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**Manager of Works**



APPLICATION INFORMATION

Closing Date: 4.00pm, 22 April 2021

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**Manager of Works**

The Shire of Wyalkatchem has an exciting employment opportunity for an experienced project and infrastructure manager to join a Shire that is committed to building a diverse and engaged workforce and to the delivery of high quality services.

The successful applicant will be responsible for leading the delivery of capital projects and maintenance services across both the Parks & Gardens and Infrastructure Teams. The Manager of Works will develop and oversee the delivery of capital projects, the maintenance of the Shire’s roads, gardens and buildings and the delivery of waste management services. This is a busy and challenging position that will suit an experienced manager from either the private or government sectors.

The Manager of Works is a member of Wyalkatchem Shire’s Executive Leadership Team and will contribute to the organisation’s broader success through corporate planning and budgetary processes. To be successful for this position you must have:

* Established team leadership skills and emotional intelligence
* Exceptional communication skills
* Aspiration to succeed in a senior management position
* High level skills in project planning, budgeting and reporting
* Experience in delivering infrastructure projects and P&L ownership

Reporting directly to the Chief Executive Officer, this position is a senior role with an attractive salary package in the range $138,457 to $167,082 per annum. The package includes superannuation (up to 14.5%), motor vehicle including private use, house with subsidised rent, utilities and a uniform allowance.

The information package along with the position description can be obtained from our website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au) or by contacting Stephanie Elvidge on (08) 9681 1166 or email [admin2@wyalkatchem.wa.gov.au](mailto:admin2@wyalkatchem.wa.gov.au).

Applicants are requested to submit written applications in a sealed enveloped marked “Private and Confidential – Manager of Works application” and addressed to:

Chief Executive Officer

Shire of Wyalkatchem

P O Box 224

Wyalkatchem WA 6485 or

email direct to [ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au)

**Applications close at 4.00pm, 22 April 2021**

The Shire of Wyalkatchem is an Equal Opportunity Employer.

Canvassing of Councillors will disqualify the applicant.

**Peter Klein**

**Chief Executive Officer**

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**SHIRE PROFILE**

# The Shire of Wyalkatchem is located 194km ENE of Perth and 35km east of Dowerin. The district of Wyalkatchem has an area of 1,595 square km, a local roads network of 682km and a population of 500. The local economy is driven by agriculture, with wheat and sheep dominating. The town has all major services including a general practitioner and District Hospital, a high school, police station, St John Ambulance and Volunteer Fire Brigades.

# As well as the Wyalkatchem Hotel and Community Club, there are a number of retail outlets including a general store, pharmacy, news/lotto/café, tyre shop, butcher, Australia Post and National Australia Bank. Agricultural services are delivered through Elders and Nutrien and the Community Resource Centre delivers library, motor vehicle licensing and visitor centre services, as well as a range of community activities.

# The district is well served by sporting and community groups and has excellent facilities for bowls, tennis, football, cricket, hockey, golf and swimming. The Shire of Wyalkatchem has playground areas, gardens and a major oval/ recreation centre.

# The local government has invested heavily in recent years to improve the townscape, increase housing for the aged and improve the standard of sporting and community facilities. The future under a vibrant and forward looking Council and senior management team is exciting and this is a great time to join the team.

# Council’s Vision: That Wyalkatchem is a socially interactive and inclusive community that embraces our rural character and sense of community.

# Council’s Values:

# Community - support for the Community and each other

# Accountability - for your actions and contributions to building the team

# Respect - for self, your colleagues, for the institution of local government, for the people we serve and for our industry partners

# Excellence - in everything we do and pride in a job well done

# Safety First - by being personally accountable for safe work practices and contributing to a workplace where the health and safety of all team members, visitors and the community is our primary concern

# All team members are expected to contribute positively to the achievement of Our Vision by observing the Code of Conduct, Council’s Policies, and the promise of our Corporate Values.

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**REMUNERATION DETAILS**

**EMPLOYMENT CONDITIONS**

|  |  |
| --- | --- |
| Location | This position is based at the Shire of Wyalkatchem Administration Building. |
| Industrial Agreement | Negotiated Contract. |
| Salary Package | $138,457 to $167,082 per annum depending on qualifications and experience. |
| Tenure | 5 year fixed term contract. |
| Hours of Work | 38 Hours per week. |
| Superannuation | Superannuation of up to 14.5% based on 9.5 superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary Sacrifice is available on the employee’s contributions. |
| Annual Leave | 5 weeks 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 on continuous Local Government Services, transferable between Local Authorities in Western Australia. |
| Clothing allowance | $400 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 determined by the Chief Executive Officer. |
| Fit for work | Council has a fitness for work policy which includes drug and alcohol testing. By accepting employment, employees agree to abide by this policy and any amendments that may occur from time to time. |
| 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 Wyalkatchem. Existing medical conditions will not preclude an appointment. |
| Police Clearance | The successful appliance will be required to provide a National Police Clearance. |
| Closing Date | 4.00pm, 22 April 2021  In the interest of fairness and equity, late applications will not be accepted. |

**SALARY PACKAGE**

Employment is offered under a contract period of five years with a remuneration package between $ $138,457 to $167,082 per annum, dependent on skills and experience. The package comprising of:

|  |  |  |
| --- | --- | --- |
|  | Minimum | Maximum |
| Base Salary | $90,000 | $115,000 |
| Superannuation 9.5% | $8,550 | $10,925 |
| Matching Super 5% | $4,500 | $5,750 |
| Motor Vehicle (Unrestricted Private Use)  (WALGA valuation) | $16,191 | $16,191 |
| FBT | $5,000 | $5,000 |
| Uniform Allowance | $400 | $400 |
| Housing | $8,216 | $8,216 |
| Housing Utilities | $4,000 | $4,000 |
| Home phone / Internet | $1,000 | $1,000 |
| Mobile Phone | $600 | $600 |
| Total | $138,457 | $167,082 |

**Other Conditions on employment:**

**Superannuation**

The Shire will pay up to 14.5% based upon the salary component and subject to at least 5% of the gross salary being contributed by the employee.

**Telephone**

For the Manager of Works the following will apply:

* IPad and iPhone – provided at no cost to the employee.
* Internet Connection – provided at no cost to the employee or on a reimbursement basis.

**Vehicle**

The Shire supplies a motor vehicle to the officer appointed to the position of Manager of Works, and entitles the Employee to use the motor vehicle for both business and unrestricted private purpose (conditions apply).

**Housing**

The Shire offers Council owned housing for the Manager of Works. The tenant will be required to enter into a Tenancy Agreement and lodge a sum equivalent to four weeks rent as a bond, to be used towards any damage sustained by the tenant during tenancy.

**Utilities**

The Shire will cover the cost of all power, gas and water charges at the residences up to the value of $4,000 per annum.

**Relocation**

If necessary, Council will negotiate the reimbursement of relocation expenses with the successful applicant.

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**SELECTION CRITERIA**

The following selection criteria will apply. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

**Essential**

* Well-developed interpersonal, public relations and communication skills.
* Developed leadership and team building skills.
* Sound understanding of Occupational Health & Safety and Worksafe Legislation.
* At least five (5) years’ experience in project planning & design and/or maintenance management.
* Experience in the management & supervision of consultants and contractors.
* Sound knowledge of contract management.
* High level experience in budget preparation, monitoring and control of projects.
* Demonstrated experience in Human Resource management, including direct supervision of staff.
* Sound time management skills.
* Comprehensive level of computer literacy with industry standard computer applications, as applicable to the position.
* Ability to accept responsibility and work with limited direction to achieve desired outcomes.
* High level ability to interpret and apply legislative requirements.
* Relevant Tertiary Qualifications or experience in the design and management of infrastructure projects.
* Current unrestricted C class driver’s license.

**Desirable**

* Previous experience in an engineering consultancy or civil construction field.
* Previous experience in the preparation, administration and acquittals of grant funding.
* Working knowledge of Main Roads and AUST Road Specifications.
* Working knowledge of Human Resource Management, including Awards, Equal Employment Opportunity Legislation, disciplinary and dispute resolution procedures and performance review procedures.

**Other Requirements**

**Police Clearance:**

The successful candidate will be required to provide a valid police clearance, obtained within the last three months, prior to appointment. This certificate remains the property of the applicant however, a copy of the original certificate will be kept on the employee’s personal file.

Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Polic

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**INFORMATION FOR APPLICANTS**

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application against the others that will be received for the position.

**Application:**

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and suitability for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your application. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties required of the position.

**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 section 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 the 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

**Referees:**

Applicants should provide the names and contact details of two current referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

**Other Documents:**

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 Council may ask to sight the originals at a later time.

**Police Clearance:**

The preferred applicant after the interview process will be required to provide a current police clearance.

**Contact Number:**

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

**Late Applications:**

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

**Equal Opportunity:**

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

**Website:**

The Shire maintains a website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au) which contains substantial information.