

EMPLOYMENT INFORMATION PACK

Shire of Woodanilling





Executive Manager Infrastructure

The Shire of Woodanilling is seeking a suitably qualified and experienced person to join us as Executive Manager Infrastructure. This role may suit a Works Supervisor or similar ready to transition to an executive role.

Woodanilling is a vibrant agricultural community set in the picturesque landscape in the north of Western Australia's Great Southern region. The township offers schooling (kindergarten to Year 4), a post office/café/general store, heritage buildings and wide tree-lined streets, and is conveniently located a short 15-minute drive from the regional centre of Katanning or 2 ½ hours from Perth.

The successful applicant will be responsible for management of the Shire's Works Department and delivery of programs, providing leadership to the Shire's Outside Staff and having a strong focus on Work, Health, and Safety. As part of the Executive Management Team, the successful applicant will assist with the preparation of budgets and reports for Council meetings and others as required. Knowledge of local government budgeting, tendering and procurement processes, leadership/management experience, computer skills, and knowledge of road formation and road related programs will be highly regarded.

Reporting directly to the Chief Executive Officer, this is a contracted position with a term of up to 5 years and a salary range between \$115,000 - \$125,000 per annum depending on qualifications and experience. Private use of a motor vehicle, housing with utilities (or allowance if housing is not required) and other benefits are provided.

A copy of the Position Description and Employee Information Pack can be obtained via the Shire's website www.woodanilling.wa.gov.au. Further information about the position is available by contacting the Chief Executive Officer, Anika Serer, on (08) 9823 1506 or 0428 032 089.

Applications marked *Private and Confidential – Executive Manager Infrastructure position* and detailing qualifications and experience along with statements addressing the selection criteria outlined in the Employee Information Pack, can be emailed to ceo@woodanilling.wa.gov.au or delivered in person at the Administration Office, 3316 Robinson Road, Woodanilling WA 6316. Applications will be considered as they are received.

Anika Serer
Chief Executive Officer





Selection Criteria

Applicants must address the following Selection Criteria in their application:

- Applicable tertiary qualifications and/or more than 5 years' experience in civil engineering, construction and maintenance with an understanding of gravel roads specifically.
- Proven effective leadership and interpersonal skills.
- Asset Management Planning experience.
- Comprehensive knowledge of engineering techniques related to road and drainage works.
- Comprehensive knowledge of relevant Acts, Local Laws, Policies (internal and external), and engineering specifications relating to construction and maintenance.
- Comprehensive knowledge of contract management (including tenders) and administration.
- Knowledge of traffic management practices and standards.
- Comprehensive knowledge of HR principles and Work, Health and Safety legislation.
- Sound knowledge of purchasing and stores systems and processes.
- Extensive knowledge in the preparation of construction and maintenance budgets.
- Desirable - have at least 5 years' practical work experience within a Local Government setting.
- Essential - have at least 3 years' practical supervisory experience.

The Shire of Woodanilling is an equal opportunity employer. If you are being considered for a position and you have a disability or medical condition that may impact on your ability to carry out the duties of the position, we will discuss this with you, in confidence, prior to making our selection decision.

The Position Description for this role is provided separately.



Shire of Woodanilling

ABOUT THE SHIRE OF WOODANILLING

Thank you for your interest in working for the Shire of Woodanilling (Shire).

Our Shire is predominantly known for its sheep and grain production with agroforestry, meat abattoir, feedlot, fertiliser, and service station (Beaufort River, Albany Highway) businesses being more recent enterprises to set up within the Shire.

Woodanilling's townsite is situated off the Great Southern Highway just 15 minutes north of the regional centre of Katanning and roughly 252 kilometres south-east of Perth via the Albany Highway, a comfortable two and a half hour drive from the city centre.

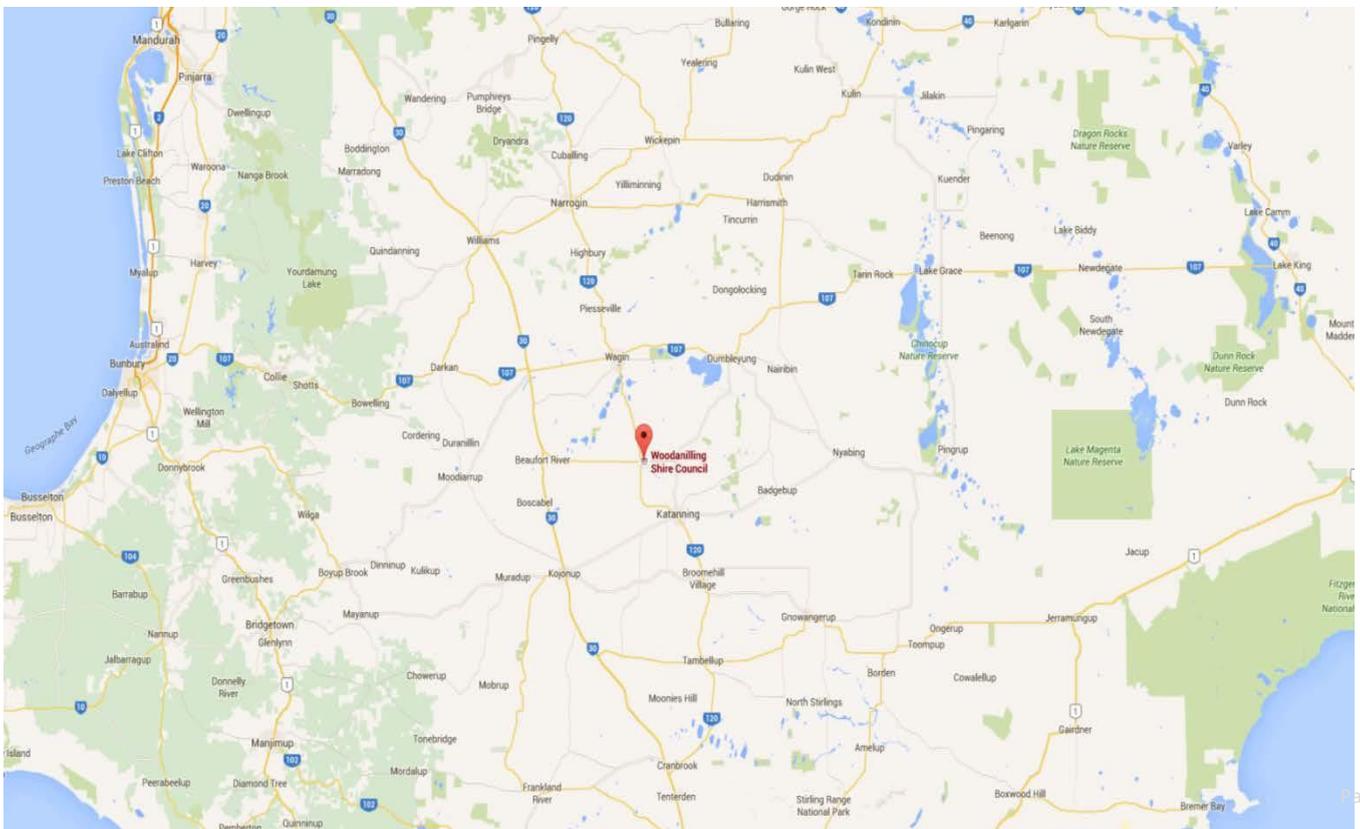
Woodanilling is a neat and tidy town with wide tree-lined streets, exquisite heritage buildings (some of which are over 100 years old), an abundance of wildflowers in the Spring and, purportedly, home to one of the largest salmon gums (*eucalyptus salmonophloia*) in the southern hemisphere.

A well-maintained sports oval and pavilion are situated on the northern side of town and the beautiful Centenary Park, located on the eastern side of town, has public accessible toilets, a children's playground and free barbeque facilities.

The Shire of Woodanilling is 1126 square kilometres in area, contains 76.4km kilometres of sealed roads, 445.1 kilometres of unsealed roads, one square kilometre of parks and gardens, and has 208 dwellings.

Shire localities:

Beaufort River
Boyerine
Cartmeticup
Glencoe
Kenmare
Westwood
Woodanilling





SHIRE OF WOODANILLING VALUES

Shire of Woodanilling takes pride in providing a workplace where all employees demonstrate behavior consistent with our values.

"Council and Community – Hand in Hand"

When dealing with individuals, landowners, the Community and organisations, Council will:

- be fair;
- be honest, open and accountable;
- respect the views and rights of individuals and groups;
- Be receptive as everyone in the community counts;
- recognise the increased awareness that a small community brings.
- provide an atmosphere of energy, excitement, optimism and positivity.
- Facilitate group discussion and help to overcome stumbling blocks and conflict.

The Shire of Woodanilling aspires to:

- be the best local government for our community;
- work hand in hand with our community; and
- be a leader of small local governments;

by:

- fostering community spirit and cohesion;
- providing excellent customer service;
- provision of high quality facilities and services; and
- representing community views at an influential level.

HOW TO APPLY

Your application must contain:

- A brief covering letter telling us why you are interested in the position and a summary of your suitability;
- Your resume;
- Statements addressing the Selection Criteria; and
- Contact details for at least two work-based referees.

Please note that interviews may be conducted at any time.

Submit your application by one of the following methods (email is preferred; however, via post or in person is also acceptable):

Email: ceo@woodanilling.wa.gov.au

In Person: 3316 Robinson Rd Woodanilling

Please take care to ensure all information provided in your application is accurate and honest; false or misleading information may result in an application's dismissal.

PROGRESS OF YOUR APPLICATION

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The interview and selection process can take some time; to check the progress of your application, please telephone Anika Serer, Chief Executive Officer, as per the contact details below.

You will be contacted after the interview if you are required to undergo a medical assessment.

CONTACT

For more information regarding this position, please contact Anika Serer, Chief Executive Officer, on (08) 9823 1506 or 0428 032 089.

