



**THE COUNTRY MAYORS
ASSOCIATION OF NSW INC**

"What we want is nothing more than equity"

Country Mayors Association of NSW



Calls for Expressions of Interest

**Executive Officer
12 Month Contract**

Introduction

NSW Country Mayors Association (CMA) is an incorporated body with a rich history of standing up for the needs of all residents that choose to live, work, and play within a rural local government area covered by our membership. CMA was established prior to 1980 with a handful of members, and has proudly grown to 84 member councils and two associate members. CMA now represents more than three million residents in NSW.

Our mission is to further the interests of rural and regional councils by advocating and lobbying on relevant State and National issues, by working with State and Federal governments, and other appropriate organisations, to further the interests of our members, as well as to act as an information-sharing forum. People should have the same rights and opportunities, regardless of where they live within the State.

This expression of interest is presented on behalf of the Country Mayors Association by the eleven executive Member Councils.

- Armidale Shire Council
- Bega Shire Council
- Forbes Shire Council
- Gunnedah Shire Council
- Kyogle Shire Council
- Lachlan Shire Council
- Narromine Shire Council
- Parkes Shire Council
- Singleton Shire Council
- Tamworth Regional Council
- Temora Shire Council

Expression of Interest

Country Mayors Association is seeking an expression of interest for the delivery of Executive officer services for a 12 month term initially with the potential to renew, including the consideration of renewal for a longer term.

Position Objectives:

To provide high quality support to the CMA Executive and membership through an organised and planned approach to deliver efficient and effective professional assistance, that is in line with the CMA our mission and values.

Achieving positive change through advocacy that is based on our member's feedback and direction, is at the core of our organisation.

Core Responsibilities

- Receive, allocate and distribute all correspondence and communications of CMA
- Interpret correspondence as required and refer to Chairman and or Executive members for action or to obtain essential information
- Prepare correspondence, minutes and reports of general meetings, Annual General Meetings and forums
- Prepare and compile reports from the annual members surveys
- Manage diaries, preparing essential documentation for timely attendance and effective participation at meetings, forums and functions.
- Arrange appropriate travel and accommodation for the Chairman and executive members of CMA, should attendance at nominated functions, activities and conferences be required
- Provide research and other assistance to the Chairman and Executive members of CMA, as required.
- Organise and manage meetings, functions as directed by the Chairman and Executive members of CMA ensuring a professional and positive image
- Project a fair, firm and friendly image to both internal and external parties, endeavouring to achieve effective communication and positive outcomes at all times.
- Liaise with internal and external parties when directed to do so by the Chairman or Executive of CMA

Additional Tasks:

- Peruse all inwards correspondence and bring urgent matters directly to the attention of the CMA Chairman and Executive, ensuring that they are kept informed of all matters requiring their attention.
- Create and maintain all documents of CMA and implement a document control system
- Receive and action all communications professionally, courteously and with a sense of urgency.
- Handle complaints calmly and efficiently, referring the complaint to the Chairman or Executive, as appropriate.
- Research inquiries and retrieve all relevant information before referring the inquiry to the CMA Chairman or Executive
- Prepare accurate and timely minutes of appropriate meetings and discussions.
- Maintain absolute integrity and confidentiality in all dealings from the Chairman , Executive and membership of the CMA
- Liaise with MPs staff as requested to action any and all directions of the Chairman and Executive that relates to advocacy or preparations for events
- Draft Press Releases in consultation with Chairman and Executive
- Monitor all issues relating to Local Government

Location of Works

The works/services for the Executive Officer's position will be performed remotely, however there will be times where you will be required to physically attend meetings, forums in different locations e.g. Parliament House Sydney

Remuneration

Remuneration will be negotiated with successful applicant.

Position Specific Competencies and Accountabilities

The incumbent will be required to have the following competencies and accountability relevant to the position:

- **Authority and accountability:**
May be responsible to provide a specialised/technical service and to complete work which has some elements of complexity. Make recommendations to the Chairman, Executive and represent the CMA to the public or other organisations as approved by the Chairman and Executive.
- **Judgement and problem solving:**
Problem solving and judgements will be required and applied where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.
- **Specialist knowledge and skills:**
The service deliverer will have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
- **Interpersonal skills:**
Skills to communicate with subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with staff or members of the public. Dealing with Chairman, Executive and Government staff will also be required.
- **Qualifications and experience:**
Tertiary qualifications in a relevant field or equivalent and extensive industry experience, in the application of skills. Local government experience and knowledge is desirable.

EOI – Closing Date 30 October 2023

Contact

Enquiries regarding the expression of interest can be directed to the Chairman of Country Mayors Association as per below details.

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