



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Employment Application Package

Executive Manager Community Services / Deputy Chief Executive Officer

Applications close at 4:00pm on Tuesday 25 October 2019

For information on the Shire of Merredin visit
www.merredin.wa.gov.au

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Information for Prospective Applicants

Thank you for your interest in this position and your application is welcome. To assist you in submitting your application, please take time to read the following information.

Queries

If you have queries about any aspect of the position or regarding your application, please contact Mr Greg Powell, Chief Executive Officer by telephone on 9041 1611.

Completing your Application

Your application should include the following:

1. a covering letter addressed to the Chief Executive Officer stating why you are applying for the position and giving details of how you may be contacted via telephone during office hours (Monday-Friday 8.30am to 4.30pm);
2. a separate statement addressing the selection criteria. You should address each criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page;

3. a resume/curriculum vitae which includes your personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each position. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development;
4. the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. *Do not submit original copies of references;*
5. copies of your qualification(s) or academic record(s) of current studies should be attached. *Do not submit original copies of your qualifications or academic records;*
6. information on your anticipated commencement date if you are successful; and
7. the signed Certification.

Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked “Private & Confidential – Executive Manager Community Services / Deputy Chief Executive Officer Position” and can be emailed to careers@merredin.wa.gov.au (preferred), posted to the Shire of Merredin, PO Box 42, MERREDIN WA 6415 or hand delivered to the Shire Administration during office hours.

Applications must be received by the specified closing date and time, and late applications will not be accepted. If you are forwarding your application through Australia Post please ensure you allow enough time for it to reach the Administration before the closing time.

All applications lodged will be acknowledged.

Please note all applications received will become the property of the Shire of Merredin and cannot be returned to unsuccessful applicants.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two people.

During the interview the Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

The Shire of Merredin has an obligation to be satisfied regarding your qualifications and suitability for the position. If there is any special need for confidentiality, such as your current employer who is not aware of your application, please provide details with your application.

Initially, the reference checks will be limited to your nominated referees and you should ensure that they are aware that contact may be made with them to confirm details. The Shire of Merredin reserves the right to make checks of the preferred applicants but will not make contact with any current employer unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Preferred Applicant

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report (at the Shire of Merredin’s expense);
- Produce a current National Police Clearance. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel;
- Provide documentary proof of motor driver’s license;
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant); and
- Produce original or certified copies of all relevant qualifications and licences.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Merredin Code of Conduct;
- Acceptance of the Letter of Appointment;
- Position Description for the job; and
- Statutory Declaration in relation to current Drivers Licence (if relevant).

Advertisement



Executive Manager Community Services / Deputy Chief Executive Officer (Package up to \$157,000)

The services of an experienced local government professional are sought to fill this role.

The principal objective of the successful applicant will be the ongoing integration of the Integrated Planning and Reporting Framework into Council's operating ethos and its ongoing monitoring and refinement. Additional key responsibilities include the overview of a number of Council's community services including tourism, the arts and recreation, community events and liaison with other community organisations.

A competitive package is offered including a cash component of approximately \$110,000, up to 14.5% superannuation, private use of a vehicle, housing and utilities allowances. Relocation costs in accordance with policy will also be offered.

An employment package can be obtained online via www.merredin.wa.gov.au or by contacting Melissa Ivanetz on ea@merredin.wa.gov.au or (08) 9041 1611.

Potential applicants are encouraged to contact the CEO for further information.

Applications close at 4pm on Friday 25 October 2019.

Canvassing of Councillors will disqualify.

Greg Powell

Chief Executive Officer

About the Shire of Merredin

The Shire of Merredin covers an area of 3,372sq kms and incorporates the townsites of Burracoppin, Hines Hill and Muntadgin and the localities of Goomarin, Korbil, Nangeenan, Nokanning, Norpa, Nukarni, South Burracoppin and Tandegin.

Merredin is located approximately 260km east of Perth and is the major commercial and retail centre for the eastern Wheatbelt, servicing a hinterland of approximately 15,000 people. Merredin is also a regional base for a range of Government agencies and services. It is an area with high employment and extensive community involvement.

Merredin was gazetted as a townsite on 16 March 1891, with the first Merredin Road Board being established in 1911-12 and the area was renamed the Shire of Merredin on 1 July 1961.

The Shire is bounded by the Shires of Bruce Rock, Kellerberrin, Narembeen, Nungarin, Westonia and Yilgarn.

The region is known for agriculture; approximately 40% of Western Australia's wheat production comes from a 100km radius around Merredin. Sheep farming is also popular in the region, along with production of many grains other than wheat.

Some attractions include the Collgar Windfarm, historic Cummins Theatre, Merredin Peak, Merredin Railway Water Tower, two museums, an art gallery, the longest grain storage facilities in the Southern Hemisphere, as well as the remains of military installations from the town's role as second line of defence during World War II.

Wildflowers and granite rocks are also a picturesque natural environmental feature of the area.

Our Council strives to encourage a vibrant community that offers a comprehensive range of local and regional services. Its aim is to work with all communities in the Central Wheatbelt to support quality of life as well as economic and social development within the region.

Additional information on living in Merredin can be found at www.merredin.com and information on visiting and touring around Merredin and the eastern Wheatbelt can be found at www.wheatbelttourism.com.

Certification

Application for Position of Executive Manager Community Services / Deputy Chief Executive Officer Declaration, Authorisation and Waiver

I certify that:

- The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail; and
- I understand the Shire of Merredin reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Merredin, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

.....
Signature of Applicant

.....
Date

Note: Any information obtained by the Shire of Merredin during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the suitable applicant.

Position Description

1. Title

Executive Manager Community Services / Deputy Chief Executive Officer

2. Salary Level

Negotiated

3. Term

Performance based contract of 3-5 years

4. Department/Section

Administration

5. Location

Shire of Merredin Administration Building

6. Position Objectives

- Assist the Chief Executive Officer with the Strategic management and administration of the Shire of Merredin and its activities in accordance with policy and direction of Council.
- As a key member of the senior management group, provide strategic input and direction to the various projects and work activities.
- Engagement with all sectors of the Shire to develop a united and sustainable community by working collaboratively to establish an acceptable level of service delivery.
- To promote, develop and support community functions and activities that will enable Merredin to be a prosperous, sustainable and attractive Regional Centre.
- Ensure Emergency Management and Ranger matters are attended to directly by the relevant services and providers involved.
- Consistently promote a harmonious working environment within the administration and the Shire as a whole.

7. Requirements of the Job

7.1 Skills

- Good research and analytical skills
- Highly developed written and oral communication skills
- Strong initiative and enthusiasm
- Well-developed administrative, organisational and time management skills
- Ability to be self-directed, flexible and work under minimal supervision
- Well-developed interpersonal and networking skills
- Demonstrated ability to work as part of a team
- Genuine desire to promote the Shire of Merredin
- Demonstrated ability in grant preparation

7.2 Knowledge

- Considerable experience in dealing with statutory bodies and working in a community environment
- Considerable experience in dealing with a wide range of community organisations
- Experience in project and events management.

8. Key Duties and Responsibilities

Responsibilities:

8.1 Within Section

Provision of research, guidance and advice towards the development of programs and actions to introduce/maintain/expand community functions, emergency management and services, together with the implementation of such as directed.

8.2 Within Organisation

Encourage participation by all sectors of the community in identifying needs and developing appropriate strategies to address these needs. Provide advice and assistance to staff.

8.3 Community Development

- 8.3.1 Facilitate planning, development, implementation and coordination of various services in line with Council's strategic objectives under direction of the Chief Executive Officer.
- 8.3.2 Identify ways to build capacity in community groups to facilitate better community outcomes.
- 8.3.3 Manage community-based events management coordinators with logistical assistance in line with Council's strategic objectives.
- 8.3.4 Participate and assist in organisation, planning and coordination of various promotional activities associated with the Shire of Merredin.
- 8.3.5 Provide expertise to community groups on the development of projects, frameworks and evaluation mechanisms.
- 8.3.6 Represent Council on relevant community committees and working groups
- 8.3.7 Undertake forward planning, training and initiatives in line with Council and community expectations in the area of cultural and community development.
- 8.3.8 Supply, coordinate and maintain community information (for example demographic data, community groups, social trends and statistics).

8.4 Grants and Acquittals

- 8.4.1 Develop, review and submit Grant Applications and Acquittals for Council and for organisations under the auspices of Council.
- 8.4.2 Provide guidance to community organisations with their submissions of grant applications with a deemed community benefit
- 8.4.3 Provide guidance to community organisations with their submissions of grant applications.
- 8.4.4 Identify and promote external funding opportunities that support the delivery of Council projects and programs.
- 8.4.5 Develop working relationships with areas of State and Federal governments that have a responsibility to allocate grant funding
- 8.4.6 Work with internal service units to understand people, system and financial resourcing impacts of grant applications

8.5 Strategic Planning and Governance

- 8.5.1 Ensure that all relevant policies, specifications, standards and budgets within the areas of responsibility are adhered to.
- 8.5.2 Develop operational practices and guidelines as they pertain to the position.

8.6 Events and Project Management

- 8.6.1 To co-ordinate and plan community based projects, events and services.
- 8.6.2 Create and develop promotional material for events, programs and projects to advocate to the Media and Communications Officer.
- 8.6.3 Liaise with other Community Development team members and Belgravia Leisure to help coordinate school holiday programs.

8.7 Emergency Management and Ranger Services

- 8.7.1 Work with DFES to ensure the Emergency Management functions are met.
- 8.7.2 Manage the Senior Ranger ensuring adequate work is being performed and reports are provided.
- 8.7.3 Liaise with Senior Ranger and contracted services for surrounding councils.

8.8 Other

- Assist the Chief Executive Officer in the review and maintenance of the Shire of Merredin's registers and manuals, including but not limited to policies, delegations, local laws and leases.
- Attend all Ordinary Meetings of Council and any other meetings of Council as required and to report as necessary, including the preparation of meeting agendas and minutes.
- Deputise for the Chief Executive Officer if and when required.
- Prepare or direct the preparation of general correspondence on matters relating to the areas of responsibility and to ensure all inward correspondence is answered promptly.
- Represent the Shire of Merredin as its Freedom of Information Coordinator.
- Assist the Chief Executive Officer in the co-ordination of staff training.
- Represent Council of officiate on external committees as directed by the Chief Executive Officer.
- Assist the Chief Executive Officer in the administration of any relevant Federal or State legislation.
- Assist the Chief Executive Officer with the administration and management of the Council in accordance with policy and direction of Council.
- Oversee and monitor the operations of the Library, Cummins Theatre, Central Wheatbelt Visitors Centre, Emergency Management, Senior Ranger and management of the Merredin Regional Community and Leisure Centre in conjunction with the respective Managers.
- In conjunction with the Chief Executive Officer implement, monitor and review all documents and processes associated with Council's Integrated Planning Framework.
- Undertake the role of project coordinator for various Council initiatives under the instruction from the Chief Executive Officer.
- Other duties as directed by the Chief Executive Officer.

9. Organisation Relationships

- 9.1 Responsible to:** Chief Executive Officer
- 9.2 Supervision of:** Community Development Officer
Library Manager
Central Wheatbelt Visitors Centre Manager
Senior Ranger
Trainees and / or Workplace Learning Students as required
- 9.3 Internal Liaison:** Chief Executive Officer
Elected Members
Other Shire Managers
Other Shire Staff
- 9.4 External Liaison:** Business Sector
Community Development Officers within the Region
Councillors
Community Members and Organisations
Funding bodies
Government Agencies
Consultants

10. Extent of Authority

- Operates under limited direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995, subsidiary regulations, applicable Accounting Standards and other legislation.
- Authorises payments in conjunction with the Senior Management Group in accordance with Council Delegation.

11. Annual Review

At least once in each calendar year the Chief Executive Officer will conduct an evaluation of the Officer's performance. The annual review will include an assessment of achievement against performance objectives that are predetermined and agreed at each performance review.

Selection Criteria

Essential

- Excellent research and analytical skills;
- Excellent written and oral communication skills;
- Strong sense of initiative and enthusiasm;
- Well-developed interpersonal and networking skills with demonstrated ability to work as part of a team;
- Well-developed interpersonal and networking skills with demonstrated ability to work as part of a team;
- Genuine desire to promote the Shire of Merredin;
- Sound understanding of the principles and practices of community development;
- Demonstrated ability in preparation of external funding submissions;
- Current 'C' class driver's license.

Desirable

- A formal tertiary qualification in a discipline relevant to Local Government or previous experience and training in a similar capacity.
- Working knowledge of a local government and other spheres of government.
- Working knowledge of local area.

Position and Incumbent Details

All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of this position.

Chief Executive Officer :
Signature _____

Date :

Incumbent :
Signature _____

Date :