

Governance & Community Development Officer

The Shire of Wyalkatchem has an exciting employment opportunity for an experienced Governance & Community Development Officer 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 providing efficient and confidential governance, community development and executive assistance. This is a busy and challenging position that will suit an experienced candidate from either the private or government sectors.

To be successful for this position you must have:

- Experience in delivering governance services
- Experience in event management
- Excellent management and organisation skills
- Excellent report writing and verbal communication skills
- Very good public relations, interpersonal and customer service skills
- Sound computer skills, including Microsoft Office, desktop publishing and software applications

Reporting directly to the Chief Executive Officer, this position will be remunerated under the Local Government Industry Award 2020, Level 4 – 6 (depending on the level of experience of the successful candidate).

The position description can be obtained from our website www.wyalkatchem.wa.gov.au or by contacting the office on (08) 9681 1166 or emailing general@wyalkatchem.wa.gov.au. Applicants are requested to email their applications to ceo@wyalkatchem.wa.gov.au

Applications close at 4.00 pm, 25 April 2025.

The Shire of Wyalkatchem is an Equal Opportunity Employer.
Canvassing of Councillors will disqualify the applicant.

Sabine Taylor
Chief Executive Officer

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