

THE ADMINISTRATION OF NORFOLK ISLAND



NORFOLK ISLAND

CHIEF EXECUTIVE OFFICER
RECRUITMENT
PACKAGE

[Chief Executive Officer](#)



The Island

Lying 1600 kms north east of Sydney, historic Norfolk Island is one of the most scenic and popular tourist destinations in the region. With a mild sub-tropical climate, Norfolk Island offers an inviting and relaxed lifestyle.

The community is committed to conserving its natural heritage and providing a safe, vibrant and sustainable environment for its residents and visitors. The Island has approximately 2,000 residents and is visited by about 40,000 tourists each year.

The Government and Administration

Norfolk Island's Legislative Assembly has 9 Members and successfully engages business and the community in a partnership that is guiding the future of the Island.

The government currently includes the following Ministries:

- Chief Minister
- Minister for Finance
- Minister for Community Services
- Minister for Environment

Under the direction of the government, the Administration of Norfolk Island provides a large and diverse range of services and public utilities similar to those covering all three tiers of government on the mainland. The Administration has a staff of 200 and a consolidated budget of \$23,000,000.

A copy of the organisational structure and the Norfolk Island Annual Report can be found at www.gov.nf/jobs at dot point "Organisation information".

The Position

The Chief Executive Officer is the head of the Public Service and principal policy advisor to the Norfolk Island Government.

This position is responsible for a broad range of functions and services similar to those covered by all three tiers of Government in Australia.

In this role you will be required to achieve outcomes in accordance with Legislative Assembly policy and stated strategic directions. You will have responsibility for implementing the government's strategies and human resource planning and legal support services.

This is a contract position and is also subject to immigration requirements.

Remuneration will be within the specified (income tax free) range for the position. Benefits include 4 weeks annual leave, cumulative sick leave and 10% gratuity. Off-shore appointments will be offered assistance with subsidised housing and relocation expenses in accordance with our Human Resources Policy.

How to Apply

If you are interested in this exciting role, we welcome your written application. You should outline your professional experience and qualifications clearly addressing each of the generic and essential criteria for the position.

Please include the names and contacts (phone and e-mail) for at least two professional referees who may be contacted at any stage in the selection process. All applications should be e-mailed or faxed to the Human Resources Manager (Peter French) pfrench@admin.gov.nf (if faxing, first contact Peter French by phone 00 11 6723 23802).

The closing date for receipt of applications is by close of business Friday 22 December 2006.

Applications will be kept confidential by the selection panel.

CHIEF EXECUTIVE OFFICER



The CEO is supported by Executive Directors who as a team will ultimately be responsible for:

- Providing expert and high level policy advice and options to government
- Implementing a corporate planning frame-work
- Improving the customer focus of the Administration and standards of service delivery
- Monitoring public sector finances and efficient financial management
- Maintaining a high level of ethical & professional standards within the public service
- Professional support to staff and achievement of Administration's annual and long-term planning objectives
- Generating a climate of flexibility, acceptance of change and enthusiasm to continuously improve services within the organisation.

To undertake this role you will have:

- Proven abilities in managing a medium sized public sector organisation and leading multi-disciplinary teams
- An understanding of commercial and business ethics and activities and strong financial management experience,
- Strength in change management programs
- A background in a services industry
- Strong interpersonal and communication skills.
- Ability to build and maintain strong professional relationships with external bodies

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**POSITION PROFILE
CHIEF EXECUTIVE OFFICER**

Reporting to:	Minister with responsibility for the Public Service
Responsible for:	Staff complement of approx 200
Employment Status:	Fixed Term Performance Based Contract
Remuneration Package:	\$74,000 - 79,000 (currently income tax free)
Location:	Kingston Administration Offices

Key Contacts and Relationships

The CEO will liaise constantly and formally with the Executive level of government.

The CEO has contact with the Norfolk Island Administrator, people at the highest levels of government off-shore, with business and industry networks on the Island and people from all sectors of the community. There is a significant responsibility to represent the interests of the Island's government and residents in a range of forums and to maintain positive and productive intergovernmental relationships.

Contacts internally are extensive and the CEO will rely on the executive management team to help maintain productive and satisfying relationships with Administration staff.

Financial Management

The Administration has an overall budget of \$23 million including the income and expenditure of the Government Business Enterprises which operate as business units. Apart from operational aspects of budgeting there is significant planning required to identify future infrastructure needs and a need to improve forward financial planning and forecasting systems to ensure adequate upgrade and replacement of assets and the introduction of new technologies. As with all public sector organisations there is a need to contain expenditure, increase efficiencies, market test services to ensure competitive delivery costs and devise innovative ways of delivering programs and services and increasing income.

Leadership roles

The CEO has overall responsibility for administering operational aspects of the public service in accordance with principles outlined in the Public Sector Management Act. It is important that there is a positive public image of the Administration and respect for the organisation from within the community.

Staffing and workplace reform is also on the agenda and the CEO, who under the Act has full employer responsibility, will need to develop and maintain an impetus to improve and modernise work practices and raise job satisfaction and career opportunities for staff. Within the organisation both a performance management culture and an attitude of continuous improvement to processes and service delivery will be introduced and nurtured.

Specialist Knowledge and Skills

The CEO will source specialist knowledge from the executive management team and professional staff within the organisation. However, the CEO must have had experience in managing a medium to large organisation and a real understanding of governance issues and working within a legislative framework.

Performance Indicators

Job specific performance indicators will be developed as part of the CEO's Performance Plan within 10 weeks of appointment to the position.

The CEO will have responsibility for the development of Performance Plans for the Executive Management team.

STATUTORY FUNCTIONS

(Public Sector Management Act Section 22 (1))

The Chief Executive Officer is responsible to the executive member for –

- (a) the effective management of the public service in accordance with the public sector general principles and employment standards; and
- (b) promoting and enforcing compliance with the public sector general principles and the employment standards.
- (c) Efficient and timely implementation of policy decisions of the executive members of the Norfolk Island Legislative Assembly, or through the executive members, the decisions of the Legislative Assembly; and
- (d) efficient and effective delivery of Public Service functions to the Norfolk Island community.

SELECTION CRITERIA

Generic

- Demonstrated ability and personal qualities to work in, and with, a small isolated community.
- An understanding of the unique culture and heritage of the Norfolk Island community, or a capacity to acquire such knowledge quickly.
- A demonstrated commitment to effective service delivery to the Norfolk Island community.
- A high level of understanding and commitment to workplace equity and occupational health and safety principles and practices.

Essential

- Demonstrated experience and proven ability to show leadership and successfully manage a medium sized public sector organisation with diverse functional areas of responsibility and multi-disciplinary teams.
- Sound understanding of the range and scope of governance issues associated with a public sector agency and ability to work within and create new legislative frameworks, including applicable to Norfolk Island.
- A well-developed understanding of finance and accounting procedures, including budget development and forecasting, capital replacement and acquisition methods, and strategic financial planning.
- Highly developed interpersonal skills including negotiation and conflict-resolution skills.
- Ability to establish rapport with a range of people and to operate within a political environment.
- Demonstrated experience in corporate planning and the ability to translate objectives into realistic and innovative business plans and to put in place accountability systems to manage the implementation of these plans throughout the Administration.
- Sensitivity to community standards and expectations and a significant commitment to the betterment of the Island and the well being of its residents.
- A demonstrated understanding of and commitment to Equal Employment Opportunity principles and practices.
- Formal qualifications in financial management, business administration or a related qualification.