

## **Manager Community Services**

### **(Full/Time)**

The Shire is seeking the services of an enthusiastic and driven individual to manage the Shire's Community Services Department.

The position offers a fantastic career advancement opportunity for someone who is looking to progress their career in Community Services. Wiluna is located 966km northeast of Perth and is situated on the edge of the desert at the gateway to the Canning Stock Route and Gunbarrel Highway. Even though Wiluna is remote, there are endless opportunities to make a difference in this small town. Responsibilities are to provide coordination, support and guidance to the Shire's Community Services Department with the development of strategic goals and accomplishments particularly in the tourism area.

A negotiated contract of 3 years will be offered with an overall salary package valued between \$117,800 to \$129,490 with a cash component of up to \$100,000 per annum.

An application package can be obtained along with a Position Description by visiting [www.wiluna.wa.gov.au](http://www.wiluna.wa.gov.au). Further information can be obtained by contacting Colin Bastow, Chief Executive Officer on (08) 9981 8000.

Applications should include a resume, a statement addressing the selection criteria and a covering letter which should be submitted on the employment portal by 4.pm Friday 1 November 2019.



***Information for Intending Applicants***

**Position of**  
**Manager Community Services**

***October 2019***

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**About Wiluna:** The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna's Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town's tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Micheal Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

**The Shire:** The staff is very small and very friendly (ie. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

**The Position:** Reporting directly to the Deputy Chief Executive Officer, this is an Executive position which will suit a versatile person who is looking to progress their career in Community Services.

More details about the position, including the selection criteria, are included in the position description which is appended at page 8 of this information pack.

**Remuneration:** To attract applicants of the calibre that we require, a remuneration package (including superannuation and rent-free housing) in the range \$117,800 - \$129,490 with a cash component of up to \$100,000 per annum will be negotiated with the successful applicant.

### **Applications:**

Applications will close at **4pm (Perth Time) on Friday, 25 October 2019.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position; in this section you must address each of the selection criteria as shown on the document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
9. The names and contact details of not less than three referees to whom enquiries will be made.
10. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 7 of this document.

**Only Online Applications will be accepted**

**To submit your application, please visit the following web-page:**

**<https://applynow.net.au/jobs/116781>**

### **Selection and Appointment Process:**

The Shire reserves the right to require shortlisted applicants to participate in tests if considered necessary to assess the extent to which they meet specific selection criteria.

Final interviews will be held in Wiluna on a date yet to be determined.

**Police Clearance and Medical Examination Required**

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for selection interview.

**Probationary Appointment**

The successful applicant will be appointed on a probationary basis for the first six months.

**This form must be printed, signed, scanned and submitted with your application**

## **DECLARATION, AUTHORISATION, AND WAIVER**

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

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Signature of Applicant

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Date

**Note.** The Shire of Wiluna undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant.

## **APPENDICES**

Position Description

## POSITION DESCRIPTION

### KEY ACCOUNTABILITIES

POSITION TITLE	DIVISION/GROUP	DELEGATED AUTHORITY	AUTHORISED BY
Manager of Community Services	Corporate and Community Services	Nil	Chief Executive Officer  DATE: 11 May 2018
REPORTS TO	POSITIONS REPORTING TO THIS ONE	SPECIAL CONDITIONS	
Deputy Chief Executive Officer	<ul style="list-style-type: none"><li>• Community Service Staff</li></ul>	<ul style="list-style-type: none"><li>• 3-year contract term.</li></ul>	

# POSITION DESCRIPTION

## KEY ACCOUNTABILITIES

ROLE RESPONSIBILITY	WHAT SUCCESS WILL LOOK LIKE (Broad)
<ul style="list-style-type: none"><li>• Manager the Day to Day operations of the Shire's Heritage &amp; Interpretation Centre.</li><li>• Monitor your departments budget to ensure there is no over expenditure and that revenue levels are maintained.</li><li>• Supervise staff in accordance with Council Policies, CEO Directions and OSH and HR requirements.</li><li>• Ensure the professional development of Community Services staff e.g. mentoring, training etc.</li><li>• Source funding for projects and ongoing services, as required.</li><li>• Acquit grant funding.</li><li>• Prepare reports including Council Reports.</li><li>• Engage with professional bodies and government agencies as required.</li><li>• Ensure the Shire's official tourist attractions are well managed.</li><li>• Promote and inform tourists about the Gunbarrel Highway and Canning Stock Route as well as other tourist attractions.</li><li>• Develop and maintain tourist and other promotion materials.</li><li>• Ensure the Shire library service is operated in accordance with the requirement of the State Library Service.</li><li>• Maintain the Shire's Facebook account.</li><li>• Support and develop community service infrastructure such as trails, outdoor museum, tourist attractions etc.</li><li>• Advise the CEO on the development of suitable monuments, sculptures, arts works.</li><li>• Collection and storage of local history.</li><li>• Manage the Community Services department in a professional manner.</li><li>• Other duties as directed.</li></ul>	<ul style="list-style-type: none"><li>• Ensure the Heritage and Interpretation Centre including the Tjukurba Art Centre, provides a high level of customer satisfaction.</li><li>• Ensure you and your department operates within budget allocations.</li><li>• Compliance with OSH and HR Policies and procedures.</li><li>• Successful engage with the community.</li><li>• Acquit grant fund by the required deadline.</li><li>• Achieve a high level of tourist satisfaction with regards to visiting Wiluna.</li><li>• Promote safe travel of the Gunbarrel Highway and Canning Stock Route.</li><li>• Regularly update the Shire's Facebook account once approval has been given by the CEO.</li><li>• Protection of local history.</li><li>• Prepare professional standard reports.</li></ul>

# POSITION DESCRIPTION

## KEY ACCOUNTABILITIES

### OBJECTIVES

- Manager the Shire's Heritage & Interpretation Centre including the Tjukurba Arts Centre.
- Encourage the continued development of the Tjukurba Arts Centre.
- Undertake community engagement.
- Seek grant funding opportunities and prepare acquittals by the due date.
- Manager the Shire's Community Service's Department, which includes, but not limited to, the following areas of responsibility:
  - Heritage,
  - Tourism,
  - Arts,
  - Library,
  - Cultural Development,
  - Leisure,
  - Outdoor museum,
  - Trails and Tourist Attractions, and
  - Other Community Services.
- Provided advice and support to the CEO and DCEO.
- Undertake research and prepare high level reports.
- Ensure the Community Services Department provides a high standard of customer service.
- Promote the Shire in a positive light to the community and other agencies.

Employee	Manager	CE	
Key Accountability	Weighting (%)	Key Performance Indicators/Standards/Targets	Measures

## POSITION DESCRIPTION

### KEY ACCOUNTABILITIES

Performance	30%	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
Teamwork	20%	<ul style="list-style-type: none"><li>• Work collaboratively with other Shire staff.</li><li>• Maintain a willingness to work with others in a productive and meaningful manner.</li></ul>	<ul style="list-style-type: none"><li>• Assessed via observations of your line manager and comments from your peers.</li></ul>
Service Delivery	30%	<ul style="list-style-type: none"><li>• Ensure projects</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
Compliance	20%	<ul style="list-style-type: none"><li>• Ensure events/activities are organised and operated within budget.</li><li>• Ensure your staff's wages and salaries do not exceed budget allocations without appropriate approval.</li><li>• Ensure you operating in compliance with the Shire's Occupational Safety &amp; Health (OSH) policies and procedures.</li><li>• Ensure compliance to the Shire's Record Keeping Plan (RKP).</li><li>• Ensure compliance to the Shire's Code of Conduct and Corporate Values.</li><li>• Ensure compliance to Shire Policies and CEO Directives.</li></ul>	<ul style="list-style-type: none"><li>• Review actual income and expenditure to budget allocations.</li><li>• OSH compliance.</li><li>• RKP compliance.</li><li>• Compliance to the Shire's Code of Conduct and Corporate Values.</li><li>• Compliance to Shire's policy manual and CEO Directives.</li></ul>

# POSITION DESCRIPTION

## TECHNICAL /FUNCTIONAL REQUIREMENTS

QUALIFICATIONS/CERTIFICATES	TECHNICAL AND SPECIALIST SKILLS/ KNOWLEDGE/EXPERIENCE	CONTACTS/WORKING RELATIONSHIPS
<p>Required:</p> <ul style="list-style-type: none"><li>• Medical Certificate.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Bachelor of the Arts Degree or equivalent.</li></ul>	<p>Required:</p> <ul style="list-style-type: none"><li>• Ability to work in a team environment.</li><li>• Well-developed interpersonal skills.</li><li>• Well-development writing skills.</li><li>• Well-developed understanding of OSH and HR principal and procedures.</li><li>• Have a “can do” attitude.</li><li>• Knowledge of Community Services.</li><li>• WA Driver Licence C.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Knowledge of local government financial operations.</li></ul>	<ul style="list-style-type: none"><li>• Shire Staff.</li><li>• Government Agencies.</li><li>• Artists.</li><li>• Professional bodies.</li><li>• Grant funding Bodies.</li><li>• Community Groups.</li><li>• Associations.</li><li>• Residents and Ratepayers.</li></ul>

# POSITION DESCRIPTION

## BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCIES	REQUIRED (yes/no)	PRIORITY (H,M,L)	WEIGHTING
<i><b>Conceptual Thinking</b></i> – Considers how things fit together. Sees patterns or trends, makes the complex simple.	Y	M	
<i><b>Acting Decisively</b></i> - Takes action despite obstacles. Makes decisions quickly and in a crisis.	Y	M	5
<i><b>Strategic Orientation</b></i> – Understands, contributes to and aligns work/priorities to strategic business strategies.	Y	M	5
<i><b>Focus on Improvement</b></i> – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.	Y	H	10
<i><b>Impact and Influence</b></i> – Knows own impact and able to persuade others and build alliances.	Y	L	
<i><b>Customer Service Orientation</b></i> - Takes personal responsibility for customer satisfaction. Addresses customer needs.	Y	H	15
<i><b>Leadership</b></i> – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	M	15
<i><b>Developing and Coaching Others</b></i> – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M	10
<i><b>Self-Management</b></i> – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity..	Y	H	15
<i><b>Teamwork and Co-operation</b></i> – Co-operates and participates positively in the team. Values and encourages others input.	Y	H	15
<i><b>Commercial Acumen</b></i> - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	N		
<i><b>Flexibility</b></i> – Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	H	10