

APPLICANT PACK

# General Manager

## Dubbo Regional Council



People ▶ Performance ▶ Partners

RECRUITING FOR:



### CONTACT

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Chief Executive  
Leading Roles

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# Message from the Mayor

Dear Candidate



Dubbo Regional Council is at an important point in its journey. We are a strong and stable organisation, but we know our community expects us to continuously strive for greater value and sharper outcomes. The next General Manager will lead our ongoing development and ensure Dubbo continues to thrive as one of NSW's most important regional cities.

Our ambition is clear. We want to position Dubbo for sustainable growth, harness the opportunities of renewable energy and industry diversification and deliver the kind of services, infrastructure and public spaces that make our city liveable and resilient.

At the same time, we need a pragmatic and commercially minded leader. Someone who can scrutinise how we are spending money, identify innovative revenue opportunities and who is confident providing frank and fearless advice about our services, assets and businesses. We value a General Manager who is prepared to make necessary decisions while keeping trust and respect at the forefront of the organisation and community.

Leadership style matters. We are looking for a GM who is approachable, fair and visible – someone who will develop our culture, lift our performance and ensure staff feel aligned with our goals. We also need a leader who is active in the community, working with governments, industry and First Nations and multicultural partners to strengthen Dubbo's profile and influence.

As Mayor, I place high value on a close and constructive relationship with the General Manager. This role requires collaboration, trust and open communication with me and the Councillors. We want a partner who supports good governance while driving organisational performance and regional ambition.

If you bring ambition, commercial acumen and strong leadership – grounded in authenticity and community focus – I encourage you to apply. This is an opportunity to make a genuine difference for a great regional city and its people.

Yours sincerely,

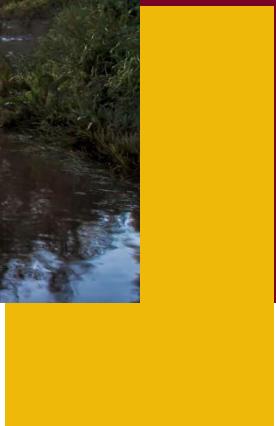
Cr Josh Black  
Mayor



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



# Introduction

Dubbo Regional Council is seeking an accomplished and grounded General Manager to lead one of New South Wales' most significant regional councils through its next phase of growth, consolidation and influence.

The organisation is stable, respected and operationally capable. This is not a turnaround appointment. Rather, it is an opportunity for a senior executive to build on a solid foundation, sharpen strategic discipline and guide the Council through increasingly complex financial, infrastructure and community expectations.

Dubbo occupies a unique position in regional NSW. As a major service centre with a growing population, expanding renewables sector and increasing intergovernmental profile, the Council must balance ambition with affordability, growth with liveability, and long-term strategy with immediate service delivery pressures. The next General Manager will be central to navigating these trade-offs.

This role will suit a leader who understands the realities of regional governance at scale—someone who can translate strategy into disciplined execution, provide frank and independent advice to elected members, and lead with visibility, integrity and care. The successful candidate will bring the confidence to make difficult decisions, the judgement to know when to hold firm, and the presence to lead across the organisation and community.



# The Role

Reporting directly to the elected Council and working closely with the Mayor, the General Manager is responsible for the overall leadership, performance and stewardship of Dubbo Regional Council. This includes setting organisational direction, ensuring effective service delivery, maintaining financial sustainability and fostering a high-performing and accountable culture.

The General Manager is the principal professional advisor to the Council and plays a critical role in supporting sound governance, decision-making and compliance with legislative and policy frameworks. This requires political acuity, professional independence and the ability to balance responsiveness with impartial, evidence-based advice.

A core expectation of the role is strong alignment between the Community Strategic Plan, the Delivery Program and day-to-day operations, ensuring that strategic intent is translated into measurable outcomes. The General Manager must also lead the organisation's engagement with government, funding partners and regional stakeholders in a disciplined and outcomes-focused manner.

This role requires a genuine commitment to regional leadership. The successful candidate will be expected to reside within the Dubbo LGA and become an active and visible contributor to civic, business and community life across the broader region.

# Dubbo Regional Council

Dubbo Regional Council services a geographically large and economically diverse area of more than 7,500 square kilometres, with a population exceeding 55,000 residents. The LGA encompasses the regional city of Dubbo, the township of Wellington and a network of surrounding towns and rural communities.

Council delivers a wide range of services and operates significant infrastructure and enterprise assets, including airports, saleyards, water and waste services, childcare, regional tourism facilities and major transport infrastructure. This breadth requires strong executive leadership, commercial awareness and disciplined prioritisation.

The organisation is well positioned, with experienced directors, improving organisational culture and momentum across major projects. Financial constraints and infrastructure renewal pressures remain real, but the Council is united in purpose and focused on long-term sustainability.

Dubbo Regional Council employs approximately 500 staff and is governed by an elected body of 11 Councillors. The Mayor and Councillors are seeking a General Manager who can build on the current direction while providing clear leadership, firm accountability and respectful challenge where required.



▶ [Watch the video message from Mayor Josh Black](#)



# Strategic and Operating Context

Council's Community Strategic Plan has been refreshed and remains broadly aligned with community sentiment. However, the operating environment is becoming more complex.

Population growth, residential development and expansion of the renewables sector are increasing demand for infrastructure, services and housing. At the same time, Council faces constrained revenue growth and heightened community expectations around value for money and service quality.

Financial sustainability is a central strategic issue. While the organisation has recovered from earlier instability, the General Manager will need to maintain tight expenditure control, improve long-term financial forecasting and lead informed discussions with Councillors and the community about service levels, capital investment and trade-offs.

Dubbo is regarded by state and federal partners as a high-functioning regional council and a credible delivery partner. Protecting and strengthening this reputation will be critical, requiring disciplined advocacy, strong project governance and effective relationship management.

Flagship initiatives—including the Wiradjuri Tourism Centre, REACT Energy Training Centre and major livestock market and airport upgrades—demonstrate the scale of Council's ambition. The challenge for the incoming General Manager will be to deliver these projects while maintaining organisational focus, financial discipline and community trust.



# Candidate Profile

The ideal candidate will be an experienced and confident executive, ready to lead a high-performing local government organisation. They will possess a combination of technical expertise in public administration, maturity of judgement and the personal authenticity required to lead in a regional community.

## **Regional Leadership and Community Context**

The successful candidate will bring senior leadership experience in complex regional or public sector environments. Experience in large regional councils, particularly within NSW, will be highly regarded.

The role requires a deep understanding of the economic, social and infrastructure dynamics of regional communities, including the needs of smaller towns and villages and sensitivity to Aboriginal cultural values and heritage. Visibility, approachability and a genuine commitment to the region are essential.

## **Strategic Leadership and Long-Term Thinking**

Council is seeking a General Manager who can operate beyond transactional leadership. This role demands the ability to set clear strategic direction, maintain organisational focus and translate long-term vision into disciplined execution.

The ideal candidate will demonstrate sound judgement in balancing continuity with change—knowing where to preserve stability and where reform or adaptation is required.

## **Financial and Commercial Acumen**

Financial sustainability is a defining challenge for the role. The General Manager must bring credibility and confidence in leading budget strategy, capital investment decisions and enterprise oversight.

Experience managing large, complex budgets, working with state and federal funding partners, and overseeing commercial or quasi-commercial assets will be strongly valued. The ability to lead robust conversations about affordability, service trade-offs and long-term financial discipline is critical.

# Candidate Profile continued

## Executive Team and Organisational Capability

The Executive Leadership Team is experienced and generally well aligned. The General Manager will be expected to set clear expectations, assess performance and lift capability where required, while maintaining a respectful and inclusive leadership style.

Council is not seeking an autocratic leader. However, the role does require the confidence to intervene, make difficult decisions and create constructive pressure on performance and delivery.

## Elected Member Engagement

The Council is engaged, diverse and committed to good governance. The General Manager must build strong professional relationships with all Councillors, maintain consistent communication and provide timely, clear advice.

A strong understanding of the GM–Council relationship is essential, including the importance of professional neutrality, transparency and supporting the elected body to govern effectively on behalf of the whole community.



# Summary of Key Priorities

The incoming General Manager will be expected to:

## **1. Deliver Major Projects with Discipline**

Ensure timely, well-governed delivery of major capital projects while maintaining financial control and stakeholder confidence.

## **2. Strengthen Financial Sustainability**

Improve long-term financial forecasting, support informed decision-making on services and capital investment and secure co-funding where appropriate.

## **3. Lift Executive and Organisational Performance**

Assess ELT capability, embed clear performance expectations and strengthen alignment across directorates.

## **4. Lead Cultural Continuity and Accountability**

Maintain improving staff morale while lifting expectations around consistency, accountability and delivery.

## **5. Deepen Regional and Community Engagement**

Increase visibility across the entire LGA and strengthen relationships with communities beyond Dubbo.

## **6. Embed Strategic Alignment**

Ensure strong alignment between strategic plans and operational delivery across the organisation.



# Selection Criteria

Applicants will be assessed on:

1. Strategic leadership and organisational direction
2. Financial sustainability and asset stewardship
3. Executive and people leadership
4. Stakeholder and intergovernmental engagement
5. Governance, compliance and professional integrity
6. Personal attributes including judgement, resilience and authenticity

**Note:** You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



# Remuneration and Benefits

The General Manager will be appointed on a performance-based contract in accordance with the Local Government Act. A competitive remuneration package, positioned within the NSW regional council market and reflective of the scale and complexity of the role, will be negotiated with the successful candidate.

Additional benefits include wellbeing programs, salary packaging options and access to employee assistance services.

This role offers a rare opportunity to shape the future of a major regional council with genuine influence, scale and community impact. Council is seeking a leader who values accountability, collaboration and long-term stewardship, and who is motivated by making a lasting difference for the Dubbo region.

Remuneration and benefits for this role include:

- The General Manager will be appointed on a performance-based contract in accordance with the Local Government Act.
- A highly competitive remuneration package will be negotiated, reflecting the scale and complexity of the role.
- Fitness passport program - access to a fitness program for employees to assist and improve their wellbeing.
- Employee assistance program – confidential counselling services available to employees and their immediate family.
- Variety of salary packaging options.

Find out more about working with Dubbo Regional Council [here](#).

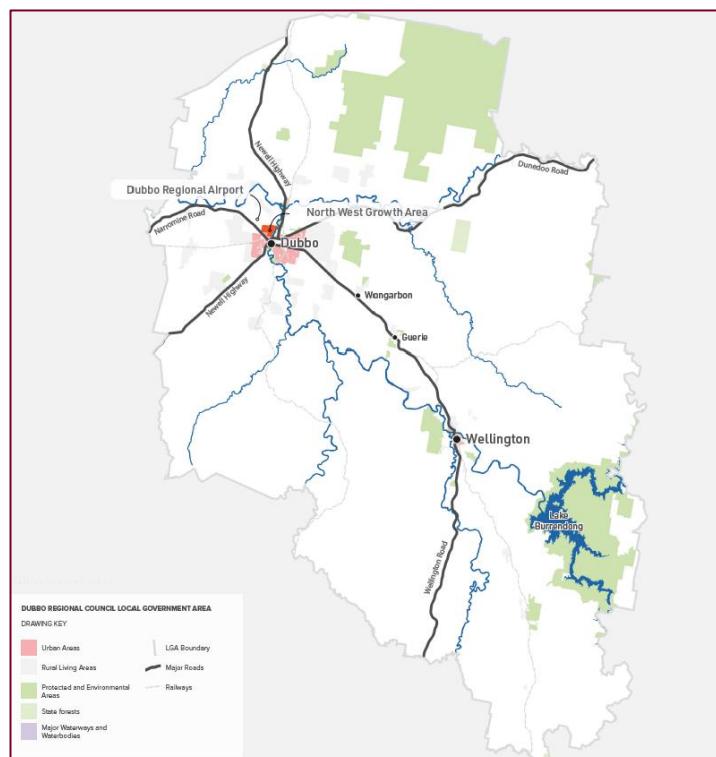


# About Council

**Home to Australia's premier open-range zoo and a growing regional population, Dubbo Regional Council is recognised as a hub of innovation, culture and connection in the Central West.**

Dubbo Regional Council (DRC) was established in May 2016 through the amalgamation of Dubbo City and Wellington Shire Councils. Covering more than 7,500 square kilometres in the Central West Orana region of New South Wales, the Council serves an estimated population of more than 55,000 people.

The Local Government Area encompasses Dubbo, Wellington and a number of surrounding towns and villages. Each community contributes to the region's strong identity, blending a rich cultural heritage with modern facilities and a lifestyle supported by access to high-quality services. With the population projected to grow to over 65,000 by 2036, the region is well-positioned for continued development and prosperity.



The Dubbo region is recognised as a major service centre for health, education, transport and administration in western New South Wales. Its economy is diverse and growing, with top industry sectors including construction, manufacturing, health care and social assistance, public administration and safety, education and training and retail trade.

The area's Gross Regional Product is valued at around \$8.6 billion, reflecting its strength as a hub for business and industry.

Governance is provided by an elected body of 11 Councillors, including the Mayor and Deputy Mayor. Together, they guide the strategic direction of the region. Council employs approximately 500 staff, delivering essential services and infrastructure to meet the needs of local communities and support future growth.

[Links to Council Information](#)





# Corporate Plan Summary

Dubbo Regional Council's Community Strategic Plan 'Towards 2040' serves as the overarching framework guiding the region's development and service delivery. Developed through extensive consultation with staff, Councillors and the community, the plan articulates the Council's vision and outlines key priorities to enhance the region's liveability, economic resilience and environmental sustainability.

## Strategic Pillars:

The plan is structured around five key strategic pillars:

- **Economic Development:** Fostering a diverse and resilient economy through investment attraction, business support and infrastructure development.
- **Community Wellbeing:** Enhancing the quality of life for residents by providing accessible services, promoting health and safety, and supporting community engagement.
- **Environmental Sustainability:** Protecting and managing natural resources, promoting sustainable land use and addressing climate change impacts.
- **Leadership and Governance:** Ensuring transparent, accountable and effective governance, with a focus on community consultation and stakeholder engagement.
- **Organisational Excellence:** Building a capable and responsive workforce, leveraging technology and continuously improving service delivery.

## Key Projects and Initiatives:

The Community Strategic Plan supports growth, community wellbeing and sustainability through targeted projects:

- **Dubbo Smart Region Strategy:** Aiming to enhance digital connectivity and innovation across the region.
- **Advanced Wastewater Treatment Facility in Public Private Partnership with Squadron Energy:** which not only provides water for the construction phase of renewable energy projects, but also contributes to the long-term water security for the region.
- **Airport Runway Upgrade:** \$30m project, with \$14.6m funded, to enable the continued hosting of RFS and SES large air tankers.
- **Regional Housing Strategy:** Developing plans to address housing needs and promote sustainable urban development.

### Sources:

- ["Towards 2040" Community Strategic Plan](#)
- [Smart Region Strategy](#)
- [Community Engagement Strategy 2023-2027](#)



# Financial Performance and Long-Term Financial Plan

Dubbo Regional Council is committed to delivering responsible financial management while supporting the growth and wellbeing of the community. This section provides an overview of the Council's 2025–26 budget, revenue sources and long-term financial strategy, highlighting how resources are allocated to maintain essential services, invest in infrastructure and achieve sustainable outcomes for the region.

## Budget Overview

For the 2025–26 financial year, the Dubbo Regional Council has adopted a budget of \$215.4 million, comprising:

- Operational Expenditure: \$141.3 million
- Capital Program: \$74.1 million

This budget demonstrates Council's commitment to essential services and regional development, focusing on infrastructure renewal, community services and environmental sustainability.

## Revenue and Expenditure

The Council's revenue is primarily derived from:

- **Rates and Charges:** The main source of income, with a modest increase of 3.5% across all rating categories, equating to an average rise of \$1.50 per week per property.
- **Fees and Charges:** Adjusted in line with the Local Government Cost Index to ensure cost recovery for services provided.
- **Grants and Contributions:** Secured funding for specific projects, including a \$14.6 million grant from the Australian Government's Growing Regions Program for the Advanced Wastewater Treatment Facility.
- **Other Revenues:** Includes income from investments, property rentals and other miscellaneous sources.

## Financial Strategy

The Long-Term Financial Plan (LTFP) 2025–2029 outlines a sustainable financial strategy focusing on:

- **Asset Management:** Prioritising the maintenance and renewal of infrastructure assets to ensure they meet community needs and expectations.
- **Debt Management:** Maintaining a conservative approach to borrowing, ensuring that debt levels remain manageable and within policy limits.
- **Service Delivery:** Balancing service levels with financial capacity to meet community expectations, ensuring that resources are allocated efficiently across all areas.
- **Financial Sustainability:** Implementing strategies to achieve long-term financial sustainability, including regular reviews of financial performance and adjustments to plans as necessary.

### Sources:

- [2025/2026 Budget and Operational Plan](#)
- [2025-2029 Resourcing Strategy \(Long-Term Financial Plan 2025-2029\)](#)



# Summary of Economic Development Strategy

Dubbo Regional Council's Economic Development Strategy focuses on fostering a diversified and resilient economy. The strategy builds on the region's strong agricultural base while seeking new growth opportunities, supporting local businesses, attracting investment and enhancing infrastructure to strengthen employment and regional prosperity.

## Strategic Objectives:

- **Diversify the Economy:** Reduce reliance on agriculture and encourage growth in emerging sectors.
- **Support Local Businesses:** Provide resources and guidance to help local enterprises grow and innovate.
- **Enhance Infrastructure:** Improve transport, digital connectivity and utilities to support regional development.

## Key Initiatives:

- **Building the Emergency Services Hub at Dubbo Regional Airport:** developing a comprehensive emergency services hub that includes a runway upgrade for large air tankers and new facilities for emergency services like the Rural Fire Service (RFS) and State Emergency Service (SES). This hub aims to strengthen the region's capacity for rapid response to natural disasters.
- **Inland Rail & Correctional Facility Redevelopment:** Projects designed to enhance regional connectivity, employment and economic opportunities.
- **Development of Bodangora into a Flight Testing Facility for new and developing technologies:** primarily for the long-range, zero-emission electric Vertical Take-Off and Landing (VTOL) aircraft.

## Sources:

- [Regional Economic Development Overview](#)
- [Council's Economic Development Approach](#)
- ["Strengthening the Regional Economy" – News Release](#)



# Organisational Culture and Community Satisfaction Survey Results

Dubbo Regional Council is committed to maintaining a positive organisational culture and delivering high-quality services that reflect community expectations. The Council's approach emphasises collaboration, innovation, accountability and engagement, ensuring that both the workforce and the community are supported, safe and actively involved.

## Organisational Culture Highlights:

- Collaboration & Innovation:** Encouraging teamwork, open communication and the adoption of new ideas and technologies to improve service delivery.
- Accountability:** Upholding integrity and transparency in all operations.
- Work Health and Safety:** Comprehensive systems to maintain safe workplaces and proactively manage risks.
- Community Engagement:** Programs such as the Major and Minor Community Grants and the Ambassador Support Program invest in initiatives that enhance wellbeing across the region.
- Heritage & Cultural Recognition:** The Local Heritage Study preserves culturally significant sites, celebrating community history and identity.

## Community Satisfaction – Key Outcomes:

Survey data from the 2023 Community Views Community Liveability Index highlights resident priorities and experiences in the Dubbo region:

### Areas of High Satisfaction:

- Feeling Safe: 70% importance | 6.4 / 10 experience
- Natural Environment: 62% importance | 7.2 / 10 experience
- Sense of Community: 49% importance | 6.6 / 10 experience
- Access to Parks & Natural Spaces: 45% importance | 7.0 / 10 experience

### Areas Identified for Improvement:

- Health Services: 50% importance | 4.8 / 10 experience
- Affordable, Decent Housing: 49% importance | 5.2 / 10 experience
- Shopping, Leisure & Dining: 37% importance | 3.9 / 10 experience
- Public Transport: 29% importance | 2.2 / 10 experience

Community feedback also indicates strong satisfaction with Council responsiveness and service delivery, particularly in infrastructure, waste management and community programming. By combining these insights with a robust internal culture, the Council is well-placed to deliver responsive, values-based improvements that further strengthen liveability across the region.

#### Sources:

- [Community Insights Survey 2024](#)
- [Community Input Survey 2024 Results](#)

# Our Vision, Purpose and Values

## Our Vision

Creating Community for Today and Tomorrow

## Our Purpose

Lead, Connect, Deliver

## Our Values



### Progressive

Be Curious, Courageous and Committed

- Challenging the status quo
- Finding better ways
- Seeking change and innovation



### Sustainable

Balanced Approach to Growth and Opportunity

- Financially sound
- Social equity
- Conscientious leadership and governance
- Environmentally responsible



### One Team

Working Together

- We take care of each other and ourselves
- Partnering to deliver better outcomes
- Fostering positive experience
- Investing in people



### Integrity

Accountable for Our Actions

- Valuing and acknowledging our cultures
- Leading by example
- Open and ethical practices
- Upholding our commitments

# Organisational Structure





# Living in the Region



## Housing

Dubbo offers a wide range of housing options to suit different lifestyles and budgets. From modern family homes and new estates to established houses in tree-lined suburbs and low-maintenance units, the city provides affordable choices compared with larger metropolitan centres. Rental properties are readily available, and Dubbo's steady growth has supported well-planned residential developments. The region's housing market is known for providing good value while still offering proximity to services, schools and amenities.



## Educational Facilities

The region has a strong education network, with quality options from early learning through to tertiary study. Families can choose from a range of public schools such as Dubbo Public School, Dubbo North Public School and Dubbo College, which operates several campuses including South, Delroy and Senior campuses. For private education, options include St John's College (Catholic secondary), Macquarie Anglican Grammar School and St Laurence's Primary School. Dubbo is also home to a TAFE NSW campus offering diverse vocational training programs, and Charles Sturt University operates a campus in the city with courses in teaching, nursing, social work and other disciplines. These opportunities ensure that both children and adults have access to quality education and pathways to further study or professional development.



## Healthcare

Dubbo is a regional hub for healthcare services, anchored by Dubbo Base Hospital, which provides a full range of acute and specialist services, including emergency, surgical and maternity care. The city also has the Dubbo Private Hospital, offering additional medical and surgical services. Residents benefit from access to multiple medical centres such as Dubbo Medical and Allied Health Group, plus a wide range of GP practices and allied health providers. The city also supports aged care, mental health and community health services, with regular visiting specialists from larger centres. Serving both local residents and surrounding communities across western NSW, Dubbo's healthcare system ensures comprehensive and reliable access to medical care.



# Living in the Region



## Shopping & Dining

Dubbo offers a variety of shopping and dining experiences to suit all needs. Orana Mall is the region's largest shopping centre, home to major retailers including Woolworths, Big W, Kmart and specialty stores. The CBD complements this with boutique shops, local businesses and weekend markets. Dining in Dubbo is diverse, with cafés, pubs, restaurants and international cuisine catering to all tastes and occasions. Popular dining precincts and venues create opportunities for socialising, with many establishments highlighting local produce and wines. Whether it's casual coffee catch-ups, family-friendly dining or evening meals, Dubbo offers plenty of choice and a strong food culture.



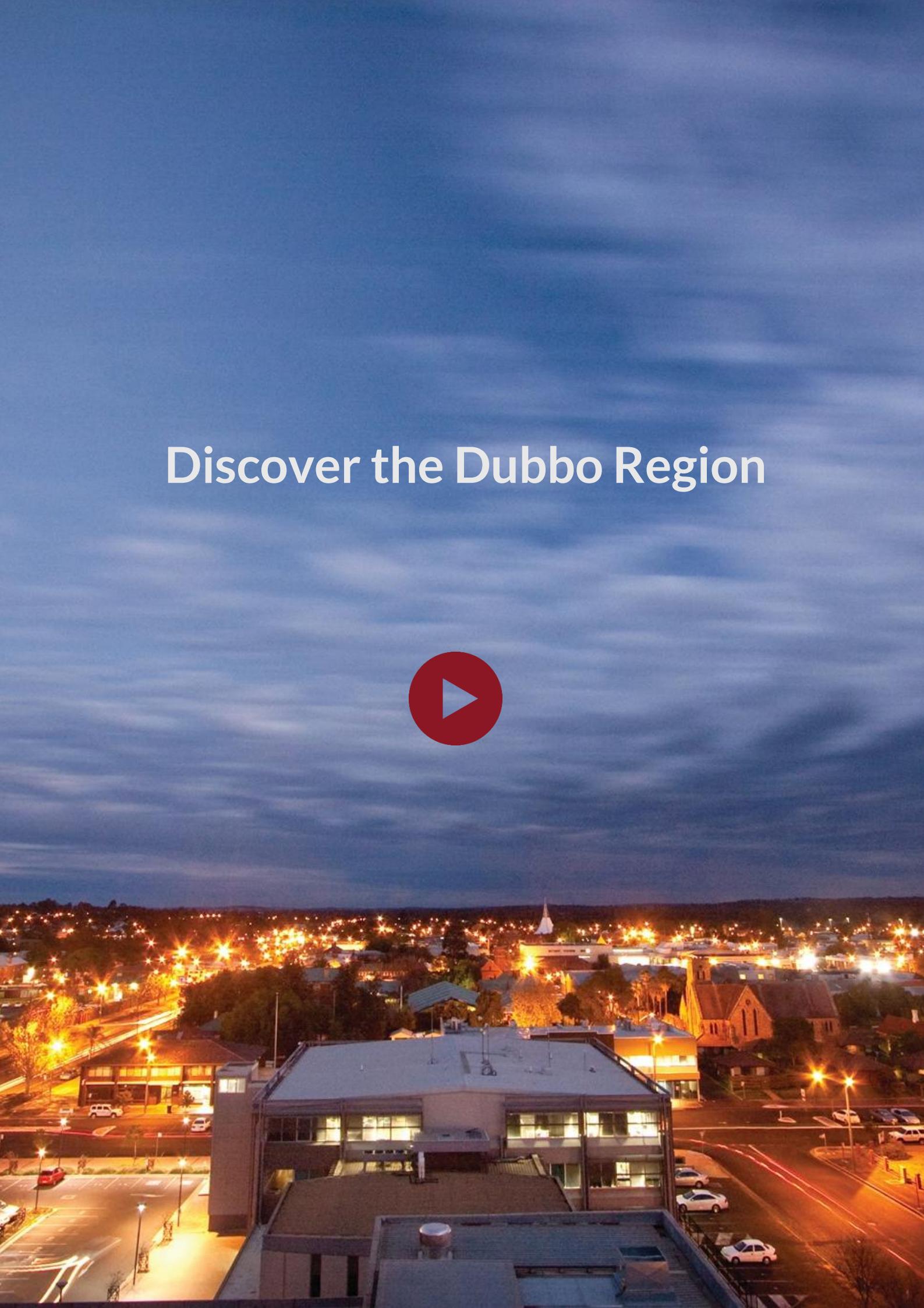
## Sports & Recreation

Sport and recreation are central to life in Dubbo, with facilities and clubs catering for all ages and interests. The region boasts modern sporting grounds such as Apex Oval and Barden Park Athletics Centre, as well as Dubbo Aquatic Leisure Centre and several well-maintained cricket ovals, netball courts and football fields. Popular local clubs include the Dubbo CYMS Rugby League Club, Dubbo Demons AFL Club and Dubbo Netball Association, alongside golf at Dubbo Golf Club. Outdoor pursuits are also abundant, with cycling and walking tracks along the Macquarie River, fishing and family days at Taronga Western Plains Zoo. Cultural and community highlights include the annual Dubbo Show, Dubbo Arts Festival and a range of regional food and music events that add to the vibrant recreational lifestyle.



## Getting Around

Dubbo is well connected with daily flights to Sydney, Brisbane and Melbourne via Dubbo City Regional Airport, making travel convenient for both business and leisure. The city has public transport options including local bus services and regional coach connections. Dubbo is located on the Mitchell and Newell Highways, providing direct road access to Sydney (about 5 hours), Canberra and other major centres in NSW. Rail services also connect Dubbo to Sydney, supporting flexible travel options for residents and visitors alike.

A wide-angle, aerial photograph of a city at night. The sky is a deep, dark blue with wispy white clouds. In the foreground, a modern, multi-story building with large glass windows is brightly lit from within. The city below is a dense cluster of buildings, streets, and lights, with a church spire visible in the distance. A large, solid red circle with a white play button symbol is centered in the middle of the image, partially overlapping the city scene.

Discover the Dubbo Region

# Recruitment Process and Timeframes

## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the [Selection Criteria](#)

## Evaluation Process

Leading Roles and Dubbo Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Dubbo Regional Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.

## Indicative Timeframes

 Applications Open	• Wednesday 21 January 2026
 Applications Close	• 5:00 pm AEST Monday 9 February 2026
 Initial Assessment	• Week Commencing 9 February 2026
 Council Interviews	• Week Commencing 16 February 2026 (TBC)

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

## Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



# MARK OGSTON

## Chief Executive



Mark founded Leading Roles in 2012 to provide specialist assistance in recruitment and human resource related projects for councils, and he is a passionate advocate for the development and performance of the local government sector.

Mark leads all our client engagement, the Leading Roles recruitment team and undertakes executive level recruitment projects for the company.

Client Rating



Candidate Rating



## CONTACT

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ATTACHMENT

# Position Description

## POSITION DESCRIPTION

<b>Position Title:</b>	General Manager	<b>Position Code:</b>	
<b>Division:</b>		<b>Grade:</b>	Senior Staff Contract
<b>Location:</b>	Dubbo Region (Dubbo and Wellington)	<b>Hours/Week:</b>	Full time
<b>Reports to:</b>	Mayor		
<b>No. Direct Reports:</b>	6	<b>No. Indirect Reports</b>	700 approx.

### Primary Purpose of Position

The General Manager provides executive leadership to Dubbo Regional Council, serving as the primary interface between elected Councillors and the organisation. Reporting directly to the Mayor and accountable to Council, the GM is responsible for translating Council's vision into strategic outcomes whilst ensuring exceptional service delivery to the community.

The GM is accountable for the successful delivery of Dubbo Regional Council's Community Strategic Plan, Delivery Plan and Operational Plan, ensuring organisational compliance with all relevant legislation, effective risk management and appropriate delegation of authority throughout the organisation.

### Key Accountabilities / Duties

Key Result Area	Primary Activities
Strategic Leadership and Direction	<ul style="list-style-type: none"> <li>Provide executive leadership in developing and implementing Council's strategic vision, ensuring alignment with community priorities and organisational capability</li> <li>Ensure the development and delivery of the Community Strategic Plan, Delivery Plan and Annual Operational Plan in collaboration with the community, Council and Executive Leadership Team</li> <li>Lead the organisation through transformational change initiatives, building the foundations of an integrated, high-performing council</li> <li>Champion innovation and continuous improvement across all council operations and service delivery</li> <li>Drive the development and implementation of Council's 'regional ambition' framework to support growth and diversification</li> </ul>
Governance and Compliance	<ul style="list-style-type: none"> <li>Act as the primary contact between Councillors and Council divisions, providing executive level support and advice in policy development and implementation of Council resolutions</li> <li>Ensure all statutory obligations are met in an appropriate and timely manner, particularly with respect to the Local Government Act and associated regulations</li> <li>Establish and maintain effective governance frameworks, including oversight of the established committees</li> </ul>

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> <li>• Exercise delegated functions of Council and ensure appropriate delegation frameworks are in place throughout the organisation</li> <li>• Monitor and report on Council's performance against strategic objectives and key performance indicators</li> </ul>
Financial Sustainability	<ul style="list-style-type: none"> <li>• Ensure organisational sustainability through strategic management of finances, assets, people and resources</li> <li>• Drive financial sustainability through enhanced internal capability, financial literacy development and community education programs</li> <li>• Provide strategic financial oversight ensuring decisions are made with appropriate professional advice and reference to key financial indicators</li> <li>• Identify and implement revenue diversification opportunities and efficiency improvements</li> <li>• Establish effective financial governance to ensure ethical and responsible use of public resources</li> </ul>
Stakeholder and Community Engagement	<ul style="list-style-type: none"> <li>• Establish and maintain strong relationships and networks with local, state and federal government agencies to deliver strategic benefits for Council and community</li> <li>• Build effective alliances and partnerships across sectors to support regional growth and success</li> <li>• Lead community engagement initiatives ensuring services delivered are relevant, timely, cost-effective and consistent with the Community Strategic Plan</li> <li>• Act as primary spokesperson and representative for Council with community, industry groups, local businesses and government agencies</li> <li>• Promote Council's position credibly in the community, region and sector</li> </ul>
Organisational Culture and Workforce Leadership	<ul style="list-style-type: none"> <li>• Foster and promote a positive, inclusive, values-based organisational culture that focuses on people and encourages customer focus, integrity and teamwork</li> <li>• Lead and inspire the Executive Leadership Team to ensure effective and progressive collaboration in achieving strategic objectives</li> <li>• Role model expected leadership behaviours and drive accountability throughout the organisation</li> <li>• Ensure delivery of leadership development programs and individual performance frameworks aligned with strategic objectives</li> <li>• Champion inclusion, diversity and belonging across the organisation</li> </ul>
Operational Excellence	<ul style="list-style-type: none"> <li>• Lead the day-to-day operations of Council's staff in accordance with accountabilities, structures and resources approved by Council</li> <li>• Ensure processes and protocols are in place for organisational compliance, risk management and quality service delivery</li> </ul>

### Key Accountabilities / Duties

	<ul style="list-style-type: none"> <li>Drive implementation of project management frameworks, performance measurement systems and continuous improvement initiatives</li> <li>Oversee major strategic projects including urban development, infrastructure, environmental management and community facilities</li> <li>Ensure effective delivery of services across all Council functions to meet community expectations Coordinate team input into corporate plans, reports, programs and policies</li> </ul>
Safety and Risk Management	<ul style="list-style-type: none"> <li>Provide a safe workplace with ultimate responsibility for ensuring due diligence and compliance under Work Health and Safety legislation</li> <li>Establish and maintain comprehensive risk management frameworks and registers</li> <li>Ensure identification, evaluation and mitigation of risks to Council's operations, employees and community</li> <li>Drive implementation of WHS action plans and management frameworks</li> </ul>
Innovation and Economic Development	<ul style="list-style-type: none"> <li>Champion the adoption of new technologies and innovative solutions to address challenges and improve service delivery</li> <li>Support regional economic development through strategic partnerships and whole-of-government approaches to workforce, housing, health and education needs</li> <li>Drive opportunities to elevate the LGA as a leader in sustainable urban living, thriving open spaces and resilient communities</li> <li>Facilitate development and implementation of strategies supporting growth in emerging sectors including renewable energy</li> </ul>

### Inherent Requirements of the Position

- Class C Drivers Licence
- Significant proportion of role requires office-based work using computers and electronic systems, with ability to complete sustained periods at a desk
- Regular travel between Dubbo and Wellington and to other locations as required for Council business
- Attendance at Council meetings, community events and stakeholder forums outside standard working hours
- High level of fitness and ability to work in various environments including offices, depots, construction sites and community facilities
- Provision and use of Council mobile phone and computing devices for Council business
- Ability to manage complex, high-pressure situations with competing priorities
- Capacity to represent Council publicly and maintain professional presence in diverse settings

## Selection Criteria

### Essential

1. Appropriate degree qualification in Business, Management, Public Administration or related discipline, with postgraduate qualifications highly regarded
2. Extensive senior executive leadership experience in a complex service delivery environment, with proven record in delivering outcomes to meet business, financial and stakeholder objectives
3. Proven ability in leading teams to achieve organisational goals within a values-based framework, fostering accountability, performance and continuous improvement
4. Proven ability to develop and implement strategic plans that align organisational capability with community priorities and deliver sustainable outcomes
5. Extensive experience in managing multi-disciplinary teams at a senior executive level and working collaboratively with diverse internal and external stakeholders
6. Demonstrated expertise in financial management and sustainability, including strategic resource allocation, budget oversight and revenue diversification
7. Proven ability to initiate, review and implement economic and social development opportunities delivering substantial community benefits
8. Exceptional stakeholder engagement, negotiation and influencing skills with ability to build productive relationships across all levels of government, business and community

### Desirable

9. Working understanding of Integrated Planning and Reporting Requirements for Local Government and contemporary local government practice challenges
10. Demonstrated success in leading significant organisational and cultural change initiatives, particularly in complex multi-site operations

## Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>● <b>Progressive</b> <ul style="list-style-type: none"> <li>○ Be Curious, Courageous And Committed</li> </ul> </li> <li>● <b>Sustainable</b> <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth &amp; Opportunity</li> </ul> </li> <li>● <b>One Team</b> <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>● <b>Integrity</b> <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
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Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture &amp; Safety within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

#### Acceptance:

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date:



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