



*Information for Intending Applicants*

# Position of **Roads Infrastructure Officer**

*February 2020*

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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 Works Supervisor, this is a "hands-on" position which will suit a good plant operator with experience in roads maintenance. Previous Airport Reporting Officer experience is not required as full training will be provided.

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. The selection criteria are at page 11.

**Remuneration:** To attract applicants of the calibre that we require, a remuneration package (including superannuation and rent-free housing) in the range \$106,835 - \$117,185 (including cash in the range \$76,000 - \$85,000) will be negotiated with the successful applicant.

**Applications:**

Applications will close at **4pm (Perth Time) on Friday, 13<sup>th</sup> March, 2020.**

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 page 9 of this 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/120951>**

**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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<p><b>Note.</b> 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.</p>
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**APPENDICES**

Position Description



# POSITION DESCRIPTION



## JOB OUTLINE

<b>POSITION TITLE</b>  <b>Roads Infrastructure Officer</b>	<b>DIVISION/GROUP</b>  <b>Technical Services</b>	<b>DELEGATED AUTHORITY</b>  <b>Nil</b>	<b>AUTHORISED BY</b>  <b>Chief Executive Officer</b>  <b>DATE: 11/07/2019</b>
<b>REPORTS TO</b>  <b>Works Supervisor</b>	<b>POSITIONS REPORTING TO THIS ONE</b>  <b>Nil</b>	<b>SPECIAL CONDITIONS</b>  <ul style="list-style-type: none"><li>• Nil.</li></ul>	

# POSITION DESCRIPTION



## JOB OUTLINE

ROLE RESPONSIBILITIES	PERFORMANCE INDICATORS
<ol style="list-style-type: none"> <li>1. Respond, Monitor, maintain and collect road data information including but not limited to traffic counts, traffic signs, guideposts and road conditions.</li> <li>2. Perform Quality Inspections on any Road Works as required.</li> <li>3. Maintenance of rural roads within the Shire, including but not limited to seal repairs, pothole repairs, curb and channel replacement installation and removal of traffic control devices (this may require camping out for up to four nights per week).</li> <li>4. Maintain other infrastructure including the Wiluna Aerodrome.</li> <li>5. Provide Airport Reporting Officer (ARO) duties as required.</li> <li>6. Maintain and service the item of plant in accordance with Shire Procedure and plant service manuals.</li> <li>7. Report promptly any fault or problem with any item of equipment or plant to the Works Supervisor.</li> <li>8. Drive various plant when required or as directed by the Works Supervisor.</li> <li>9. Be willing to obtain competencies for various plant if required for the position.</li> <li>10. Be responsible for the safe keeping and maintenance of personal issue, tools, equipment and stores.</li> <li>11. Always Maintain the work environment in a clean and safe state.</li> <li>12. Participate and contribute in a positive way to regular team meetings and report on progress against agreed work plans.</li> <li>13. To complete daily timesheets in a timely and accurate manner.</li> <li>14. Other duties as directed by Supervisor, and/or Chief Executive Officer.</li> </ol>	<ul style="list-style-type: none"> <li>• Regular road inspections and reporting of conditions are conducted, including the installation and monitoring of road counters.</li> <li>• Respond quickly to changing road conditions during wet weather events, and report accordingly, including opening and closing of Shire roads.</li> <li>• Be able to perform traffic control duties.</li> <li>• Be able to repair and maintain various aspects of asset infrastructure.</li> <li>• Completion of all duties in a timely and efficient manner.</li> <li>• Compliance with all Shire Policy and Procedures applying to the duties of the position.</li> <li>• Compliance with all workplace health and safety standards.</li> <li>• Compliance with the Shire adopted Code of Conduct at all times.</li> <li>• Punctuality, Reliability and Courtesy must be exercised at all times.</li> <li>• Appropriate notifications to accountable supervisor with respect to work absences.</li> <li>• Perform ARO duties to acceptable standards.</li> </ul>

# POSITION DESCRIPTION



## JOB OUTLINE

### OBJECTIVES

- Promote and model professional behaviour consistent with the Shire’s Code of Conduct, and organisational values;
- The Road Works Officer’s role is to undertake tasks associated with relation to road maintenance/construction.
- Maintain and upgrade other infrastructure.
- Perform ARO duties.
- The Road Works Officer will contribute to the efficient and productive operation of the road maintenance/construction teams by carrying out duties in a safe and competent manner
- This role will be directed by the Works Supervisor for all works undertaken and will be required to operate plant and machinery in a competent and safe manner.
- Ensure work is carried out in accordance with the Shire’s and Policies and Procedures.
- Ensure adherence to all Workplace Health and Safety standards

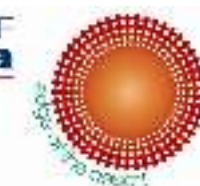
.....  
Employee

.....  
Manager

.....  
CEO

# POSITION DESCRIPTION

**Shire of Wiluna**



## KEY ACCOUNTABILITIES

Key Accountability	Weighting (%)	Key Performance Indicators/Standards/Targets	Measures
Performance	30%	<ul style="list-style-type: none"> <li>• Maintain a “Can Do” attitude.</li> <li>• Ensure compliance to line manager’s lawful directives.</li> <li>• Achieve the expected outcomes contained in your position objectives.</li> <li>• Ensure all work sites are left clean and tidy, and appropriate signage and PPE is always used</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all duties in the time allocated safely.</li> <li>• Assessed via observations of your line manager.</li> <li>• Ensure you have the appropriate equipment needed to complete a task</li> </ul>
Teamwork	20%	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Always work collaboratively with other Shire staff.</li> <li>• Maintain a willingness to work with others in a productive and meaningful manner and make a positive contribution to the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessed via observations of your line manager and comments from your work peers.</li> <li>• Contribute to staff meetings in a positive and professional way, listen to new ideas, and provide new ideas.</li> <li>• Adhere to the Shire’s Code of Conduct</li> </ul>
Overall Operating Efficiency	30%	<ul style="list-style-type: none"> <li>• Maintain and Maximise a level of operational efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessed by your line manager by your output and input in productivity</li> <li>•</li> </ul>
Compliance	20%	<ul style="list-style-type: none"> <li>• Ensure you work in compliance with the Shire’s Occupational Safety and Health Policies and Procedures.</li> <li>• Ensure compliance to the Shire’s Code of Conduct and organisational values.</li> <li>• Ensure compliance to the Shire’s Policies and CEO directives.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with Shire Code of Conduct, and Corporate Values.</li> <li>• Adhere to the Shire’s Occupational Health &amp; Safety Policy and Procedures.</li> <li>• Comply to the Shire’s Policy and Procedure Manual, Line Manager 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>• Relevant Experience.</li> <li>• Western Australian Construction Induction White Card.</li> <li>• Certificate of Competence – Traffic Control.</li> <li>• Police Clearance.</li> <li>• Medical Certificate</li> <li>• Hold a current HR or higher Western Australian driver's licence.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Certificate of competency to operate the following plant:</li> <li>• Skid steer, Excavator and Back Hoe</li> <li>• First aid certificate or the ability to obtain one</li> <li>• Knowledge of indigenous culture.</li> </ul>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Competent level of skills in road/job related labour and construction techniques.</li> <li>• Competent level of tool equipment handling.</li> <li>• Competent level of plant operation</li> <li>• Knowledge of Main Roads Procedure and Standards.</li> <li>• Ability to follow directions and meet deadlines.</li> <li>• Ability to work in a team environment or unsupervised.</li> <li>• Well-developed interpersonal skills</li> <li>• Reliable work history</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience in working in a rural and remote community.</li> </ul>	<ul style="list-style-type: none"> <li>• Works Supervisor and other shire staff</li> <li>• Contractors</li> <li>• Consultants</li> <li>• Residents and Ratepayers</li> <li>• Key stakeholders</li> </ul>

## POSITION DESCRIPTION



### BEHAVIOURAL COMPETENCIES

BEHAVIOURAL COMPETENCIES	REQUIRED (yes/no)	PRIORITY (H,M,L)	WEIGHTING
<b>Conceptual Thinking</b> – Considers how things fit together. Sees patterns or trends, makes the complex simple.	Y	M	10
<b>Acting Decisively</b> - Takes action despite obstacles. Makes decisions quickly and in a crisis.	Y	M	10
<b>Strategic Orientation</b> – Understands, contributes to and aligns work/priorities to strategic business strategies.	Y	M	
<b>Focus on Improvement</b> – Sets and works to meet stretching goals. Makes improvements to systems and own work methods.	Y	H	20
<b>Impact and Influence</b> – Knows own impact and able to persuade others and build alliances.	Y	L	
<b>Customer Service Orientation</b> - Takes personal responsibility for customer satisfaction. Addresses customer needs.	Y	H	20
<b>Leadership</b> – Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	M	
<b>Developing and Coaching Others</b> – Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M	
<b>Self-Management</b> – Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity.	Y	H	10
<b>Teamwork and Co-operation</b> – Co-operates and participates positively in the team. Values and encourages others input.	Y	H	20
<b>Commercial Acumen</b> - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	N		
<b>Flexibility</b> – Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	H	10