

## Candidate Information Pack



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**Organisation:** City of Parramatta  
**Position:** Chief Executive Officer  
**Consultant:** Andrew McEncroe  
February 2026

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### Links to useful documents

- [Parramatta 2050](#)
- [2025 – 2050 Community Strategic Plan](#)
- Delivery Program 2025 – 2029
  - [Operational Plan Parts 1-3](#)
  - [Operational Plan and Budget Parts 1-4](#)



# Chief Executive Officer

- A city where local heart meets global outlook
- 1,400 staff, \$570m operating and capital budget

Located at the geographic heart of Greater Sydney, Parramatta has for tens of thousands of years been a place of gathering, culture and exchange. The City of Parramatta is one of Australia's most culturally diverse cities, shaped by migration, education, creativity and enterprise. Council operates at significant scale with approximately 1,400 staff and an annual operating and capital budget exceeding \$570 million.

Parramatta is NSW's second-largest economy, home to Australia's largest health and biomedical research precinct at Westmead, five universities, and premier sports, entertainment and cultural venues. Guided by the Parramatta 2050 vision, major infrastructure including Sydney Metro West is creating five integrated global districts from Westmead to Sydney Olympic Park.

As Chief Executive Officer, you will lead day-to-day operations ensuring high-quality services, programs and outcomes for the community. You will provide impartial professional advice to Council, build organisational capability and culture, and ensure services and programs reflect community needs and expectations, guided by a strong customer focus.

You will bring proven executive leadership experience in large organisations, high-level governance and political acumen, and outstanding communication and stakeholder engagement skills. Experience leading major capital programs and ensuring long-term financial sustainability is essential. Strong operational leadership capability ensuring efficient, customer-focused service delivery is required.

Experience in senior leadership within local or state government, and an understanding of Parramatta's diverse community and context is highly valued.

This is a rare opportunity to lead a significant organisation shaping one of Australia's most important cities during a period of transformation.

**Closing date:** Sunday 8 March 2026.

**To apply and for a copy of the Position Description** please go to [www.derwentsearch.com.au](http://www.derwentsearch.com.au) and search "Chief Executive Officer". Your application requires a resume and a cover letter highlighting your suitability and most relevant achievements. For further information, please email [publicsector@derwentsearch.com.au](mailto:publicsector@derwentsearch.com.au) or call Andrew McEncroe on 0416 018 860.

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## Role Description

<b>POSITION TITLE</b>	Chief Executive Officer
<b>DIRECTORATE / BUSINESS UNIT</b>	Chief Executive Office
<b>REPORTS TO</b>	Council and Lord Mayor (on day-to-day basis)
<b>LOCATION</b>	Parramatta
<b>CLASSIFICATION / BAND</b>	Senior Executive

## Council Overview

The City of Parramatta is a global city and a deeply local one. Located at the geographic heart of Greater Sydney, Parramatta has for tens of thousands of years been a place of gathering, culture, exchange and movement. Today, it stands at the centre of Greater Western Sydney's growth, opportunity and ambition.

Parramatta is one of Australia's most culturally diverse cities, shaped by migration, education, creativity and enterprise. Its communities are skilled, engaged and outward-looking, bringing together languages, traditions and ideas from across the world. This diversity is not only a defining characteristic of the city — it is one of its greatest strengths.

The Council operates at significant scale, employing approximately 1,500 staff and managing an annual operating and capital budget exceeding \$570 million (2025/26). Council manages a substantial portfolio of assets and infrastructure, delivering \$199 million in capital works annually, with major projects including the Civic Link pedestrian boulevard, Riverside Theatres redevelopment, and multiple community facility developments.

Council provides extensive services across libraries, community hubs, cultural venues, recreation facilities, and events programming, attracting millions of visits annually. The organisation delivers over 40% of its capital program through successfully secured external funding partnerships, demonstrating strong capability in stakeholder engagement and grant acquisition. This scale and complexity requires sophisticated project management, financial planning, and organisational leadership to deliver outcomes for a rapidly growing and diverse community.

Parramatta's vision is of a city that is creative, inclusive, sustainable and confident in its identity — a city where growth strengthens community, culture and opportunity, and where people see themselves reflected in the places they live, work and gather.

## Position Overview

The Chief Executive Officer leads and manages the day-to-day operations to ensure the delivery of high quality services, programs and outcomes for the community. The role provides organisational leadership, guiding long-term planning, service excellence, financial sustainability and responsible resource management. The CEO is expected to lead not only operational excellence, but also long-term stewardship, balancing financial sustainability, community wellbeing, organisational health, and Parramatta's evolving identity as a global and local city.

The CEO supports the elected Council through the provision of impartial, professional advice and is responsible for implementing Council decisions in a timely and coordinated manner. As the primary interface between the elected Council and the organisation, the CEO ensures clear communication, effective governance and alignment between Council priorities and operational delivery.

The position builds organisational capability and culture, leads continuous improvement and innovation, and ensures Council remains responsive to the needs and expectations of a growing, diverse and changing community. The CEO also represents Council in dealings with government, industry, business and community partners, strengthening relationships and partnerships that enhance the Parramatta's liveability, economic vitality and future opportunities.

## Key Accountabilities

- **Lead and manage the operations of the City of Parramatta**, to ensure the effective delivery of services, programs and outcomes aligned with Council's vision, priorities and statutory obligations under all relevant legislation.
- **Support the Council** through impartial, high-quality advice and professional guidance, enabling informed decision-making and effective governance.
- **Implement Council's resolutions efficiently and transparently**, supported by strong systems of accountability, oversight and organisational performance.
- **Ensure financial sustainability and responsible resource management**, including long-term planning across assets, services, workforce and infrastructure.
- **Build and maintain a capable, high-performing organisational culture** that supports collaboration, inclusion, innovation and service excellence.
- **Lead the organisation through significant growth, change and development**, ensuring strategic alignment with major investment, infrastructure and planning initiatives shaping the City.
- **Champion digital capability and technology-driven improvement**, ensuring modern systems, data integrity, information security and efficient service delivery.
- **Represent Council with authority and credibility**, building constructive relationships with government, industry, business and community partners, including Aboriginal community organisations.
- **Ensure services, programs and policy initiatives reflect community needs and expectations**, guided by a strong customer focus and continual improvement mindset.
- **Strengthen governance, risk management and integrity systems**, identifying emerging issues and risks, ensuring compliance with legislation, codes, internal controls and ethical public sector standards.

## Key Challenges

The role operates within an environment characterised by:

- A large and diverse workforce requiring sustained leadership, organisational capability and a strong workplace culture
- Major projects, infrastructure delivery and service expansion driven by rapid growth and development across Parramatta
- Long-term financial sustainability expectations, requiring disciplined planning, prioritisation and resource management
- A politically diverse and publicly accountable environment, requiring impartial advice and strong governance practice
- Complex stakeholder relationships across government, business, community and regional partners
- Significant community diversity, requiring responsive and inclusive engagement, services and decision-making
- Ongoing organisational transformation and modernisation, including systems, processes and technology uplift

## Key Relationships

### Internal

- Councillors as the governing body.
- Executive and senior leaders.
- Employees across the organisation.

## External

- State and Federal government agencies.
- Regional and planning bodies.
- Community, including Aboriginal community organisations, industry and business partners.
- Other councils and institutional stakeholders.

## Essential Requirements

1. **Relevant tertiary qualifications** in business, public administration, planning, engineering or related fields, with postgraduate qualifications desirable.
2. **Proven record of executive leadership**, delivering strong organisational performance, service outcomes and workforce capability in large organisations.
3. **High-level governance and political acumen**, with the judgement to balance diverse interests, anticipate risk and operate confidently in demanding environments.
4. **Extensive experience in financial stewardship**, including budgeting, financial planning, resource allocation and long-term organisational sustainability.
5. **Proven experience leading the delivery of major capital programs and infrastructure projects**, including planning, procurement, stakeholder management and successful project completion within complex regulatory and funding environments.
6. **Demonstrated capability in organisational management and cultural development**, including leading change, modernisation and continuous improvement.
7. **Outstanding communication and stakeholder engagement skills**, with the ability to represent Council confidently across government, business, industry and community settings.
8. **Strong operational leadership capability**, ensuring efficient, customer-focused service delivery supported by sound systems and performance standards.
9. **Demonstrated strength in risk management and integrity**, including oversight of governance, compliance and internal control frameworks.
10. **Capacity to lead within environments undergoing growth** and transformation, articulating a compelling and inclusive vision that embeds community voice, culture, and creativity into organisational strategy and city-shaping decisions.
11. **Commitment to integrity, ethical conduct and public value**, reflected in behaviour, decision making and leadership approach.

## Desirable Requirements

1. Experience in senior leadership within local or state government, or within sectors operating under similar public accountability frameworks.
2. Demonstrated understanding of, and affinity with, Parramatta's diverse community and context (or comparable environments).
3. Demonstrated senior leadership experience in community services, human services or place-based service delivery, including work with diverse or vulnerable communities.

## Focus Capabilities

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Act with Integrity</b>	Highly Advanced	<ul style="list-style-type: none"> <li>Champions and acts as an advocate for the highest standards of ethical and professional behaviour</li> <li>Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation</li> <li>Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use</li> <li>Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour</li> <li>Acts promptly and visibly in response to complex ethical and people issues</li> </ul>
<b>Demonstrate Accountability</b>	Highly Advanced	<ul style="list-style-type: none"> <li>Acts in the public interest always</li> <li>Is prepared to act and take ownership for difficult decisions</li> <li>Creates a climate in which people feel supported to take responsibility for outcomes</li> <li>Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks</li> </ul>
<b>Community and Customer Focus</b>	Highly Advanced	<ul style="list-style-type: none"> <li>Creates an organisational culture which embraces high quality customer service</li> <li>Ensures that management systems, processes and practices drive service delivery outcomes</li> <li>Ensures that community and customer needs are central to strategic planning processes</li> </ul>
<b>Influence and Negotiate</b>	Highly Advanced	<ul style="list-style-type: none"> <li>Credibly promotes the organisation's position in the community, region and sector</li> <li>Builds and maintains a wide network of professional relationships outside the organisation</li> <li>Obtains the commitment of key stakeholders to major projects and ensures ongoing communication</li> <li>Identifies and evaluates broader impacts of proposed policies and solutions, making decisions based on evidence and risk/benefit analysis</li> </ul>
<b>Workforce leadership</b>	Highly Advanced	<ul style="list-style-type: none"> <li>Creates a climate in which people across the organisation want to do their best</li> <li>Ensures the organisation engages in effective performance management, development planning and talent identification</li> <li>Drives executive capability development and succession planning</li> </ul>
<b>Results</b>	Highly Advanced	<ul style="list-style-type: none"> <li>Creates a culture of achievement by setting high expectations for self and others</li> <li>Drives organisational activity to achieve outcomes in changing environments</li> <li>Removes obstacles to delivery and enables others to perform</li> </ul>

# Application and Selection Process

## Executive Search Partner

The City of Parramatta has engaged Derwent Search (Derwent) <https://www.derwentsearch.com.au/company-profile> as an independent expert to conduct an executive search and manage the recruitment process. All applications are to be received by Derwent.

## To apply

**Closing date:** 8 March 2026.

To submit your application, please go to [www.derwentsearch.com.au](http://www.derwentsearch.com.au) and “Search Jobs” to find a link to the opportunity. Your application must include a resume and a cover letter highlighting your suitability.

## Enquiries

Please contact Derwent by email [publicsector@derwentsearch.com.au](mailto:publicsector@derwentsearch.com.au) and we will reply with appropriate information and/or arrange a convenient time to speak. You may also contact Andrew McEncroe, Managing Partner Derwent on 02 9223 1855.

## Selection Process

We follow a rigorous, transparent selection process designed to identify the best candidate for this critical role:

- **Stage 1 (March): Application Review** All applications will be reviewed by the selection panel against the selection criteria. The most competitive candidates will be invited to proceed to pre-screening interviews with Derwent.
- **Stage 2 (March): Pre-Screening Interview with Derwent** Selected candidates will participate in a detailed interview with Derwent. This interview explores your experience, career motivations, and alignment with the role requirements. Following this interview, Derwent prepares a comprehensive assessment report for the selection panel's consideration in selecting a shortlist.
- **Stage 3 (late March / early April): Panel Interview** Shortlisted candidates will be invited to interview with the selection panel. This interview includes capability-based interview questions aligned to the selection criteria, and the opportunity for candidates to ask questions.
- **Stage 4 (early April): Strategic Presentation** – Candidates invited to progress to this stage will present their response to a task or scenario provided in advance. This is typically a 20-minute presentation and a concise written summary.
- **Stage 5 (late April): Presentation to Council:** Preferred candidate(s) will present to Council in a closed session.
- **Stage 6 (late April): Final Assessment:** The selection panel meet to select the preferred candidate to recommend to Council and an appointment is made

Derwent will notify applicants of material changes to the timeline.

## Pre-employment verification and background checks

The following checks will be conducted for the candidate(s) in final consideration:

- National Police Check
- Professional Membership
- Qualification
- Bankruptcy
- Financial Regulatory
- Media Search

## Referee Reports

Candidates at an advanced stage of consideration will be asked to provide at least two referees who may be contacted as part of the selection process. Additional referees may be sought to assess a candidate's merits for the role, and written references may also be checked.

## Candidate Care

We are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

## Candidates with a Disability

Derwent aims to ensure people with disability can access secure and sustainable employment opportunities and are respected for their skills and capabilities. If required, we will provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. You can specify in your application if you have necessary adjustments, or please inform us at any stage, and we can arrange reasonable adjustments on your behalf. If you need to contact us about reasonable adjustments during the recruitment process, please contact [publicsector@derwentsearch.com.au](mailto:publicsector@derwentsearch.com.au)