

Director Corporate Services

Town of Port Hedland

Executive Information Pack



Town of
Port Hedland

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We respectfully acknowledge the Traditional Owners as the custodians of the land and waters on which we work, live and play. We pay our respects to Elders past, present and emerging and recognise their continuing culture and contribution to the life of the region.



Leadership Opportunity

This is a critical executive leadership role responsible for shaping the financial, governance and corporate capability of one of Australia's most strategically significant regional councils.

Reporting to the Chief Executive Officer and forming part of the Executive Leadership Team, the Director Corporate Services will lead the organisation's finance, governance, digital and corporate service functions. The role is central to strengthening organisational performance, embedding contemporary systems and ensuring disciplined financial stewardship.

The appointment comes at a pivotal time, with a renewed focus on governance, leadership capability and organisational improvement. The Director will work in close partnership with the CEO and Council to drive a forward improvement agenda, ensuring the organisation is positioned for long-term sustainability and effective service delivery.

Leadership Opportunity

**Position**

Director Corporate Services

**Location:**

Port Hedland, WA

**Council:**

Town of Port Hedland

About Town of Port Hedland

The Town of Port Hedland is one of Australia's most strategically significant regional centres and home to the largest bulk export port in the world, supporting global iron ore exports and major resource industry activity.

Located in the Pilbara region in Western Australia, approximately 1,600 km north of Perth, Port Hedland plays a critical role in supporting Western Australia's resources sector while delivering essential services and infrastructure to a community of approximately 17,000 residents.

The Town employs a workforce of approximately 420 staff, including casual employees, delivering services across infrastructure, community services, regulatory functions and economic development.

The region is closely connected to major global companies including BHP, Hancock Prospecting, Mineral Resources and Rio Tinto and is expected to see significant investment and development activity over the coming decade.

The Council is entering a period of leadership renewal, marked by the appointment of a new Chief Executive Officer commencing in May 2026, and an ongoing focus on strengthening governance, leadership capability and organisational culture to support long-term regional growth.

The region offers a unique lifestyle with strong community connections, access to coastal environments and opportunities to experience the natural landscapes of the Pilbara.

The Opportunity

The Director Corporate Services will lead a strategically critical portfolio responsible for finance, governance, digital systems and corporate performance.

This role will be central to improving the organisation's financial planning, governance maturity and system integration. A key focus will be the successful delivery of the ERP implementation and the integration of financial and asset data to support informed decision-making.

Working closely with the CEO and Council, the Director will provide trusted strategic advice, ensure high-quality governance processes and lead organisational improvement initiatives that strengthen performance, accountability and transparency.

This is a high-impact role with both immediate operational priorities and longer-term strategic influence.

Key Strategic Priorities

Strengthening Financial Sustainability and Long-Term Planning

A central priority for the Director will be to ensure the organisation's long-term financial sustainability through disciplined planning, robust financial governance and clear alignment between strategy and resources.

This includes leading the review and renewal of the Long-Term Financial Plan, ensuring it reflects realistic funding capacity, asset renewal requirements and future growth. The Director will oversee budgeting, reporting and financial performance, ensuring accurate forecasting and strong financial controls.

The role requires the ability to provide clear, evidence-based advice to the CEO and Council, translating complex financial data into practical insights that support strategic decision-making and long-term viability.

Embedding Contemporary Governance and Council Reporting

The Director will strengthen governance frameworks and ensure the organisation operates with transparency, accountability and integrity.

This includes providing assurance on the coordination and quality of Council and Committee agendas, minutes and reporting processes, ensuring decisions are well-informed, documented and implemented effectively.

The Director will work closely with Elected Members and the Executive Leadership Team to ensure governance practices are contemporary, compliant and aligned with best practice, while maintaining confidence in a politically sensitive environment.

Delivering the ERP Implementation and Digital Transformation

The successful delivery and embedding of the ERP system is a key organisational priority.

The Director will lead this program, ensuring it is implemented effectively, aligned with business needs and integrated across corporate functions. Beyond implementation, the focus will be on ensuring the system delivers long-term value through improved data visibility, streamlined processes and enhanced organisational performance.

This will require strong program leadership, disciplined execution and the ability to manage change across the organisation.

Integrating Asset Management and Corporate Systems

The Director will lead the integration of asset management data into corporate systems, ensuring alignment between financial, asset and operational information.

This integration will support more informed infrastructure planning, improved asset lifecycle management and better alignment between capital investment and financial capacity. The role will require collaboration across directorates to ensure data integrity and consistency in how information is used to inform decisions.

Driving Organisational Improvement and Performance

Working in partnership with the CEO and Council, the Director will support the development and delivery of a Forward Improvement Plan focused on strengthening organisational capability and performance.

This includes identifying opportunities for process improvement, enhancing service delivery and embedding a culture of continuous improvement. The Director will lead change initiatives that improve efficiency, accountability and transparency while building capability within teams and systems.

Strengthening Executive Leadership and Organisational Alignment

As a member of the Executive Leadership Team, the Director will contribute to whole-of-organisation leadership and alignment.

The role requires building strong internal relationships, fostering collaboration across directorates and ensuring that corporate services effectively support operational delivery. The Director will lead and develop multidisciplinary teams, ensuring clarity of purpose, accountability and alignment with the Town's strategic objectives.

Challenges and Opportunities

This role sits within a complex and evolving organisational environment.

The organisation is strengthening its governance, financial planning and internal systems while managing the demands of a large infrastructure base and a dynamic regional economy. There is a need to improve integration between systems, enhance financial modelling and build organisational capability.

At the same time, this presents a significant opportunity for the incoming Director to shape the organisation's corporate foundation. The successful candidate will have the ability to modernise systems, improve financial sustainability and embed governance practices that support long-term performance.

The role offers a rare opportunity to deliver visible and meaningful change within a high-profile regional council.

The Successful Candidate

The successful candidate will be an experienced executive with strong capability across finance, governance and organisational leadership.

They will bring:

- Executive leadership experience in corporate services, finance or a related portfolio
- Strong financial management capability, including long-term financial planning and sustainability modelling
- Experience working with elected members and operating within politically sensitive environments
- Demonstrated capability in ERP or major system implementation and integration
- Ability to align financial, asset and corporate data to support strategic decision-making
- Strong analytical and commercial capability, with the ability to provide clear strategic advice
- Experience leading organisational improvement and cultural change
- Highly developed stakeholder engagement and influencing skills

The individual will be pragmatic, outcomes-focused and capable of balancing strategic thinking with operational delivery.

Why This Role

This is a high-impact executive leadership opportunity within a nationally significant regional council.

Port Hedland sits at the centre of Australia's resources economy and is entering a period of organisational renewal and strategic focus. The Director Corporate Services will play a central role in shaping financial sustainability, governance maturity and corporate capability.

For an experienced executive, this role offers the opportunity to:

- Influence the strategic direction and performance of the organisation
- Lead meaningful financial, governance and system reform
- Deliver improvements that have lasting organisational impact
- Work closely with the CEO and Council during a period of renewal and change

This is a rare opportunity to lead the corporate core of a complex organisation and contribute to the long-term success of the Town of Port Hedland.

Remuneration & Benefits

The Director Corporate Services will be appointed on a 3-5 year fixed-term executive contract reporting directly to the Chief Executive Officer.

Executive Benefits

The position offers a competitive executive remuneration package including:

- Superannuation: 13% employer contribution with option to salary sacrifice up to 14%
- Annual leave: 6 weeks plus 17.5% leave loading
- Executive housing provided (including swimming pool)
- Fully maintained and expensed 4WD vehicle for private use
- Utility allowance of \$4,500 per annum
- Relocation assistance up to \$15,000
- Free gym and pool membership

Total remuneration package is expected to be approximately \$240,000 - \$295,000 depending on superannuation contribution and benefits.

Further details regarding employment conditions will be provided during the recruitment process.

Working in Port Hedland

Port Hedland offers a unique leadership opportunity in the Pilbara, at the centre of Australia's globally significant resources economy. The role provides the chance to influence regional development while contributing to the growth and liveability of a vibrant coastal community.

Package Overview

\$210,000 - \$255,000

Base Salary (plus superannuation)

13%

Superannuation (employer contribution)

3-5 year

Executive Contract

6 weeks

Annual leave

17.5%

Leave Loading

Vehicle

Fully maintained

Core Guiding Principles:

- Integrity, Openness, Respect & Accountability
- Teamwork, Unity & Collaboration
- Active Community Engagement & Citizenship
- Inclusiveness & Diversity

Vision:

To collaboratively create a thriving, resilient and inclusive future for a diverse community.



The Organisation

An overview of the Town of Port Hedland's governance framework, strategic direction and organisational structure guiding leadership, decision-making and service delivery across the community.

The Organisation

Town of Port Hedland

The Town of Port Hedland is a geographically significant local government authority in Western Australia's Pilbara region, covering approximately 18,467 square kilometres and serving a diverse and dynamic community.

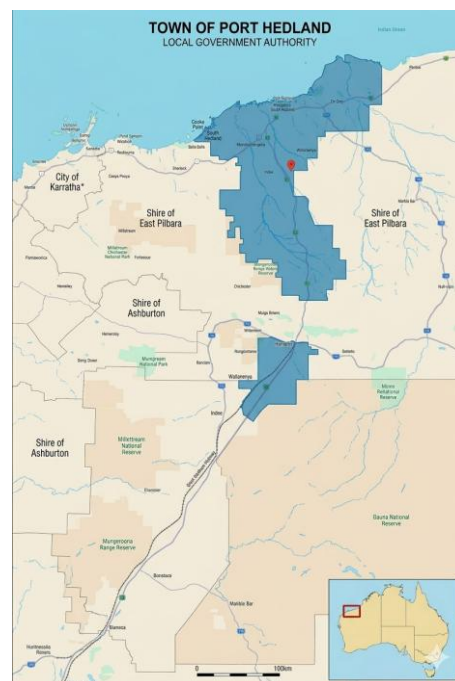
The Town encompasses the key centres of Port Hedland and South Hedland and supports one of Australia's most significant resource regions. While closely connected to the global export economy through the Port of Port Hedland, Council's primary focus is delivering essential services, infrastructure and community outcomes across the municipality.

Council delivers a broad range of services including:

- Roads and bridges
- Water and wastewater services
- Waste management
- Community facilities and cultural services
- Environmental health and planning
- Regulatory and compliance services
- Open space and recreation services
- Economic development and tourism

The organisation employs approximately 420 staff across infrastructure, corporate services, community development and regulatory functions, delivering Council's strategic priorities and supporting a resilient and liveable community.

The Town also recognises the Kariyarra, Ngarla and Nyamal people as the Traditional Custodians of the land and is committed to working in partnership with Aboriginal communities.



At a Glance

Location:

Pilbara Region, Western Australia

Area:

18,467km²

Population:

Approx. 17,000

Major Centres:

Port Hedland and South Hedland

Traditional Custodians:

Kariyarra, Ngarla, and Nyamal people

Learn More:

[Council Website](#)

[Council Publications](#)

[LinkedIn](#)

[Facebook](#)

Governance & Structure

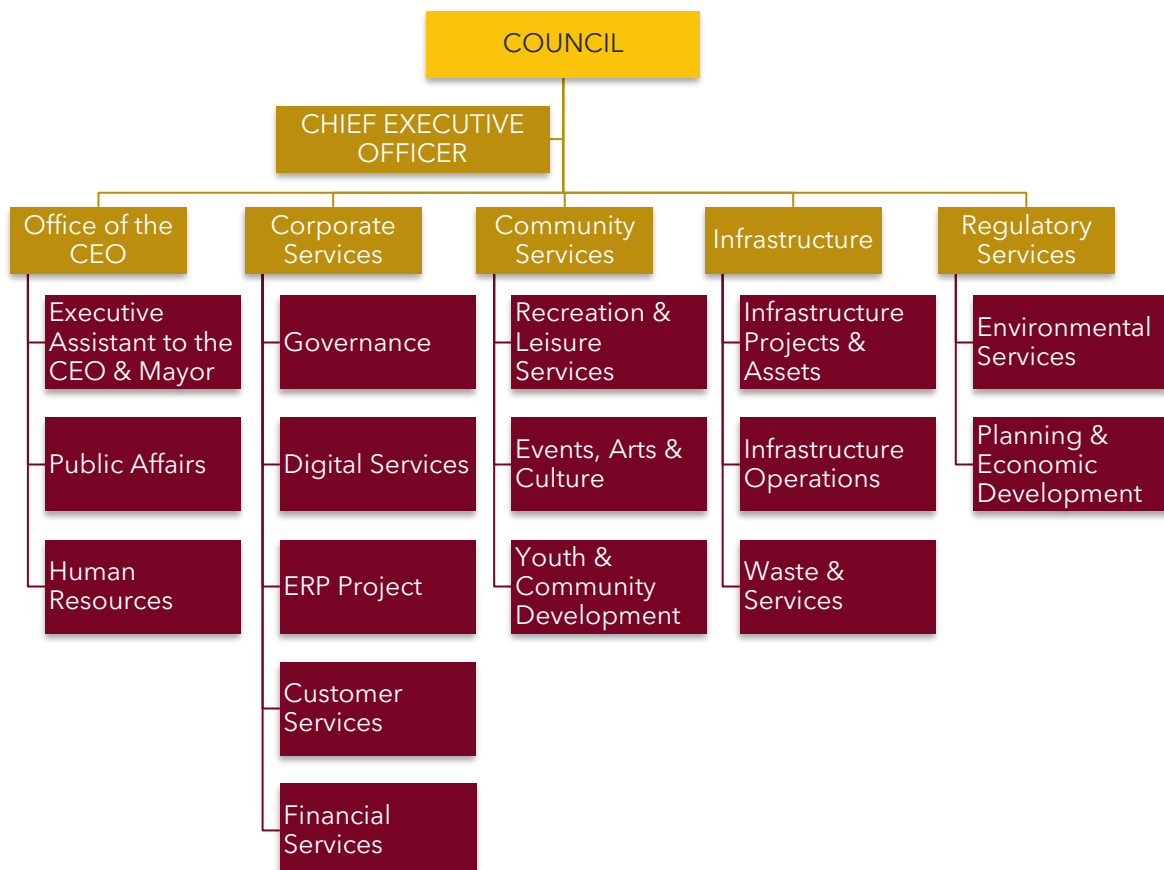
Overview of Council governance and organisational leadership structure.

The Town of Port Hedland is currently governed by three State Government-appointed Commissioners, who collectively perform the role of Council and provide strategic direction and policy oversight for the organisation. The Commissioners were appointed in September 2025 following the resignation of the Mayor and several Councillors, which resulted in the remaining Council positions being declared vacant. Under the Local Government Act 1995 (WA), the Commissioners exercise the powers and responsibilities of Council until a special local government election scheduled for 28 March 2026, when a Mayor and Councillors will be elected.

Executive Structure

The Chief Executive Officer (CEO) leads the organisation and is responsible for implementing Council’s strategic direction, managing organisational performance and overseeing the delivery of services to the community. The CEO is supported by an Executive Leadership Team responsible for key service areas including corporate services, community services, infrastructure and regulatory functions, driving the implementation of Council decisions and strategic priorities.

The Town of Port Hedland employs approximately 420 staff, delivering essential services across a geographically large and diverse region.



Strategic Direction

The long-term priorities guiding Council's planning, investment and service delivery.

The Town of Port Hedland's Council Plan 2025–2035 sets the long-term direction for the organisation and guides decision-making, service delivery and investment across the community.

The Plan integrates the Strategic Community Plan and Corporate Business Plan to deliver the community's long-term vision.

"Together, we create a thriving, resilient and inclusive future for our diverse community."

This vision reflects the Town's commitment to collaboration, community wellbeing and sustainable growth.

Strategic Focus Areas

The Council Plan is structured around four interconnected priorities that guide Council's work and long-term investment.

OUR COMMUNITY

Honouring people and cultural heritage while supporting wellbeing, diversity and civic participation.

- Celebrate culture, heritage and identity
- Support wellbeing, creativity and inclusion
- Encourage strong civic engagement and community dialogue

OUR ECONOMY

Building prosperity through sustainable and diversified economic and employment growth.

- Support economic diversification and local industry
- Encourage business growth and investment
- Strengthen employment opportunities across the region

OUR BUILT & NATURAL ENVIRONMENT

Protecting the natural environment while delivering resilient and sustainable infrastructure.

- Protect and manage natural assets and environmental values
- Deliver sustainable and resilient infrastructure
- Manage growth through strategic planning and development

OUR LEADERSHIP

Working collaboratively to connect, advocate and deliver outcomes for the community.

- Foster strong partnerships across community, government and industry
- Strengthen transparent and responsive governance
- Advocate for opportunities that benefit the region

Financial Position

An overview of Council's financial performance, sustainability and asset base.

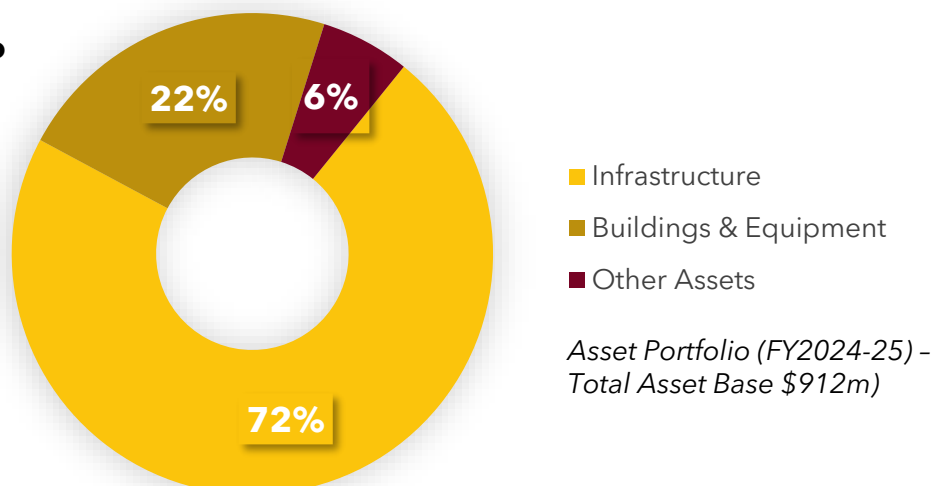
The Town of Port Hedland maintains a strong financial position while delivering services and infrastructure across one of Western Australia's most significant regional communities, supporting residents, local industry and the globally important Port Hedland export hub.

Financial Snapshot (FY2024-25)

Operating Revenue	\$115.4 million
Operating Expenses	\$107.5 million
Net Operating Result	\$7.9 million surplus
Total Infrastructure & Asset Base	\$912 million
Cash & Investments	\$197 million
Rateable Properties	7,000 (approx.)

Council's financial profile reflects the challenges typical of regional resource communities, managing a large infrastructure network while maintaining service delivery to a relatively small but economically significant population base.

Asset Portfolio



Long-Term Sustainability

Council's Long-Term Financial Plan focuses on maintaining financial sustainability while supporting infrastructure renewal and community investment. Key priorities include:

- Maintaining essential services including roads, waste and community facilities
- Investing in infrastructure renewal and asset management
- Strengthening financial performance and responsible borrowing
- Aligning capital projects with realistic funding capacity
- Advocating for State and Federal funding to support regional infrastructure

Long-term sustainability remains closely linked to asset management maturity, disciplined financial planning and continued investment in infrastructure that supports the Town's growth and liveability.

Economic Context

Understanding the economic environment shaping the Town of Port Hedland.

The Town of Port Hedland operates within the Pilbara region of Western Australia, one of the world's most significant resource-producing areas. The community plays a critical role in the global supply chain through the Port of Port Hedland, the world's largest bulk export port supporting Australia's iron ore industry.

Council's role in economic development focuses on advocacy, facilitation and enabling infrastructure, supporting investment, employment and community liveability in a remote regional setting.

Strategic Focus

Council's economic development priorities focus on enabling sustainable growth and strengthening liveability through:

- Supporting housing and infrastructure that enable workforce attraction and retention
- Facilitating investment and economic diversification opportunities
- Strengthening Port Hedland and South Hedland as regional service centres
- Supporting tourism, culture and events that contribute to the visitor economy

Key Enablers

Economic development is supported through strategic infrastructure investment, land use planning and development facilitation, collaboration with industry and government partners, and advocacy for State and Federal investment in regional infrastructure.

Key Economic Drivers

- Mining & resources
 - Port and logistics
 - Construction & infrastructure delivery
 - Government services
 - Tourism & events
-

Culture & Capability

Insights into organisational culture, workforce capability and service delivery performance.

The Town of Port Hedland operates within the unique environment of the Pilbara region, supporting a community that underpins a significant part of Australia's resources sector through the world's largest bulk export port. Strong governance, organisational capability and workforce resilience are central to delivering Council's strategic priorities and services across the community.

Organisational Culture

The Town continues to strengthen organisational culture through a focus on leadership capability, collaboration and continuous improvement. Recent initiatives have focused on:

- Strengthening governance frameworks and organisational systems
- Improving digital capability and service responsiveness
- Enhancing customer experience and service accessibility
- Supporting workforce resilience, wellbeing and safety

These initiatives support a responsive organisation capable of delivering services in a fast-changing regional environment.

Workforce & Capability

Council maintains a workforce delivering infrastructure, regulatory services, community programs and corporate functions across Port Hedland and South Hedland.

Workforce priorities include:

- Building leadership capability across service areas
- Strengthening workforce planning and succession management
- Supporting recruitment and retention in a competitive regional labour market
- Investing in learning, development and safe workplace practices

Community Confidence

Independent Community Scorecard surveys provide insight into community satisfaction and priorities.

The 2023 Community Scorecard, with more than 1,300 respondents, reported overall community satisfaction of approximately 65%, with higher satisfaction levels in areas such as libraries, waste services and community facilities. The survey also highlighted priorities for improvement including local roads, housing availability and town amenity.

Survey findings inform Council's service delivery priorities, planning and infrastructure investment.



The Region

A distinctive Pilbara community combining coastal lifestyle, regional identity and global economic significance.

The Region



Port Hedland, Western Australia

Located in the Pilbara region of Western Australia, Port Hedland is a key regional centre supporting one of the world's most significant resource economies, while offering a distinctive coastal lifestyle and strong community.

The Region

Port Hedland is a key regional centre on Western Australia's north-west coast, supporting a community of approximately 17,000 residents and playing a central role in the Pilbara's globally significant resources economy, with regular air connections to Perth and access to essential services and amenities.

Housing

The Town offers a diverse housing market including established homes, modern developments and workforce accommodation across Port Hedland and South Hedland.

Education

- Public and independent primary and secondary schools
- Early childhood and childcare services
- North Regional TAFE - Hedland Campus

Health Services

- Hedland Health Campus providing hospital and emergency services
- Community health and allied health services
- Private medical practices and visiting specialists

Lifestyle

Port Hedland offers a distinctive Pilbara lifestyle with beaches, fishing and boating, sporting facilities, community events, as well as local shopping, dining and everyday amenities that support comfortable regional living.

Transport & Access

Port Hedland is a key transport and logistics hub within the Pilbara. The region is supported by:

- Port Hedland International Airport with regular flights to Perth
- Road access via the Great Northern Highway
- Major port and logistics infrastructure
- Established digital and telecommunications network





The Appointment Process

An outline of the recruitment stages, evaluation framework and candidate engagement approach for this executive appointment.

The Appointment Process

How To Apply?

Candidates are invited to submit:

- Current CV
- A brief covering letter addressing the [Successful Candidate Section - Page 8](#)

Applications should be submitted via the Leading Roles website.

Confidential enquiries are welcomed and may be directed to the nominated consultant.

Selection Process

The recruitment process will be undertaken in partnership with Town of Port Hedland and will typically include:

- Desktop review of applications
- Initial consultant interviews with a select group of applicants
- Shortlisting in consultation with Council
- Formal interview with the selection panel
- Referee checks and pre-employment verification

Council may elect to conduct additional interviews or assessment activities where appropriate.

Preferred candidates may be required to undertake:

- Psychometric assessment
- Criminal history check
- VEVO right-to-work verification
- Financial probity checks
- Pre-employment Medical

Indicative Timeframe

Applications open:

→ **Friday 27 March 2026**

Applications close:

→ **5:00 pm (AEST) Friday 17 April 2026**

Initial assessment:

→ **Week commencing 20 April 2026**

Council interviews:

→ **Week commencing 20 April 2026 (TBC)**

These timeframes are indicative only and may vary depending on the recruitment process, Council availability and candidate scheduling.

Eligibility to Work in Australia

Applicants must be Australian Citizens or hold the appropriate visa to work in Australia. Right-to-work checks will be undertaken at the offer stage.

Privacy & Confidentiality

Leading Roles collects and manages personal information in accordance with the Information Privacy Act for the purpose of assessing applicants against the position requirements. Information provided in your application will be accessed by employees of Leading Roles and authorised Council officers, including Human Resources and selection panel members. Information will not be disclosed to any other person or agency without your consent, unless required by law.

What Happens Next?

Recruitment processes within local government are intentionally thorough to ensure transparency, merit and accountability.

From application to appointment, the process typically spans **6 to 8 weeks**, depending on scheduling and availability. We aim to provide updates at key stages as decisions are confirmed.

- **Stage 1 - Application Review (Weeks 1-3)**
 - Acknowledgement of your application
 - Consultant review and initial assessment
 - Early communication where appropriate
- **Stage 2 - Shortlisting & Initial Interviews (Week 4)**
 - Longlist identification in consultation with Council
 - Initial interviews (typically via video conference)
 - Notification of outcome
- **Stage 3 - Panel Interviews (Weeks 5-6)**
 - Shortlisted candidates invited to panel interview
 - Candidate briefing provided in advance
 - Post-interview communication
- **Stage 4 - Due Diligence & Offer (Weeks 6-8)**
 - Referee and probity checks
 - Psychometric assessment (if required)
 - Final negotiations and offer
- **Post Appointment**
 - Regular consultant check-ins throughout the first year

Timeframes are indicative and may vary depending on Council availability and candidate scheduling.

Contact

Your Consultant

For a confidential discussion regarding this opportunity, please contact:

Belinda Walker

Executive Talent Consultant | Leading Roles

Belinda is managing this appointment and will guide candidates through each stage of the recruitment process.

Leading Roles is committed to delivering a respectful, transparent and professional experience. Belinda welcomes your enquiry at any stage.

We look forward to supporting you throughout the application process.

Contact Details

Phone: 0411 449 447

Email: belinda.walker@leadingroles.com.au

Website: www.leadingroles.com.au





Appendix A: Position Description

POSITION DESCRIPTION

Position Title: Director Corporate Services	Job Level: Contract	Reports to: Chief Executive Officer
<p>Our vision: Together, we create a thriving, resilient and inclusive future for our diverse community</p> <p>Our Values:</p> <p>Quality – We strive for excellence and take pride in everything we do. We challenge our thinking and look beyond the obvious.</p> <p>Unity - We work as one team and actively share our ideas and information across the organisation.</p> <p>Integrity - We are honest and ethical in everything we do, fostering transparency and promoting public trust and continued confidence.</p>		
<p>Role purpose:</p> <p>To provide visionary, creative and effective leadership to the Corporate Services Directorate. The Director will lead the efficient and effective provision of high quality customer focused corporate services to the Town of Port Hedland across information technology, financial management, governance, corporate information and customer service. The Director Corporate Services will provide positive leadership to ensure that staff are aligned with the Town’s vision and values and are working together to successfully achieve strategic objectives.</p>		
<p>Accountabilities:</p> <ul style="list-style-type: none">▪ Lead strategic organisational thinking to inspire a sense of purpose and direction for the Town in partnership with the CEO and Executive Leadership Team.▪ Develop and implement strategic business plans that promote the Town’s vision, values and strategic objectives in partnership with the CEO and Executive Leadership Team.▪ Provide effective leadership and support to the Directorate to ensure the delivery of high quality customer focused services and effective forward planning to meet organisational objectives.▪ Proactively identify opportunities to enhance the Town’s capacity for providing high quality customer focused services.▪ Develop and oversee the implementation of change initiatives and process improvements.▪ Lead and foster a culture of communication, innovation and transparency throughout the organisation consistent with the organisational values of Unity, Quality and Integrity.▪ Build an effective team of leaders to manage critical functions within the Directorate by providing leadership, guidance and coaching to managers.		

POSITION DESCRIPTION

- Cultivate productive and positive working relationships at all levels internally and externally, facilitating cooperation, trust, and respect.
- Oversee the development of the Directorate's annual budget and ensure compliance with budgetary forecasts.
- Proactively identify and address challenges in the internal and external environment to protect organisational interests and promote public trust and confidence.
- Effectively coordinate and prioritise Directorate resources to achieve strategic objectives, and build capability and capacity in the Town's people, systems and resources.
- Provide advice to the CEO, officers and the community on local government issues within the professional expertise and knowledge of the Directorate.
- Ensure commitment to and compliance with all applicable statutory requirements, policies and procedures across the Directorate.
- Ongoing compliance with the relevant *Work Health and Safety Act 2020 and Regulations 2022*, statutory requirements and relevant Legislation along with WHS IOP 015 Obligations and Responsibilities, the WHS Management Plan, policies, procedures and work instructions. Senior Managers are responsible to the CEO for the ensuring the health and safety of all employees, contractors, visitors and volunteers and ensuring consultation processes are established for WHS issues.
- Ensuring all contractors and/or suppliers provide documented evidence, that they, or the product they supply, complies with legislative
- Commit to and model the organisational values of Unity, Quality and Integrity.
- Ensure all corporate documentation is captured into the Town's record keeping system, in accordance with the organisations Record Keeping Plan.
- Other duties and responsibilities as directed within the skill and abilities of the individual.

Specific:

- Lead the development of a forward moving, future inspired, service oriented culture.
- Oversee the development of a collegiate integrated management environment.
- Lead a team of financial professionals to ensure the Town's financial sustainability through the provision of professional financial advice and maintenance of effective strategic and operational financial systems.
- Develop and oversee the implementation of change initiatives and systems and process improvements that utilise resources and technologies to ensure efficiency, transparency and accountability for the operation of the Town
- Utilise and model high levels of resilience and emotional intelligence.

Essential Experience/Skills:

- Tertiary qualification in a relevant field.

POSITION DESCRIPTION



- Proven experience working in an executive or senior management role.
- Proactive leadership style and previous leadership development training or qualification.
- Demonstrated ability to develop and implement successful strategic plans.
- Deep understanding of financial strategies and finance-related performance metrics.
- In-depth knowledge of best practices in leadership, management and governance.
- Detailed understanding and knowledge of the local government operating environment, including political acumen.
- Experience or expertise in change management, specifically leading cultural change and culture setting.
- Highly developed policy formulation and analytical evaluation skills.
- Demonstrated capacity to develop and implement creative and effective solutions to service delivery, policy and resource allocation issues in an environment characterised by close public scrutiny and political sensitivity.
- Highly developed interpersonal communication skills .
- High level influencing skills.
- Advanced problem solving and negotiation skills that achieve win-win outcomes.
- Ability to lead, develop and respond to a multidisciplinary team.
- Capacity to clearly define role expectations, monitor employee performance, provide timely and constructive feedback, and facilitate employee development.
- Effective project management skills.
- Operational knowledge and awareness of applicable legal framework.

Desirable Experience/Skills:

- Membership of a relevant and recognised professional body e.g. ICAA or CPA Australia; AHRI; Law Society or similar.
- Post graduate qualification in business administration or other relevant field.
- Previous local government experience.

Internal Relationships:

- Executive Leadership Team.
- All Town of Port Hedland employees.

External Relationships:

- Mayor and Elected Members.
- Residents and Ratepayers.
- Statutory authorities, Government agencies and politicians.

POSITION DESCRIPTION



	<ul style="list-style-type: none">▪ Auditors, Consultants and Contractors.▪ Western Australia Local Government Association.▪ Department of Local Government and Communities.▪ Financial institutions.▪ Business and community leaders.
<p>Position Requirements:</p> <ul style="list-style-type: none">▪ Current 'C' class Driver's Licence.▪ Current satisfactory National Police Clearance.	
<p>Key Performance Indicators: To be agreed with the CEO.</p>	
<p>Employee Name: _____ Manager Name: _____</p> <p>Employee Signature: _____ Manager Signature: _____</p> <p>Effective Date: _____</p>	



Appendix B: Source Documents

Information contained in this Candidate Information Pack has been compiled from publicly available documents including:

Town of Port Hedland

- Council Plan 2025–2035
- Strategic Community Plan 2022–2032
- Corporate Business Plan
- Annual Report 2024–2025
- Financial Statements for the year ended 30 June 2025
- Workforce Plan
- Community Scorecard Survey Report 2023 (MARKYT)
- Council and Audit, Risk & Compliance Committee Reports (2024-2025)

Western Australian Local Government

- Local Government Act 1995

Australian Bureau of Statistics

- Regional demographic data

Information is correct at the time of publication.

