COORDINATOR COMMUNITY WELLBEING
- RURAL
COORDINATOR COMMUNITY WELLBEING - RURAL
(Ref No 156/DCEO)

- High Profile Supervisory Role
- Marble Bar – Subsidised Accommodation

The Shire of East Pilbara is a well-established Local Government Authority in Western Australia, which services the town sites of Newman, Marble Bar, Nullagine and local communities.

This pro-active role reports directly to the Manager Community Wellbeing and will be responsible for the efficient operation and supervision of the Shire administration office in Marble Bar, including other related services within areas of responsibility.

This role provides a high level of leadership, guidance and direction to staff within area of responsibility and therefore applicants must evidence proven experience in this area.

Well-developed computer literacy, strong interpersonal skills and an organised work approach is equally important.

This position is classified at a Level 9 of the Local Government Industry Award and an remuneration package of up to $98,318.00 per annum is offered to attract the right candidate.

The Information Package should be obtained from our website www.eastpilbara.wa.gov.au before submitting your application. Alternatively further details on the position can be obtained by contacting David Kular, Manager Human Resources on 08 9175 8000 during office hours.

Applicants are requested to submit written applications in a sealed envelope marked “Private and Confidential” quoting the relevant reference number and addressed to:

The Manager Human Resources
Shire of East Pilbara
PMB 22
Newman WA 6753 or via email to hro@eastpilbara.wa.gov.au

Applications Close at 4.00pm Monday, 13 August 2018.

Jeremy Edwards
Chief Executive Officer
COMMITMENT OF THE SHIRE OF EAST PILBARA

OUR VISION

The Shire of East Pilbara is an economic hub for our region, a place where ancient landscapes and vibrant local centres connect people and communities, making us proud to call it home.

OUR OBJECTIVES

The Shire’s objective is to develop and implement strategies that support:

CIVIC LEADERSHIP

The Shire of East Pilbara seeks to deliver high quality corporate governance and demonstrated accountability to its constituents. All decisions are informed by community engagement – leading to the effective allocation of the Shire’s resources – that deliver optimum benefits to the community.

SOCIAL

The Shire of East Pilbara seeks to foster harmonious communities that acknowledge a shared heritage; develop strong community connections, and have access to relevant and affordable community services and well-managed community infrastructure.

ECONOMIC

The Shire of East Pilbara seeks to support the economic development of its communities through the establishment of partnerships with industry, local business, government agencies and the tourism sector.

ENVIRONMENT

The Shire of East Pilbara seeks to effectively manage and maintain its iconic Pilbara environmental assets by reducing ecological footprints and developing clean, green towns.

OUR KEY PRIORITIES

In working to develop the amenity and sustainability of its towns, the Shire of East Pilbara is committed to advancing the following priorities:

ECONOMIC DEVELOPMENT

- Implementation of the Economic Development and Strategy
- Development of a more balanced economy with diversity and choice in employment
- Investigation and development of the airport enterprise precinct
ASSETS ENHANCEMENT AND REPLACEMENT

- Development of a Civic Centre Precinct through strong community consultation to produce an iconic building that will serve the council into the future
- Development of a Recreation Precinct to accommodate the predicted growth of the Shire
- Airport, airside and landside upgrades to accommodate the ever increasing growth of the airport numbers

MEDICAL/ HEALTH

- Continued advocacy for increased medical facilities and services to meet the needs of the community

CIVIC LEADERSHIP/ ADVOCACY/ REGIONAL COLLABORATION

- Continued collaboration with neighboring Council’s, through the Pilbara Development Council, for the benefit of the region as a whole
- Continued stewardship of the Shire’s vision and plans
- Continued advocacy for the increase in government services in the East Pilbara to support the community
RECRUITMENT, SELECTION AND APPOINTMENT STANDARDS

As an equal opportunity employer it is the Shire’s intention to appoint the most suitable person to a vacant position. To achieve this, the Shire’s recruitment, selection and appointment process is based on the following standards:

- Bias free documentation describes the job to be performed and specifies the relevant selection criteria.
- The job is advertised as widely as is appropriate.
- The applicant’s skills, knowledge and abilities relevant to the job, are fairly assessed.
- Selection methods and their application are free from bias, patronage and nepotism.
- Policies are documented, equitable, applied consistently and accessible to all employees in the organisation.
- Decisions and processes embody the principles of natural justice.
- Appropriate confidentiality is observed.

OUTCOME: THE BEST AVAILABLE PEOPLE ARE APPOINTED
INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Position Description.

Selection involves a written application, an interview and reference checks. Shortlisted applicants will also undergo a medical examination. A national (Federal) police clearance certificate is also required.

The essential selection requirements (Selection Criteria) are described in the Position Description and please apply only if you meet the essential requirements for the position.

Please ensure the Shire of East Pilbara receives your application by the closing date in the advertisement. Late applications will not be accepted unless prior arrangements have been made with the Manager Human Resources.

Your application should comprise of the following documents.

1. **Covering Letter** – A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.

2. **Resume (Curriculum Vitae)** which comprises of

   - A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.

   - Include any relevant training courses you have attended in the last 2 to 3 years.

   - A photocopy of any relevant qualifications.

   - Any activities you have undertaken outside of work which are relevant to the position you are applying for.

3. **Referees**

   - Provide the names and contact details of two work related referees.

   - Describe nature of working relationship with referee.

   - Referees should be contacted for approval before nominating them.

   - It is preferable that one of your referees is your current supervisor. (This is optional)

   - Only referees who can comment on your work experience should be listed.
4. Preparing for the Interview

All interview questions will be work related – that is they will relate to the selection criteria for the position you have applied for.

The same questions will be asked for every interviewee.

To prepare you for the interview questions, consider the following:

- Re-read the Position Description and the selection criteria.
- Focus on the Selection Criteria and think of examples of work situations where you have applied the relevant skills and abilities.
- Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a supervisor.
- If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

5. The Interview

The following points are recommended:

- Don’t assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
- Answer questions fully without unnecessary details.
- Where possible, relate your answers to direct experiences you have had.
- Feel free to ask questions to the panel.
SUBMITTING YOUR APPLICATION

Your application must be marked as follows:

Private & Confidential
Attention: Manager Human Resources

Your application may be submitted as follows:

<table>
<thead>
<tr>
<th>Post: (In a sealed envelope)</th>
<th>Hand Deliver: (In a sealed envelope)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shire of East Pilbara</td>
<td>Shire of East Pilbara</td>
</tr>
<tr>
<td>PMB 22</td>
<td>Kalgan Drive</td>
</tr>
<tr>
<td>NEWMAN WA 6753</td>
<td>NEWMAN WA 6753</td>
</tr>
<tr>
<td></td>
<td>Office Hours - (8.30am to 4.30pm)</td>
</tr>
</tbody>
</table>

Fax: (08) 9175 2668

Email: hro@eastpilbara.wa.gov.au

CLOSING DATE

Applications must reach our office by 4.00pm on the closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources.

FURTHER INFORMATION

Further information regarding this position or the recruitment process is available by contacting the Manager Human Resources on (08) 9175 8000.
Position Identification

Title
Coordinator Community Wellbeing - Rural

Award/Agreement
LGIA
Level: 9 - 10

Directorate: Deputy Chief Executive Officer

Section: Community Wellbeing

Date Effective: July 2018

Position No: 156/DCEO

Primary Function of Role

Reporting to the Manager Community Wellbeing the Coordinator Marble Bar Office takes the lead responsibility for the efficient operation, supervision and coordination of the Shire administration office and related services in Marble Bar. The position should foster an environment of teamwork and positive work practices, to ensure a high level of customer service is provided and organisational objectives are achieved.

Key Duties and Responsibilities

Coordinate the daily administration and accounting functions of the Shire’s Marble Bar Administration Office.

- Manage and coordinate the day-to-day operations of the Marble Bar Administration Office to ensure Shire services are delivered in an efficient and timely manner.
• Ensure the financial records and accounting systems of the Marble Bar Administration Office are maintained consistent with the Shire’s systems, policies and procedures.

• Ensure all procedures and processes are effectively carried out in accordance with relevant legislation and Shire guidelines, policies and processes.

• Oversee the checking and delivery of records and information transferred to the Newman Administration office.

• Provide relevant information and administrative support to the Coordinator Administration Services in Newman when required.

• Collect information on community needs and evaluate, revise, and monitor Shire services to ensure such needs and expectations continually form the basis of service delivery and warrant use of Shire resources.

• Develop, review and maintain operational procedures and manuals for the office.

• Prepare reports on office utilisation, visitor numbers, library users and any other relevant information as requested.

Assist in the delivery of programs and services in Marble Bar and Nullagine.

• Conduct consultation and research into potential community development initiatives which benefit the towns of Marble Bar and/or Nullagine and where appropriate write funding submissions that support programs.

• Oversee the operation of the library and visitor centre, including the monitoring of the terms and conditions of the MOU with the Marble Bar Tourist Association.

• Facilitate the planning and co-ordination of Shire events and activities.

• Supervise and support the operations of the Shire’s Regular Passenger Transport (RPT) bus service.

• Maintain burial registers and required documentation for the Marble Bar cemetery.

• Oversee the cleaning of the Shire office, Civic Centre and other Shire properties in Marble Bar.

Promote the townships of Marble Bar and Nullagine

• Ensure the effective marketing and promotion of the facilities and township of Marble Bar and Nullagine as directed.

• Undertake research into economic development opportunities, where possible.

Establish working relationships with customers and key stakeholders

• Act as the primary point of contact for customers enquiries regarding facilities and resources within the Shire of East Pilbara.

• Facilitate and maintain effective communication with internal and external customers including key stakeholders.
• Positively promote the Shire of East Pilbara in such a manner as to enhance its image within the wider community.

4. General Duties and Responsibilities

Organisation
• Be responsible for the effective and efficient delivery of high quality services to the Shire of East Pilbara.
• Provide assistance to other business units of the Shire if and when necessary including but not limited to Community Safety, Recreation and Events and Assets and Procurement.

3.2 Responsibility may require managing minor projects and performing a variation of work priorities and approaches with some creativity and complexity.

3.3 Demonstrate willingness and ability to apply the Shire’s risk management processes in order to make a positive difference to the way things are done.

Department
• Proactively contribute to the overall effectiveness and efficiency of the section.
• Actively participate in relevant external committees and cooperate and collaborate with community groups as required.

Team
• Manage, lead and develop staff assigned to the Office, ensuring the implementation of agreed human resource management policies, systems and programs including staff acquisition and recruitment, performance management, and training.
• Build a positive workforce environment and culture through visible and positive leadership.
• Ensure the application of creativity and innovation when seeking solutions to management challenges.
• Control relevant expenditure and income accounts including grant accounts and acquittals.
• In conjunction with the Manager Community Wellbeing ensure yearly budget process including Fees and Charges justifications, preparation of operating and capital budget estimates and life cycle costing of assets is undertaken for the section.
• Actively pursue financial grants from external sources that aid the Shire of East Pilbara in providing opportunities within our communities.
• In conjunction with the Manager Community Wellbeing introduce and implement changes to operations that result in the improvement of productivity and customer service levels.
- Contribute relevant information to the Manager Community Wellbeing, to provide assistance in the implementation of the 10 year strategic plan for the team, based on the section’s overall long term strategic plans.

- Contribute and assist with the annual review of policies consistent with the future direction of the Shire and Community Wellbeing section.

- Undertake special projects and other duties as requested which are in line with the position responsibilities.

**Human Resource Management (HRM)**

- Implement and utilise the entire performance management process, including performance reviews and performance management.

- Adhere to the Council’s grievance management policy, ensuring all grievances and disputes are effectively managed and resolved.

**Occupational Safety and Health (OSH)**

- Ensure all team members actively comply with statutory and legal requirements in the areas of risk management including Occupational Health and Safety.

- Ensure all injury management processes and legislative requirements are followed correctly including the direct reporting of injuries, accidents and near misses.

**Ethical Behaviour**

- Ensure all actions and activities demonstrate adherence to the Council’s Code of Conduct in all internal and external dealings.

- Demonstrate and promote the Council’s code of conduct including maintaining appropriate levels of confidentiality and decorum.

- Alignment of individuals’ and the teams’ behaviour with the desired organisational culture, including educating team members in the Council’s policies and procedures.

**Equal Employment Opportunity**

- Demonstrate a positive commitment and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment, victimisation and bullying.

- Ensure all team members are educated in the Council’s EEO policies, and any breaches are addressed as per the Council’s grievance management policy.

**Customer Service**

- Lead and promote a strong customer service culture, ensuring a service delivery approach that is responsive within reasonable timeframes to address the issues and requests of stakeholders.

- Build and maintain positive working relationships with all key stakeholders contributing to the overall development and continuous improvement of the Council.

- Ensure practices and procedures reflect excellence in the provision of internal and external customer service by the team.

- Ensure the Shire’s customer services are provided professionally and that all correspondence is dealt with in a professional and timely manner.
Records Management

- Ensure all documents are recorded in accordance with the Council’s Record Keeping Plan and electronic document records management policies and procedures.
- Ensure confidentiality is maintained when handling all applicable Council documents.

Responsible to: Manager Community Wellbeing

(Immediate Supervisor)

Number of Staff Positions: Customer Services Officer – Marble Bar

(Directly Supervised) RPT Bus Driver

Youth Engagement Officer – Marble Bar

Administration and Activities Officer - Nullagine

Marble Bar Cleaner

Nullagine Cleaner

Number of Staff Positions: N/A

(Indirectly Supervised)
5. **Internal and External Liaison**

**Internal:** All Council Staff

**External:** Federal Agencies, State Government Agencies, and Local Governments, Regional Bodies, General Public, Private Organisations, Not for Profit Groups and other relevant agencies.

6. **Extent of Authority**

This position operates under limited direction of the Manager Community Wellbeing within the established guidelines, procedures and policies of the Shire as well as statutory provisions of the Local Government Act and other legislation.
Perform other duties as required by management within the classification level and scope of the position.
### Selection Criteria

#### Qualifications and/or Training and/or Licences

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Current Senior First Aid Certificate or willingness to obtain
- Qualifications in community development or social science or equivalent experience working in a community development role or similar
- Current West Australian ‘C’ Class Drivers Licence
- Current national Police Clearance Certificate
- Current WA Working with Children Card

#### Experience and Knowledge

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Sound knowledge of contemporary office systems and procedures.
- Recent experience in budget preparation, monitoring and administrative procedures.
- Proven experience working with community groups and organisations.
- Experience in the supervision and support of staff.
- Sound knowledge of Workplace Health and Safety legislation
- Knowledge of Local Government procedures and protocol
- Demonstrated project and event management experience

#### Skills and other Attributes

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Sound customer management skills.
- Well-developed interpersonal, negotiation and conflict resolution skills.
- Excellent verbal and written communication skills
- Highly developed keyboard and computer skills.
- Developed time management and organisational skills, with the ability to undertake duties in an ethical manner and adhere to confidentiality provisions.
- Possess initiative and the ability to work unsupervised within a small team environment.
I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed as necessary in accordance to project needs and requirements.

Revised by: ________________________  ________________________

(Signature of Supervisor)  (Signature of Employee)

Date: ______/_____/_________
SALARY PACKAGE

1 AWARD

Employment conditions in accordance with the Local Government Industry Award 2010.

2 SALARY

The salary is based on Level 9 - 10 of the Local Government Industry Award 2010 within a range of $68,613.20 to $82,362.01 per annum plus allowances depending upon qualifications and experience relevant to the position.

3 HOURS OF WORK

Standard ordinary hours are 8 hours per day based on 38 hours per week. Administration office hours are from 8:00am to 4:30pm (Mon-Fri) with a 30 minute lunch break. Every nineteen working days there is one day off (Rostered Day Off) in the twenty-day cycle, which equates to an average of thirty-eight hours per week. The nature of the role may require flexible working hours and remote site travel periodically. Details will be discussed with you at the interview.

4 CORPORATE UNIFORMS

Staff are requested to wear corporate uniforms at all times during office hours to promote a professional working environment and uniforms will be issued to the value of $440, inclusive of GST, on completion of the 3 months probationary period, and every 12 months thereafter.

5 ANNUAL LEAVE

For intents and purposes, annual leave provided will be five weeks per annum on completion of 12 months service.

6 ANNUAL LEAVE TRAVEL ASSISTANCE

Following 12 months completion of service, 1 return economy airfare to Perth, based on the cost of an airfare from Port Hedland.

7 EAST PILBARA ALLOWANCE

An East Pilbara Allowance of $5,200 per annum is paid as per Council’s policy and may be subject to change.
8 LONG SERVICE LEAVE

On completion of ten years continuous Local Government service, an employee is entitled to Thirteen (13) weeks Long Service Leave (transferable between Local Authorities within Western Australia only).

9 DRIVERS LICENCE

A current WA (Class C) Drivers Licence is an essential requirement.

10 SUPERANNUATION

Council makes Superannuation Contributions as per legislative requirements (currently 9.50%) plus matching contributions of up to 5% of this salary providing the employee makes voluntary contributions of 5% or more. The combined total of the Shire of East Pilbara contribution shall not exceed 14.50% of the specified salary.

The Shire of East Pilbara’s chosen Superannuation Fund is WA Super. If you decide not to become a member of WA Super you have an option to choose one of the following Superannuation funds as stipulated in the Local Government Industry Award 2010.

11 ACCOMMODATION

Subsidised, unfurnished Council accommodation at a rental of $200 per fortnight is provided with this position. Utility subsidies (electricity and water) are also provided. Details will be discussed at interview. Rental charges may be subject to review as per Council policies on these matters.

12 RELOCATION ALLOWANCE:

Western Australian Applicants:
A relocation allowance of up to a maximum of $10,000, inclusive of GST will be applicable.

Inter State Applicants:
A relocation allowance of up to a maximum of $15,000, inclusive of GST will be applicable.

General Information:
Applicants are requested to submit 3 quotes from removalists to the Manager Human Resources for approval and are also responsible in arranging insurance for removal purposes. The cost of the insurance can be incorporated into the relocation allowance provided as long as the overall amount does not exceed the allocated allowance.

The Shire will initially pay the removal costs, however,

a) If you resign within 6 months of commencing employment, you will be liable to pay the Shire back full costs (100%), of the allowance paid.
b) Should you resign between 6 to 12 months of commencing employment, you will be liable to pay the Shire back half of the costs (50%), of the allowance paid.

The Human Resources department will contact you to discuss the administrative process involved in this matter.

13 **MOTOR VEHICLE**

A Shire vehicle is provided for Restricted Private Use only.

Restricted Private use permits the vehicle to be used within the Shire of East Pilbara. The assigned staff member must be the primary driver of the vehicle at all times unless not capable of doing so, but must be present in the vehicle at all times.

Restricted Private use outside of Shire boundaries (within Western Australia) is to be subject to the approval of the relevant Director on a case by case basis. The vehicle is to be available for use by other staff during normal working hours, but not to the detriment of the duties of the assigned staff member.

The Shire will meet all operating costs of the vehicle except fuel when the vehicle is used for restricted personal purposes outside the Shire boundaries. Instances of blatant misuse may be investigated and costs of repairs etc. recovered from the offending employee. The assigned employee and any other driver may be required to maintain a logbook for FBT reporting purposes subject to the direction of the Deputy Chief Executive Officer.

14 **OTHER BENEFITS AND SERVICES**

Discounts for staff for the use of recreation and aquatic center facilities as per council policy.

Free health and fitness assessments by qualified staff at the recreation centre.

Professional development is encouraged and promoted by providing staff training as necessary and attendance at seminars/conferences is also supported.
The information below has been based on

*Level 9 -10 under the Local Government Industry Award 2010.*

<table>
<thead>
<tr>
<th>CASH COMPONENT</th>
<th>$68,613.20 Per Annum</th>
<th>$82,362.01 Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>East Pilbara Allowance @ $100 per week</em></td>
<td>$5,200.00</td>
<td>$5,200.00</td>
</tr>
<tr>
<td><em>Location Allowance @ $48.30 per week</em></td>
<td>$2,511.60</td>
<td>$2,511.60</td>
</tr>
<tr>
<td><strong>Total Cash Component</strong></td>
<td><strong>$76,324.80</strong></td>
<td><strong>$90,073.61</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPERANNUATION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Compulsory @ 9.50%</td>
<td>$7,250.86</td>
<td>$8,557.00</td>
</tr>
<tr>
<td><em>Potential for Council Contribution @5%</em></td>
<td>$3,816.24</td>
<td>$4,503.68</td>
</tr>
<tr>
<td><strong>TOTAL PACKAGE</strong></td>
<td><strong>$87,391.90</strong></td>
<td><strong>$103,134.29</strong></td>
</tr>
</tbody>
</table>

Additional information on the Shire of East Pilbara can be found on Councils’ website at [www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)
SUCCESSFUL CANDIDATES

1 POLICE CLEARANCE:
A National Police Clearance Certificate will be required before commencing employment. Expenses of obtaining this clearance will be your responsibility.

2 MEDICAL EXAMINATION:
A satisfactory medical examination will be required before commencing employment. 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.

3 WORKING WITH CHILDRENS CHECK:
The Working with Children’s Check (WWE Check) is a compulsory screening program which ensures child safe working environment. You will be advised at interview if your role requires a pre-employment Working with Children’s Check Clearance Certificate.

4 PROBATIONARY PERIOD:
A probationary period of 3 months service will need to be completed. A performance review will be held at the end of the probationary period and continuing employment confirmed subject to satisfactory performance.

Should you not perform your duties for which you have been employed to the satisfaction of the Shire of East Pilbara, this Organisation may at its discretion extend the period for a further three months or terminate this contract of employment by giving you relevant written notice or paying you in lieu of the notice period.