

Executive Officer Infrastructure & Strategy



Application Package

Closing date: 4.00 pm 30 October 2024

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**EXECUTIVE OFFICER INFRASTRUCTURE & STRATEGY**

The Shire of Katanning is seeking an experienced administration support person to join the Infrastructure and Strategy department.

The ideal candidate will provide high level administrative and secretarial assistance to the General Manager Infrastructure & Strategy and department staff.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au).

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au) or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 3 October 2024.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Peter Klein

**CHIEF EXECUTIVE OFFICER**



**SHIRE PROFILE**

Katanning is the regional centre for the Upper Great Southern Region of Western Australia and is located 283kms south east of Perth.

The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH grain handling facilities, export abattoir, major transport operators and agribusinesses.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds.  One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.



**COUNCIL INFORMATION**

**COUNCIL**

**Shire President:**  Cr Kristy D’Aprile

**Deputy Shire President:** Cr Liz Guidera

**Councillors:**

Cr John Goodheart

Cr Matthew Collis

Cr Michelle Salter

Cr Ian Hanna

Cr Paul Totino

**Office: Postal:**

52 Austral Tce PO Box 130

KATANNING WA 6317 KATANNING WA 6317

Email: [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

Website: [www.katanning.wa.gov.au](http://www.katanning.wa.gov.au)

Telephone: (08) 9821 9999

**COUNCIL STATISTICS**

Population: 4,500

Area: 1,518 km sq.

Distance from Perth: 283km

Length of Roads: 255km sealed, 528km unsealed

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Coblinine, Coyrecup and Ewlyamartup, Katanning

Council meets on the fourth Wednesday of each month.

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POSITION DESCRIPTION

1. **Position Identification**

**Title:** Executive Officer Infrastructure & Strategy

**Position Number:** K058

**Classification:** Local Government Industry Award 2020

**Base Level:** Level 5

**Employment Basis:**  Full Time

**Section:** Infrastructure and Strategy

1. **Position Objectives**

The objective of this position is to assist the General Manager Infrastructure Strategy in developing and delivering high level administration services including but not limited to, systems, processes, best practice service delivery, while ensuring professionalism, responsiveness, integrity, and diversity are embedded.

1. **Key Responsibilities/Duties**
   1. **Business Systems Administration**

* Directorate capability, capacity, and professional expertise
* Strong ability to analyse data and information and to clarify ambiguity.
* Assist the General Manager Infrastructure & Strategy to conduct tenders and/or request for quotations to appoint/manage Infrastructure and Strategy and other consultants.
* Provide assistance to the Regulatory team to conduct tenders and/or request for quotations and the day to day enquiries.
* Provide administrative support to maintenance and cleaning.
* Understanding of and commitment to highest levels of governance.
* Assist with financial, accounting and budgeting processes including grant submissions.
* Commitment to improvement and implementation of systems and processes.
* Other duties as directed.
  1. **Business Systems Management**
* Assist the General Manager Infrastructure & Strategy to implement forward planning works program.
* Obtain quotes for sub- contract trade packages adhering to the Shire of Katanning’s purchasing policy.
* Report on the results of quotes received and make recommendations.
* Assist the Executive Manager of Infrastructure and Assets to administer sub-contracts including claims and other contract issues.
* Assist monitoring progress of work on site against the construction program.
* Prepare monthly construction progress reports.
  1. **General**
* Any other duties consistent with the level of this position and as directed.

1. **Records Management**

* Liaise with the Customer Services Contact Centre and triage customer request related to Directorate.
* In addition, ensure electronic information and records are managed according to the WA State Records Act 2000 and other relevant legislation in consultation with the Senior Admin/ Records Officer as appropriate to position.

1. **Behaviour and Conduct:**

* Perform duties efficiently, responsibly, ethically and in accordance with the Shire’s Code of Conduct.
* Creates a positive work environment of energy, professionalism, and innovation.
* Ensure that you always maintain and enhance the reputation of Shire of Katanning.

1. **Work Health and Safety and Risk Management Responsibilities**

* Perform work in a safe and healthy manner and abide by the Shire’s and legislated safe work procedures, instructions and safety management practices.
* Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
* Participate in activities associated with the management of workplace health and safety.
* Use appropriate personal protective equipment as directed.
* Comply with the Shire’s Risk Management Policy Procedures.
* Must comply with the Council Work Injury Management Programme.

1. **Organisational Relationships**

**Responsible to**

* General Manager Infrastructure & Strategy

1. **Cultivates Productive Working Relationships**

**Internal**

* CEO
* General Managers
* Department Managers
* WHS and Risk Commitee
* All Shire employees and volunteers

**External**

* Shire Contractors and Consultants
* Other Local Governments
* Suppliers
* Community Groups and General Public
* Government agencies
* Funding Bodies

1. **Level of Authority**

* Operates under the general direction of General Manager Infrastructure & Strategy.

1. **Selection Criteria**

**Essential**

* Developed customer service and office administrative skills.
* Ability to provide sound administrative advice which influences decisions by others, identifying and escalating issues to senior staff members.
* Ability to confidently communicate messages in a clear, concise, and articulate manner, including the ability to tailor communication style and messages to suit the audience.
* Computer literacy with experience in Microsoft Office applications.
* Demonstrated high level of interpersonal, communications, consultation, and negotiations skills.
* Demonstrated ability to work both independently and as a team member/leader.
* Current Class ‘C’ vehicle license.

**Desirable**

* Tertiary qualifications relevant to administration and/or the construction industry or demonstrated relevant working experience in the building and construction industry.
* Experience in Council Data and Records Systems (Synergy, Trim, CRM)
* Experience working within ISO 9001 or other Quality Management Systems
* Experience working within a Risk Management Framework

1. **References**

* The details of two referees will be requested during the application process.

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**REMUNERATION DETAILS**

**EMPLOYMENT CONDITIONS**

|  |  |
| --- | --- |
| **Location** | The position is based at the Shire of Katanning Administration and Civic Centre |
| **Industrial agreement** | Local Government Industry Award 2020, Level 5 |
| **Salary** | Up to $30.16 per hour, depending on qualifications and experience. |
| **Employment Basis** | Full time. |
| **Superannuation** | Superannuation of up to 14.5% based on 11.5% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employee’s contributions. |
| **Annual leave** | 4 weeks leave paid annually. |
| **Personal/carer’s leave (recognised as sick leave)**  **Compassionate Leave** | Paid personal leave is available to employees for illness or injury, caring for immediate family or house hold members who are ill and require care.  2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family. |
| **Long Service Leave** | Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia. |
| **Clothing allowance** | $330.00 per financial year. |
| **Probationary Period** | A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer. |
| **Pre-Employment Medical** | All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment. |
| **Police Clearance** | The successful applicant will be required to provide a National Police Clearance**.** |
| **Closing date** | **4.00pm 3 October 2024**  **In the interest of fairness and equity, late applications will not be accepted.** |

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**SELECTION CRITERIA**

**Executive Support Officer**

**Selection Criteria**

**Essential**

* Developed customer service and office administrative skills.
* Ability to provide sound administrative advice which influences decisions by others, identifying and escalating issues to senior staff members.
* Ability to confidently communicate messages in a clear, concise, and articulate manner, including the ability to tailor communication style and messages to suit the audience.
* Computer literacy with experience in Microsoft Office applications.
* Demonstrated high level of interpersonal, communications, consultation, and negotiations skills.
* Demonstrated ability to work both independently and as a team member/leader.
* Current Class ‘C’ vehicle license.

**Desirable**

* Tertiary qualifications relevant to administration and/or the construction industry or demonstrated relevant working experience in the building and construction industry.
* Experience in Council Data and Records Systems (Synergy, Trim, CRM)
* Experience working within ISO 9001 or other Quality Management Systems
* Experience working within a Risk Management Framework

**\*To be considered for this position applicants must address the Selection Criteria.**

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**INFORMATION FOR APPLICANTS**

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for an interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

**Covering letter:**

A covering letter introducing yourself and explaining why you are applying for this position.

**Selection Criteria Responses:**

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

**S**ituation: provide a brief outline of situation /setting

**T**ask: outline what you did

**A**pproach: outline how you did it

**R**esult: describe what the outcomes were

**Resume (curriculum Vitae) which includes:**

* Personal details – name, address and telephone number
* Your education and training achievements.
* Your work history including employment dates and details of the duties, performance and achievements.
* Any activities you have undertaken outside of work, which you consider are relevant to the position.

**Other Documents (optional):**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

**Referees:**

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

**Contact Details:**

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

**Lodging your Applications:**

The closing date is **4.00pm 3 October 2024**.

**Email:** [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au)

**By Hand:** Shire of Katanning Administration and Civic Centre, 52 Austral Terrace, KATANNING

**Attention:** Peter Klein, CEO

**Post:** PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.