

# INFORMATION PACKAGE

Shire of East Pilbara

## Director Community Experience

Job code: #220

5-Year Contract, Full Time | Newman | Subsidised Housing | Relocation Expenses | Use of Shire Vehicle

### *Strategic Leadership for Connected Communities!*

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 **Director Community Experience**

#### **Do you have?**

- Tertiary qualifications in a discipline relevant to the position along with a minimum of 5-years' experience at a leadership level.
- Demonstrated and proven capacity to manage complex customer, community services and development.
- Ability to formulate appropriate action strategies to provide high-level advice to the Chief Executive Officer and Council.
- Highly developed interpersonal communication, analytical, conceptual, problem-solving and emotional intelligence skills, along with the ability to liaise effectively and professionally with a range of internal and external key stakeholders.
- Highly developed consultation, negotiation and advocacy skills.

To be successful in this role, you will have demonstrated ability to lead, manage, develop and motivate multidisciplinary teams. You will have demonstrated ability to work under pressure, to prioritise work and to meet or oversee the meeting of strict deadlines ensuring work produced by self and others is of a high standard first time every time.

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](mailto: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](mailto:recruitment@eastpilbara.wa.gov.au)**

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

Shire of **EAST**  
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# POSITION DESCRIPTION

Shire of East Pilbara



## Position Title

Director Community Experience

## Directorate

Executive Services

## Reports to

Chief Executive Officer

## Position Number

#220

## Position Level

LGIA 11  
(Annualised)

## Position Summary

This is a key leadership position responsible to the Chief Executive Officer, and in collaboration with the Executive Team, providing operational leadership and good governance to the Shire of East Pilbara in order to achieve the strategic plans, goals and objectives determined by the Chief Executive Officer and Council. In doing so, this position is responsible for the effective and innovative management, planning and provision of programs, projects and teams within area of responsibility, ensuring consistent delivery of Council's goals and objectives.

Being part of the Executive Team, contributing effectively within this group by driving and engaging internal and external stakeholders through a range of activities to deliver key outcomes is an inherent requirement of the role. The position requires clear thinking, resilience and relentless execution delivered through a confident and professional approach to apply sensible decisions to make leaps in operational efficiency and service delivery. While primarily and residentially based in the Pilbara Town of Newman, the position is required to work from any location in accordance with the service needs of the Shire of East Pilbara and / or in accordance with operational requirements such as Marble Bar and Nullagine.

## Key Service Areas of Responsibility:

- Strategic Community Plans
- Martumili Arts Centre
- Aquatic and Recreation Facilities
- Youth Services
- Customer Services Centre
- Activation & Events
- Place (Marble Bar/Nullagine)
- Libraries

- Community Development (Capacity Building)

## 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, while 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**

### **SERVICE DELIVERY**

- Contribute to the development and implementation of plans, systems, processes, procedures and policies, which ensure sound business management and achievement of strategic and operational objectives for the directorate in line with Council direction and objectives.
- Participate in the development of strategic plans and forward planning to meet the expectations of the community and in line with Council objectives on technical and development matters.
- Encourage and promote new development opportunities within the Shire.
- Maintain effective and co-operative communication with community organisations, businesses, neighbouring local governments, other government authorities and the general public to ensure continuous promotion of the Shire's image.
- Establish and oversee the delivery of an exceptional level of customer services through effective liaison with employees under direct supervision, key stakeholders and community groups ensuring the enhancement of a positive image of Council.
- Continually evaluate, monitor and instigate appropriate change within the Directorate to ensure a level of service delivery consistent with Shire policy and financial considerations.
- Prepare detailed reports and agenda items and provide advice on developments within the directorate for committees or full Council as appropriate.
- Ensure the effective management of local resources assigned to community experience and prepare and monitor financial and budgetary requirements of the Directorate.
- Provide timely and accurate advice to the Chief Executive Officer and Council, which

enhances informed decision making.

- Establish effective liaison with key stakeholders and community groups ensuring enhancement of a positive image of the Shire.
- Attend Council and other meetings as required and represent the Shire at meetings with Government and other agencies.
- Maintain awareness of trends and actively participate in Local Government reform process.
- Maintain a focus on risk assessment, quality assurance and management of large complex and high-risk projects and activities.

### **LEADERSHIP AND MANAGEMENT**

- Ensure Council policy, corporate strategy and objectives are understood and complied with by employees across the organisation, including oversight of operational functions of business areas under direct delegation.
- Through the appropriate delegation, oversee the development and implementation of plans and strategies to address community needs.
- Provide strategic leadership, direction and generation of contemporary strategies to inform decision-making ensuring consistency of application across the Shire, whilst developing and motivating others.

### **FINANCIAL MANAGEMENT**

- Works collegially with the Executive Team to deliver comprehensive budget and financial reporting on projects status, project completions and identifies and reports to Executive significant trends which may impact on the Shire and its achievement of targets and critical KPIs.
- Implement business plans and budgets as determined by the Chief Executive Officer to ensure delivery on local priorities achieve outcomes linked to the Shire's Strategic Plan.
- Management of local resource costs, ensuring a due diligence approach is applied to the management of revenue and expenditure.



### **COMMUNICATION**

- Communicate effectively and consistently, demonstrating integrity, professionalism, empathy, direction and clear oversight.
- Liaise regularly with internal and external stakeholders to identify and implement opportunities that will assist in addressing community needs.

### **PROFESSIONAL CONDUCT & COMPLIANCE WITH COUNCIL'S POLICIES, PROCEDURES AND LEGISLATION**

- Ensure self-compliance with the Shire's Code of Conduct and all internal policies and procedures, as well as maintaining responsibility for compliance and oversight of legislation such as the Occupational Safety & Health Act, Equal Opportunity Act, Local Government Act, and any other relevant legislation.

### **OTHER DUTIES**

- Undertake any other duties as requested / directed in order to meet operational needs.
- Participate in regular supervision and performance reviews.
- Conduct regular supervision of staff under direct supervision and provide 360 feedback to staff.

### **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 a discipline relevant to the position along with a minimum of 5-years' experience at a leadership level.
- Demonstrated and proven capacity to manage complex customer, community services and development.
- Ability to formulate appropriate action strategies to provide high-level advice to the

Chief Executive Officer and Council.

- Highly developed interpersonal communication, analytical, conceptual, problem-solving and emotional intelligence skills, along with the ability to liaise effectively and professionally with a range of internal and external key stakeholders.
- Highly developed consultation, negotiation and advocacy skills.
- Demonstrated ability to lead, manage, develop and motivate multidisciplinary teams.
- Demonstrated ability to work under pressure, to prioritise work and to meet / oversee the meeting of strict deadlines ensuring work produced by self and others is of a high standard first time every time.
- Current 'C' Class Drivers Licence valid in Western Australia.

#### **Desirable Criteria**

- Knowledge of Local Government functions and statutory obligations.



## Remuneration details

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

### Cash salary component:

- Annualised salary between \$193,689 - \$227,065
- 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.).

### Hours of Work:

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

### In addition:

- Annual uniform allowance up to \$440.
- 5 weeks Annual leave (annualised).
- Unrestricted Private use of Shire motor vehicle with fuel included.
- Communication Allowance \$1500 per annum
- 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.

### 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.