



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Employment Application Package

Executive Manager Corporate Services

Applications close at 4:00pm on Wednesday, 3 February 2021

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. Your application is welcome. The following information will assist you in submitting your application.

Questions

If you have questions about any aspect of the position or your application, please contact Mark Dacombe, Temporary 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 providing details of how you can be contacted by 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 each 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. 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 Corporate Services” 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. Late applications will not be accepted. If you are forwarding your application by Australia Post please ensure you allow enough time for it to reach the Shire 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 consist of at least three 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 must be satisfied regarding your qualifications and suitability for the position. If there is any special need for confidentiality, such as your current employer not being aware of your application, please provide details.

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 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 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 Corporate Services

The Shire of Merredin is seeking a suitably qualified Executive Manager who is able to demonstrate skills and experience to provide executive management of the corporate and financial services of the Council ensuring that best practice is maintained. The position also assists with the regular review of Council's strategic and corporate documents and is responsible for the promotion of, and ensuring an environment of quality service delivery, and continuous improvement and compliance.

Merredin is located 260km east of Perth and is the major regional centre of the Central Eastern Wheatbelt. The population of Merredin is 2,850.

Merredin is a welcoming, friendly, country town offering a relaxed life-style supported by a full range of services including (Kindergarten-Year 12 College), Catholic primary school, extensive retail and industrial sector, 2 medical practices, district hospital, rail and road services direct to Perth and a diverse range of sporting, recreational and community pursuits. Further information on Merredin and its environs can be found at www.merredin.wa.gov.au and www.wheatbelttourism.com

A contract term of up to 5 years with an attractive salary package, including a cash component between \$110,000 and \$130,000, and superannuation up to 14%, will be negotiated with the successful applicant.

Potential applicants are encouraged to contact the undersigned for further information. Alternatively, a position description is available via our website or by contacting Ashleigh Brice on (08) 9041 1611 or ea@merredin.wa.gov.au.

Applications including a covering letter addressing the selection criteria and including a detailed CV will be accepted by email to careers@merredin.wa.gov.au by no later than 4.00 pm Wednesday 3 February 2021.

Mark Dacombe

Temporary Chief Executive Officer

18 January 2021

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, Korbel, 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. The Shire of Merredin was constituted 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 with approximately 40% of Western Australia's wheat production coming from a 100km radius around Merredin. Sheep farming is also popular in the region, along with production of a range of grains in addition to wheat.

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. The Council's aim is to work with all communities in the Central Wheatbelt to support quality of life and the 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 Corporate Services 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 of Corporate Services (EMCS)
2. **LEVEL**
Performance Based Contract (Negotiated)
3. **DEPARTMENT / SECTION**
Corporate & Financial Services
4. **POSITION OBJECTIVES**

Objectives of Position:

The EMCS is a member of the Senior Management Group and plays an important role in working with the Chief Executive Officer to promote and ensure an environment of quality service delivery, and continuous improvement and compliance. The EMCS provides executive support to the Corporate and Financial Services of Council ensuring that best practice is maintained and assists with the regular review of Council's strategic and corporate documents.

Within Section:

To oversee aspects of service delivery, governance, compliance, and accountability by Council in relation to its corporate and financial functions.

Within Organisation:

To provide professional assistance, information, advice and reports to Council, the Chief Executive Officer, staff, public, public authorities, and any other stakeholders in relation to Council's corporate and financial services.

5. **REQUIREMENTS OF THE POSITION**

SKILLS

- Effective liaison, consultation and negotiation skills with local community groups and external government and funding bodies.
- Sound interpersonal, public relations and customer service skills, with the ability to work in a team environment.
- Highly developed written and verbal communication skills.
- Strong project, time management and planning skills.
- Sound analytical, research, evaluation, and problem-solving skills.
- High level of computer literacy and proficiency including the use of Microsoft Word, graphics and internet applications and the SynergySoft Suite of programs.

KNOWLEDGE

- Working knowledge of Strategic Planning in a Local Government environment.
- Working knowledge of the Local Government Act 1995, Regulations and other relevant legislation including the Australian Accounting Standards.
- Working knowledge of and understanding of Information Technologies.
- Sound knowledge of human resource development, coordination, and evaluation.
- Detailed knowledge of Local Government practices and procedures along with Federal and State Government structures.
- Demonstrated knowledge of effective community engagement techniques within diverse community environments.

EXPERIENCE

- Extensive experience in a consultation and customer focused environment.
- Experience working with government agencies and community organisations.
- Demonstrated experience in the accounting and financial management functions of local government.
- Extensive experience in a Corporate Governance and strategic planning role or related discipline.
- Wide experience in a similar position in Local Government at a senior level.

QUALIFICATIONS AND / OR TRAINING

- Formal tertiary qualifications in Local Government, Business Management or commerce or related discipline.
- Hold a current C Class driver's license.

6. KEY DUTIES / RESPONSIBILITIES

- Manage Councils finances in accordance with relevant legislation and associated accounting standards and produce statutory reports for Council and Senior Management.
- In conjunction with Senior Management manage and monitor the Integrated Planning Reporting Suite, specifically the Long-Term Financial Plan and Asset Management Plan.
- Coordinate, with Councils contractors, the maintenance of Information Technology, all issues that arise and replacement of items as required.
- In conjunction with the Executive Manager Development Services coordinate all of Council's Emergency Services requirements including support to Fire and SES Brigades, preparation of relevant financial reporting, grants, and acquittals.
- In conjunction with the DCEO manage Councils Human Resources including all recruitment and industrial issues, in consultation with the relevant Manager and assist in the coordination and facilitation of performance appraisals.
- Assist the Deputy Chief Executive Office with developing the organisations training needs.
- Facilitate and management of Councils insurance portfolio and all Council claims.
- Organisational facilitation of Occupational Health and Safety and Councils requirements. It is the responsibility of the direct Managers to ensure the daily OSH compliance of staff.
- Project Management as directed by the Chief Executive Officer.
- Preparation of Agenda items and Reports to Council as required.
- Oversee Council's Records Management function.

7. ORGANISATIONAL RELATIONSHIPS

Responsible to: Chief Executive Officer

Supervision of: Finance and Administration Staff

Internal and External Liaison:

Internal: President and Councillors
Chief Executive Officer
Deputy Chief Executive Officer
Executive Manager Development Services
Executive Manager Engineering Services
Other Staff and employees

External: Creditors/Debtors
Ratepayers
General Public
Government Departments

8. 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 and other relevant legislation.

Operates in accordance with delegated authority as assigned by the Chief Executive Officer.

9. AWARD

Local Government Industry Award
Contract of Employment

Selection Criteria

The following criteria will be used to select the successful applicant:

Essential

- Formal tertiary qualifications and/or extensive experience in Business/Management and/or a local government related discipline.
- Demonstrated experience in the facilitation of Corporate and Financial Governance and strategic planning in a Local Government environment.
- At least 3 years' experience in a senior management position including accounting and financial management.
- Sound experience in human resource development, coordination and evaluation.
- Sound interpersonal, public relations and customer service skills, with the ability to work in a team environment across a number of disciplines.
- Highly developed verbal and written communication and reporting skills.
- Highly developed leadership and decision making skills.
- Highly developed time management, and problem solving skills.
- Understanding of information technology maintenance and provision to small organisations.
- High level of computer literacy and proficiency including the use of Microsoft Office applications, graphics and internet applications and SynergySoft.
- Demonstrated project management experience.
- Hold a current C Class national driver's license.

Remuneration Package

Basis of employment

Local Government Industry Award 2010

Performance based contract

3-5 years

Salary

Base salary negotiable within the salary range:

\$110,000 - \$130,000

Total remuneration negotiable within the range (including superannuation, uniform, housing subsidy, motor vehicle use, utilities):

\$156,749 - \$178,690

Annual leave:

4 weeks per annum

Superannuation:

9.5% Superannuation Guarantee Charge as provided under Federal Legislation.

Up to an additional 5% matching contribution in accordance with Council policy.