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**Corporate Services Manager**



APPLICATION INFORMATION

Closing Date: 4.00pm, 8 September 2021

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**Corporate Services Manager**

The Shire of Wyalkatchem has an excellent employment opportunity for an experienced senior finance officer to join a progressive executive team focused on building its leadership skills to deliver results through a values based approach to workforce and community engagement.

As the Corporate Services Manager you will be responsible for leading the finance and administration team to support achieving the Council’s strategic financial objectives, as set out in the Shire's Strategic Community Plan, Corporate Business Plan, annual budget and capital works programs.

Working collaboratively across our organisation, you will provide advice to both staff and Council on all areas on the Shire's financial affairs. You'll also facilitate and build a culture of accountability and compliance through implementation of training, inductions, promotion and guidance within the financial services area.

The Corporate Services Manager 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:

* Sound knowledge of Local Government accounting requirements and procedures including budgeting, procurement, rates and financial reporting practices;
* IT competence including computer systems and financial software applications, preferably Synergy Soft & Altus;
* Sound knowledge of local governments’ record keeping obligations; and
* Aspiration to succeed in a senior management position.

Reporting directly to the Chief Executive Officer, this position is a senior role with an attractive salary package in the range $135,254 to $147,229 per annum subject to experience and accommodation requirements. The package includes superannuation (up to 15%), conditional private use of a motor vehicle, a 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).

Applications must be submitted by **4.00pm, 8 September** either by email or in writing to;

|  |  |
| --- | --- |
| **Email to:** | **Written applications to:** |
| [ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au) | Chief Executive Officer |
|  | Shire of Wyalkatchem |
|  | P O Box 224 |
|  | Wyalkatchem WA 6485 |

The Shire of Wyalkatchem is an Equal Opportunity Employer that embraces diversity & encourages applications from those representing minority groups.

**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:

# Team & community – one Shire, one community, one team

# Respect – seek respect

# Understanding – care & patience when dealing with colleagues and community

# Safety first – doesn’t happen by accident

# Trust – years to build seconds to break

# 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 Values.

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**REMUNERATION DETAILS**

**EMPLOYMENT CONDITIONS**

|  |  |
| --- | --- |
| Location | This position is based at the Shire of Wyalkatchem Administration Building. |
| Industrial Agreement | Local Government Industry Award 2010 |
| Salary Package | $135,254 to $147,229 depending on experience & accommodation requirements. |
| Tenure | 5 year fixed term contract. |
| Hours of Work | 38 Hours per week. |
| Superannuation | Superannuation - up to 15% based on the 10% superannuation guarantee contribution plus an additional 5% contingent upon the employee contributing 5%. |
| Annual Leave | 4 weeks paid annually. |
| Personal / carer’s leave | Sick, carer’s and bereavement leave are as per the National Employment Standards. |
| Long Service Leave | Thirteen (13) weeks after ten (10) years of continuous Local Government Services, transferable between Local Authorities in Western Australia. |
| Uniform allowance | $400 per financial year. |
| Probationary period | A three (3) month probationary period is applicable to this position. At the completion of this period, your tenancy 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 medical prior to employment commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid by the Shire of Wyalkatchem. 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, 8 September 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 $135,729 to $147,229 per annum, depending on skills and experience. The package comprises of:

|  |  |  |
| --- | --- | --- |
|  | Minimum | Maximum |
| Base Salary | $95,000 | $105,000 |
| Superannuation 9.5% | $9,500 | $10,500 |
| Matching super | $4,750 | $5,250 |
| Motor Vehicle - Restricted Private Use | $7,679 | $7,679 |
| Uniform Allowance | $400 | $400 |
| Housing | $7,800 | $7,800 |
| Housing Utilities | $4,000 | $4,000 |
| Home phone / Internet | $1,000 | $1,000 |
| Mobile Phone | $600 | $600 |
| Wyalkatchem allowance | $5,000 | $5,000 |
| **Total** | **$135,729** | **$147,229** |

**Other Conditions on employment:**

**Superannuation**

The Shire will pay up to 15% based upon the salary component and subject to at least 5% of the gross salary being contributed by the employee.

**Telephone**

For the Corporate Services Manager the following will apply:

* IPad and iPhone – provided at no cost to the employee.
* Home 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 Corporate Services Manager and entitles the Employee to use the motor vehicle for both business and private purpose (conditions apply).

**Housing**

The Shire offers Council owned housing to the Corporate Services Manager. The Manager 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 to the property 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**

1. Team leadership – setting & monitoring expectations, mentorship, positive culture development and change management.
2. An interpersonal style that creates trusting staff & stakeholder relations, win-win contract negotiations and the de-escalation of conflict.
3. A minimum of three years’ experience in delivering financial services within a local government or a small to medium sized enterprise.
4. Working knowledge of local government accounting requirements and procedures including budgeting, financial reporting, rates and procurement practices.
5. Working knowledge of the Local Government Act 1995, Local Government Financial Management Regulations and the State Records Act.
6. Computer literacy & experience in the use of financial management and record keeping software.
7. A proven ability to manage the Council’s IT including, security, computer systems (hardware) and software applications.
8. Demonstrated experience with the local government rating system.

**Desirable**

1. At Least 5 years or more experience in a similar position within local government.
2. Previous experience using software packages SynergySoft and Altus.
3. Tertiary qualifications in finance/accounting, commerce or business Management.

**Other Requirements**

**Police Clearance:**

Before appointment the successful applicant will be required to provide evidence of a current National Police Certificate, issued by WA Police or the Australian Federal Police if the successful applicant is from interstate. This certificate remains the property of the applicant however, a copy will be kept on the employee’s personal file.

**Hold a current “C” class driver’s licence**

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**INFORMATION FOR APPLICANTS**

Thank you for your enquiry regarding the Corporate Services Manager 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 National Police Certificate.

**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.