



## POSITION DESCRIPTION

# Chief Performance & Capability Officer

<b>Position</b>	Chief Performance & Capability Officer
<b>Employment</b>	Common Law Contract - Permanent, Full Time
<b>Location</b>	Darwin
<b>Reports to</b>	Chief Executive Officer

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

### The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

## ATTRIBUTES

**Service** Work performed is of the highest quality, innovative and solutions focused.

**Ethical** Applies the highest standards of integrity and ethical conduct.

**Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** Makes appropriate decisions, sound judgements and communicates effectively.

**Safe** Work practices performed apply and promote Work Health Safety standards.

## POSITION

The Chief Performance & Capability Officer will lead the Performance & Capability Division and is responsible for the provision of high-quality advice on matters relating to; organisational planning, community engagement and projects, health safety & wellbeing, organisational Culture & Values, employee performance and capability across the West Daly Regional Council.



## ROLE RELATIONSHIPS

### Direct Reports

People & Capability Officer  
Manager Community Engagement & Projects (Major)  
Health, Safety & Risk Officer

Internal	External
CEO	NT Government
Executive Leadership Team	LGANT
EA to CEO	Elected Members
Administration Coordinator	Fair Work Commission and WorkSafe NT
Community Service Managers	Council's Insurer and RTW Coordinators
Manager People & Governance	

## DUTIES

### Primary Tasks

- Oversee the delivery of priority programs and initiatives for the Council consistent with the Regional Plan, Business Plans and the Local Government Act 2019.
- Oversee the design and development of Organisational Performance tools comprising actual output or results measured against its intended outputs including in collaboration with the COO and CFO.
- Leading and developing the People, Performance & Capability Team in the provision of a range of strategic initiatives and the delivery of major projects in partnership with community.
- Growing and maintaining collaborative stakeholder engagement to progress relationships within community, government and the achievement of organisational priorities.
- In consultation with the Executive Committee take the lead with the implementation of programs that educate and improve Council's staff understanding of diversity and cultural competence.
- In consultation with the Executive Leadership Team take the lead in consulting and implementing improved wellbeing programs for Council's staff.
- In consultation with the Executive Leadership Team, take the lead in the development of a People Strategy to drive successful strategic objectives for Council to assist in achievement of organisational performance, capability and cultural transformation including:
  - *Capability* - ensuring the organisation has the skills, experience, knowledge and capability to deliver on commitments and outcomes;
  - *Attraction & Retention* - leverage capability development, and the attraction, retention and identification of talent to enable succession planning;
  - *Authentic Leadership* – improve people management ability through lead by example, contemporary, innovative and collaborative practices;
  - *Organisational Culture* – a Values and Behaviours based, respectful and collaborative Council; and
  - *Health, Safety & Wellbeing* – a supportive, safe workplace that promotes a zero-harm focus.
- Oversee the management, development, implementation and evaluation of human resource strategies, reforms, frameworks, systems and policies consistent with contemporary employment practices, compliant with NT and Federal legislation and best practice.
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- Work with the Executive Leadership Team and the People & Capability Officer to define, develop and maintain Council's Policy Framework and ensure appropriate and rigorous compliance processes are in place for matter that relate to employment.
- Seek external specialist expertise and capability as and when required.
- Other duties commensurate with skills and experience, as directed by the Chief Executive Officer.

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

### Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Chief Executive Officer.

## SELECTION CRITERIA

### Essential Qualifications & Experience

- Degree level qualifications in Business and/or significant experience specifically working in an Executive/Senior leadership position.
- Experience leading a multidisciplinary team; empowering the delivery of exceptional results.
- Proven track record in positively designing and implementing change management processes in complex and sensitive circumstances.
- Demonstrated success in managing and motivating staff and developing a customer-focused, productive team and organisational culture.
- Demonstrated experience in conflict resolution and negotiations that require high-level communication and planning to achieve successful outcomes.



## SELECTION CRITERIA (CONT)...

- Change Management qualifications and/or experience.
- Current Northern Territory Driver’s Licence.
- National Criminal History Check clearance.
- Current Working with children/Ochre Card.

### Knowledge, Skills & Abilities

- Strong business acumen and financial literacy skills with significant success negotiating successful outcomes.
- Demonstrated ability to develop, lead and implement a broad range of contemporary People, Performance and Capability strategies, programs, policies and operational practices to successfully support the strategic objectives of Council.
- Demonstrated ability to understand, interpret and apply legislation.
- Demonstrated ability to foster a creative and dynamic environment that facilitates innovative problem-solving and drives efficiencies and a high-performance culture across organisations.
- Sound knowledge and practical application of statutory requirements of various acts and regulations relevant to the position.
- Exceptional interpersonal skills, coaching, active listening, negotiation and presentation skills.

## APPROVAL

*Matthew Eastham*

Matthew Eastham  
Chief Executive Officer

Dated: 2<sup>nd</sup> July 2021

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Created	2 <sup>nd</sup> July 2021
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