

INFORMATION PACKAGE

Shire of East Pilbara

Manager Community Services

Job code: #020

Permanent, Full Time | Newman | Subsidised Housing | Relocation Expenses | Use of Shire Vehicle

Champion community well-being through compassionate and effective leadership!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Manager Community Services**

Do you have?

- Tertiary Qualifications in Social Science, Health or equivalent related work experience.
- Good knowledge of contemporary community and social services activities.
- Working knowledge of and experience in the usage of computer systems and software packages.
- Knowledge of the role of government in regional community development.
- Developed skills in community consultation and development techniques with an ability to originate creative community programs.
- Current West Australian 'C' Class Drivers Licence.

To be successful in this role, you will have well-developed leadership and management skills. You will have well-developed communication, interpersonal, conflict resolution and problem-solving skills. You will have proven self-management, time management and organisational skills and an ability to work autonomously.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the **Essential Criteria** in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Manager Community Services

Directorate

Community Experience

Reports to

Director Community Experience

Position Number

#020

Position Level

LGIA 9/10
(Annualised)

Position Summary

Responsible for the effective planning, management and promotion of community wellbeing programs, services and functions throughout the Shire consistent with Council goals and objectives through the implementation of the Council's Strategic Plans. This includes providing community assistance grants, community events, Art at the Heart, arts and culture portfolio and community and stakeholder partnerships and engagement. Direct service provision for a broad cross-section of the community including Library and Youth services in Newman, Marble Bar, and Nullagine.

Service delivery areas include:

- Libraries
- Broadcasting
- Community Development
- Youth Services
- Health – Lobbying and Advocacy
- Education and Training – Lobbying and Advocacy
- Art and Culture
- Aboriginal Affairs
- Disability Services
- Tourism
- Child and Aged Care

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and

"values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;

- Ensuring employee and customer satisfaction, engagement and excellence;
- Leading, guiding and navigating the management of employees under supervision, whilst developing and mentoring key talent;
- Supporting good governance through the application of good decision making and consistency of application;
- Building a team of high functioning professionals to deliver projects and outcomes for and on behalf of the Shire;
- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for large, complex and high-risk projects;
- Actively contributing towards the achievement of financial measures around margin, utilisation management and direct costs ensuring efficiencies and quality of service;
- Demonstrate leadership in and commitment to the health, safety and wellbeing of all Shire staff;
- Proactively report upon, and mitigate, organisational risks.

Role Accountabilities

- Determine and implement specific strategies and management policies for the community wellbeing area.
- Implement or oversee the implementation of



the Council's Strategic document in relation to community wellbeing.

- Identify opportunities for the provision of wellbeing programs from a Local Government perspective in the region and promote the development of these programs.
- Determine, develop and manage the strategic areas of policy development and setting of best practise in service delivery covering community wellbeing activities within the Shire.
- Carry out research and investigation regarding community wellbeing to develop appropriate community wellbeing programs.
- Identify community wellbeing funding opportunities.
- Develop relationships within the community wellbeing area and provide reports and updates to Council and the Executive.
- Develop cooperative working relationships with relevant service providers and government agencies.
- Manage the completion of a wide range of data collection, analysis and report writing on community wellbeing.
- Contribute to the local community needs in the strategic planning process of the organisation.
- Provide Council with regular updates and reports on the progress of programs and community issue.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Tertiary Qualifications in Social Science, Health or equivalent related work experience.
- Good knowledge of contemporary

community and social services activities.

- Working knowledge of and experience in the usage of computer systems and software packages.
- Knowledge of the role of government in regional community development.
- Well-developed leadership and management skills.
- Well-developed communication, interpersonal, conflict resolution and problem solving skills.
- Proven self-management, time management and organisational skills and an ability to work autonomously.
- Proven ability to interpret and apply Act, Regulations and Standards in area of expertise.
- Developed skills in community consultation and development techniques with an ability to originate creative community programs.
- Current West Australian 'C' Class Drivers Licence.

Desirable Criteria

- Sound knowledge of Local Government processes, functions and operations.
- Knowledge of financial management and budgeting.



Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Annualised salary between \$124,022 - \$156,354, which includes:
 - 10 hours per week overtime (maximum) and
 - Leave loading.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Shire subsidised housing is available for this position.

Relocation expenses

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

In addition:

- Annual uniform allowance up to \$440.
- 5 weeks Annual leave (annualised).
- Restricted use of Shire motor vehicle with fuel included.
- Mobile phone provided.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of Work:

- As per the Award, ordinary hours of work are 38 hours per week.

Other Benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes 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 claim for the position. 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.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.