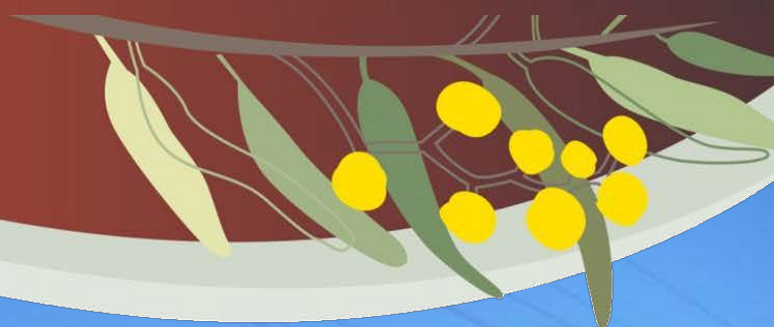


EMPLOYMENT INFORMATION PACK

Shire of Woodanilling



Manager Corporate Services

The Shire of Woodanilling is seeking a suitably qualified and experienced person to join us as Manager Corporate Services.

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 the day-to-day supervision of the Administration Building operations, delivering governance functions and processes, special projects, leadership and management of Administration Staff, maintaining policy & procedures manuals, and other matters associated with governance, regulatory and compliance.

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 \$125,000 - \$130,000 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 Temporary Chief Executive Officer, Mike FitzGerald, on (08) 9823 1506 or 0428 032 089.

Applications marked *Private and Confidential –Manager Corporate Services 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.

Mike FitzGerald
Temporary 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 Local Government Governance, Compliance or similar.
- Proven effective leadership and interpersonal skills.
- Extensive experience in senior supervisory or managerial role.
- Current C class Motor Driver's Licence.
- Local Government Governance, Compliance or regulated function such as Procurement
- Comprehensive knowledge of Acts, Local Laws, Policies (internal and external)
- Comprehensive knowledge of contract management (including tenders) and administration.
- Comprehensive knowledge of HR principles and Work, Health and Safety legislation.
- Sound knowledge of 'Synergy Soft' and other office software applications
- Sound knowledge of purchasing and procurement processes.
- Desirable to have at least 5 years' practical work experience within a Local Government setting.
- Essential to have at least 3 years' practical supervisory experience.

The Shire of Woodanilling is an equal opportunity employer. If you are 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.

Position Description

1. POSITION DETAILS

Position:	Manager Corporate Services	Position classification:	Neg. Contract
Directorate:	N/A	Employment type:	Five (5) year contract
Department:	Corporate	Location:	Woodanilling Administration Office
Superannuation:	Mandatory contributions and Council co-contribution as per policy	Hours:	38hr week Mon-Fri flexible (9am-5pm)
Annual Leave:	Five (5) weeks per annum – leave loading is incorporated into salary	Uniform Allowance:	As per budget allowance each year
Long Service Leave:	As per Local Government (Long Service Leave) Regs	Time Off In Lieu:	Up to 1 day accrued per month
Housing Allowance:	\$50 per week	Vehicle:	Shire provided vehicle with business and personal use as per Policy

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Chief Executive Officer
Supervision of:	Senior Finance Officer Customer Service Officer Executive Assistant (shared with CEO)
Internal and External Liaison:	
Internal	Chief Executive Officer Elected Members Contractors CESM Other Infrastructure employees
External	Adjoining local Authorities Service Authorities Consultants Members of the community



POSITION OBJECTIVES

- Responsible to the Chief Executive Officer for the day-to-day supervision of Administration Building operations in accordance with statutory requirements and Council Policy.
- Responsible to the Chief Executive Officer in delivering governance functions and processes to the organisation that are compliant with legislation.
- Responsible to the Chief Executive Officer for the delivery of Special Projects.
- To provide leadership to and management of the Administration Staff.
- Maintain statutory registers and policies/procedure manuals.
- Manage projects and issues on behalf of the CEO as directed.
- Other matters associated with governance, regulatory and compliance.
- To provide back up support for other finance/administration positions as required.
- Operate and maintain all associated duties in accordance with the Shire of Woodanilling's policy and procedures.
- Maintain a high standard by completing works efficiently and effectively.
- Complete works as directed to assist the Shire of Woodanilling in achieving its goals.
- Demonstrate a commitment to work safely, effectively and efficiently by ensuring all duties are carried out in a professional manner consistent with the Code of Conduct and Shire of Woodanilling policies and procedures.

KEY DUTIES / RESPONSIBILITIES

Administration

- Manage Administration staff and lead the delivery of identified team targets and goals
- Manage and supervise the administration function of the Shire
- Co-ordinate meetings, appointments and correspondence
- Preparation, management and conclusion of CEO and Team meetings with agendas and outcomes.
- Preparation, assistance and coordination of formal and informal Council Meetings.
- Prepare agenda and minutes, reports and other documents such as the Annual Report, and process advertisements and invitations as required.
- Undertaken necessary research, analysis and other projects as required.
- Ensure that an effective system is in place to monitor and assess action items and outcomes from Council Meetings and briefing sessions.
- Ensure that current and future staff hold the appropriate authorisations and sub delegation.
- Administer the process of Annual & Primary Returns and Related Party Disclosures in accordance with the relevant legislation.
- Provide HR support to the CEO and organisation
- Maintain the highest of ethical standards, exercise discretion and maintain confidentiality of sensitive issues handled by the CEO.

Governance and Statutory Compliance

- Lead the development of Ordinary Council Agendas, Minutes and Briefing Paper
- Lead the Record Keeping Function of the Shire
- Manage the procurement function of Council with the CEO
- Manage contracted services including Ranger, EHO, Planning and Building Services and oversee public queries/requests for services
- Lead the completion of compliance requirements such as:
 - Annual Grants Commission Return
 - Annual Statutory Compliance Return
 - Annual Budget and Financial Reports
 - Annual Budget Review (December annually)
 - Shire of Woodanilling Annual Compliance Calendar

Special Projects including

- Record keeping planning.
- Disability access and inclusion planning & reporting.
- Local Planning Scheme review
- Review & update policies, delegations and procedures.
- Local Laws review.
- Development of Health Plan
- Identify grant opportunities and support the drafting of relevant applications.
- Support implementation and reporting of Council's Strategic Community Plan and Corporate Business Plan.
- Implement Regulation 17 & 5 Reviews and other audit findings and report as required.
- Any other duties consistent with the scope and level of this position as required and directed by the Chief Executive Officer of the Shire of Woodanilling.

SKILLS and EXPERIENCE

Qualifications:

- Applicable tertiary qualifications and/or more than 5 years' experience in Local Government Governance, Compliance or similar
- Extensive experience in senior supervisory or managerial role.
- Current C class Motor Driver's Licence.

Knowledge and Experience:

- Local Government Governance, Compliance or regulated function such as Procurement
- Comprehensive knowledge of Acts, Local Laws, Policies (internal and external)
- Comprehensive knowledge of contract management (including tenders) and administration.
- Comprehensive knowledge of HR principles and Work, Health and Safety legislation.
- Sound knowledge of 'Synergy Soft' and other office software applications
- Sound knowledge of purchasing and procurement processes.
- Desirable to have at least 5 years' practical work experience within a Local Government setting.
- Essential to have at least 3 years' practical supervisory experience.

Skills:

- Effective presentation and public speaking skills.
- Leadership skills.
- Outstanding interpersonal skills.
- Negotiating/influencing.
- Sound level of communication (written and verbal) skills.
- Research and grant capacity.
- Managing vision and purpose.
- People management.
- Report writing.



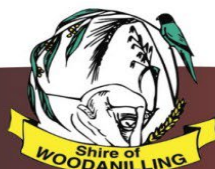
EXTENT OF AUTHORITY

- Authorised to incur budget expenditure in accordance with the Financial Authorisations set by relevant limits, Purchasing Policy and other relevant Policy or Procedure
- Authorised to prepare and sign correspondence in accordance with established Policy and Procedures.
- Authorised to sign timesheets in accordance with established Policy and Procedures.
- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.
- Perform duties as directed, under the general direction of the Chief Executive Officer within policies, procedures and legislative requirements.
- Relieve for the Chief Executive Officer as required.

WHS REQUIREMENTS

- Lead with the WHS Act and requirements with the Chief Executive Officer and Executive Manager Infrastructure for the whole of the organisation.
- Follow and advocate for all Work Health and Safety guidelines, policies and procedures.
- Take reasonable care for your health and safety in the workplace. Work in a safe manner and not do anything that will adversely affect the safety of yourself or another person.
- Provide and maintain workplaces, plant and systems of work so employees are not exposed to hazards.
- Provide suitable facilities for welfare at all workplaces.
- Ensure all hazards and incidents are investigated and managed in timely way and in accordance with procedures.
- Comply with Shire of Woodanilling's Occupational Safety and Health policy and procedures.
- Promptly report any incidents, hazards or unsafe conditions which are encountered.
- Ensure employees are provided with the necessary instruction, information, training and supervision to enable work to be carried out safely.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Ensure compliance with Safe Work Method Statements (SWMSs) and Job Safety Analysis sheets (JSAs).

Approved by the Chief Executive Officer Date: 15 / 07 / 2-26



PO BOX 99
WOODANILLING WA 6316

Ph: (08) 9823 1506

shire@woodanilling.wa.gov.au
www.woodanilling.wa.gov.au



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, 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

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 ensure that 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 Mike FitzGerald, Temporary 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 Mike FitzGerald, Temporary Chief Executive Officer, on (08) 9823 1506 or 0428 032 089.

