experience in a similar role and the ability to practically demonstrate how those qualifications and/or experience have complemented your leadership.

Selection Criteria

Essential

1. Minimum 6 years experience as a DCEO in a remote local government shire and proven capability in leading and managing the implementation of policy and change in an organisation;
2. Experience working in Local Government in Queensland;
3. Minimum 3 years experience in obtaining an ‘unqualified’ audit of the Annual Financial Statements;
4. Demonstrated experience in managing corporate governance for a local government;
5. Significant demonstrated experience providing leadership at an executive level in a complex environment and managing and motivating diverse teams of technical/operational professionals and stakeholders.
6. Proven ability to think strategically and develop fit-for-purpose solutions to complex organisational challenges, whilst demonstrating effective advocacy, relationship management and representational skills;
7. Understanding of the Local Government environment and applicable legislative requirements;
8. Exceptional interpersonal, written and verbal communication skills.
9. Strong planning, project management, people management and budget management experience and skills.

# Benefits

If you are interested in living and working in a remote region full of untouched beauty and some of the best fishing in the country then **APPLY NOW!**

PASC is offering the successful candidate the below attractive package. The community has a day care centre and primary school so can support children at school up to Year 6. Should you be choosing to relocate with a partner and/or family, Council is open to supporting them in gaining employment within the community.

A generous Salary Package is on offer for the successful applicant as follows:

* $140,000.00 – Gross Cash Salary;
* $ 13,300.00 – 9.5% Superannuation;
* $ 7,000.00 Subsidised, fully furnished 2 bedroom accommodation will be provided (non-cash benefit). (Gas, Electricity, phone and personal contents insurance not covered);
* $ 2,355.76 – 17.5% leave loading;
* 5 weeks annual leave;
* 15 days personal (sick) leave;
* Long Service leave of 13 weeks for ten years of service;
* Mobile phone will be provided for business use; and
* Company Vehicle for business use.

# About PASC

Pormpuraaw is on the west coast of Cape York about 500 kilometres from the tip of Australia, just south of the Edward River. It is the home of the Thaayore, Wik, Bakanh and Yir Yoront People, with a total population just under 800 people.

Pormpuraaw is a very remote, but beautiful community that is well known for it's coastal location, magnificent sunsets and **abundant fishing experiences**. It is approximately 8 hours drive from Cairns and is also regularly serviced by two airlines.

As the Local Government organisation for the region PASC works with the local community to ensure residents have a happy, healthy and safe future and are able to lead their cultural and traditional ways.

**Applications Close: Monday 11th November 2019.**

To submit an application, please download a copy of our application pack and forward your application including updated resume and selection criteria to [hr@pormpuraaw.qld.gov.au](mailto:hr@pormpuraaw.qld.gov.au)

Only applications that have addressed the selection criteria will be considered.

For further information concerning the role or the proposed recruitment process please contact Council’s Human Resources, Risk & Regulation Lead – Mrs Carriann Bellman on [hr@pormpuraaw.qld.gov.au](mailto:hr@pormpuraaw.qld.gov.au)