

Briefing Document  
Executive Recruitment Consultant - Wingecarribee Shire Council  
General Manager  
File 503/60

Wingecarribee Shire Council is seeking a recruitment consultant to assist the Mayor Councillor Duncan Gair and Council in recruiting its General Manager.

The successful consultant will be required to:

1. Facilitate a Council workshop to determine Council requirements for the position of General Manager, including developing a competency based position specification;
2. Provide creative work in the drafting of advertisements or other methods to attract a pool of candidates;
3. Conduct all pre-selection and short listing activities;
4. Assist and support Council in the interview process;
5. Provide written selection reports;
6. Provide negotiation and applicant management services, including advice to unsuccessful candidates.

Recruitment Consultant should provide the following details:-

1. Experience in local government executive recruitment,
2. Outline of services available
3. Pricing structure.

The General Manager will attract a Salary package of approximately \$200,000 and the contract offered will be the standard contract of Employment for General Managers of Local Councils in New South Wales together with the Local Government General Managers Performance Management Guidelines dated August 2007 from the Local Government Managers Australia NSW.

Indicative General Manager Recruitment Program

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|---|--------------------------|
| 1. Job Specification workshop and approvals | W/E 21 August            |
| 2. Employment Packages                      | W/E 28 August            |
| 3. Advertising                              | W/E commencing 24 August |
| 4. Closing date for applications            | W/E 25 September         |
| 5. Short listing and reports to council     | W/E 2 October            |
| 6. First Interviews                         | W/E 16 October           |
| 7. Second interviews (if required)          | W/E 23 October           |
| 8. Offer of Employment                      | W/E 30 October           |

Further information may be obtained from Peter Nelson on telephone (02) 4868 0702 or Council's website [www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au).

Expression of Interest may be sent by mail or electronically to [wscmail@wsc.nsw.gov.au](mailto:wscmail@wsc.nsw.gov.au) and will close on Friday 24 July 2009.