

JOIN OUR TEAM



SPECIAL PROJECTS OFFICER

APPLY NOW

Selection Criteria and Job
Description available:
www.quairading.wa.gov.au

Michelle Wilson (08) 9645 2400
michelle.wilson@quairading.wa.gov.au

CLOSING DATE 6TH JANUARY 2023

WELCOME *to* QUAIRADING

Kaya Quairading Koort Balladong Boodjar

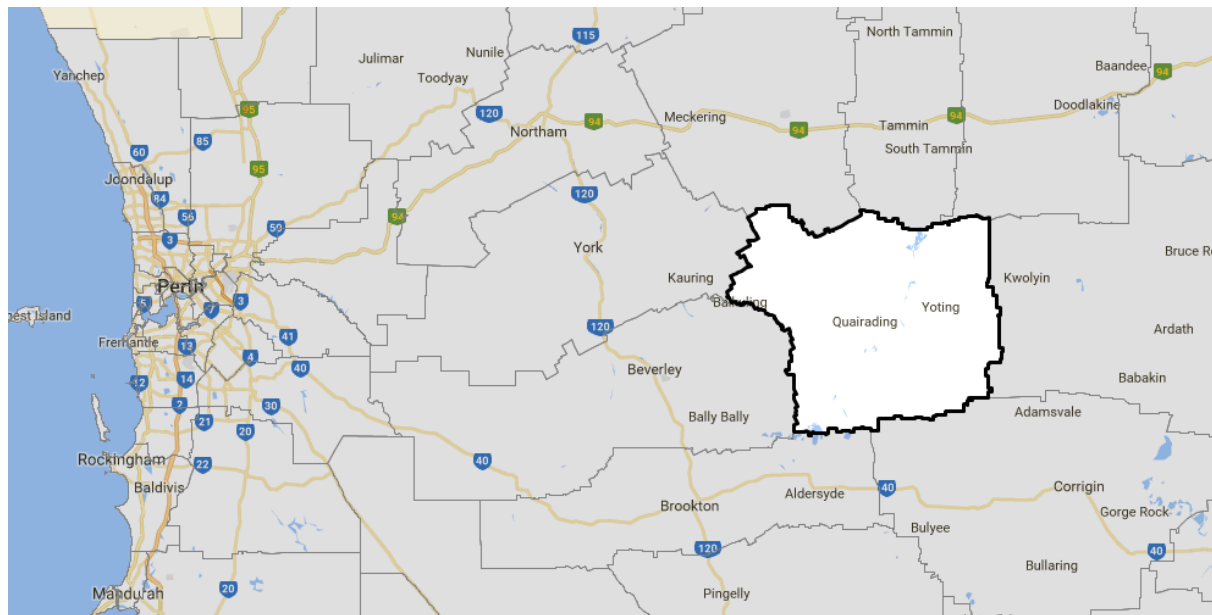


Take a closer look



Quairading is a beautiful town nestled in the Central Wheatbelt of Western Australia, just 167km east of Perth on the York-Quairading Road.

The Shire's main localities are Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Occupying a land area of approximately 2040 km², the Shire borders eight other Local Governments consisting of the Shires of Beverley, Brookton, Bruce Rock, Corrigin, Cunderdin, Kellerberrin, Tammin and York.



We are a farming community with a population of about 1000, producing cereal and grain crops (heaps of wheat and stunning canola!), forestry (like sandalwood!), wool, sheep and cattle, supported by rural service industries. Our community provides a variety of volunteer-run cultural, sporting and social activities.

Shire of Quairading Vision Statement

"Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."



VACANCY

SPECIAL PROJECTS OFFICER

We are seeking a motivated individual with project management experience and excellent organisational skills.

An exciting opportunity has become available for someone looking for a part-time permanent position within the Shire's Community and Strategic Projects Team.

This is a fantastic opportunity for someone looking for a permanent part-time position within a supportive and friendly team. If you are an organisational wizard, including attention to detail and multitasking, and thrive on collaborating as part of a team, then this is the perfect role for you.

To apply, please send your resume including the name of 2 Referees and a cover letter that addresses the following selection criteria to Michelle Wilson at michelle.wilson@quairading.wa.gov.au by 4pm on Friday 6th January 2023.

Selection criteria;

- Project Management qualifications or extensive experience
- Sound administrative and time management skills.
- Sound research, analytical and report writing skills.
- Experience in dealing with statutory bodies.
- Experience in the preparation of grant and Government funding applications, with the ability to prepare clear and concise reports

If you have any queries or would like more information about this position, please contact Natalie Ness on ph. 9645 2400.

A Position Description can be obtained via the Shire of Quairading website at www.quairading.wa.gov.au or by contacting the Shire Administration Centre on 9645 2400 or email michelle.wilson@quairading.wa.gov.au.

The Shire values diversity in its workforce and encourages applications from all age groups and cultural backgrounds.

POSITION DESCRIPTION



Special Projects Officer

The Shire of Quairading is committed to providing culturally responsive services and strongly encourages employment applications from Aboriginal and Torres Strait Islander people.

Location	Quairading Community Resource Centre
Department	Community and Strategic Projects
Salary	Local Government Industry Award 2020, Level 6
Reports to	Executive Manager Economic Development (EMED)
Supervision of	Nil
Revision	3
Date	14 th December 2022

Approval of Position Description			
<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>
GA Fardon	CEO	New position – Fixed Term	24/06/2022
Nicole Gibbs	CEO	Acting position	27/09/2022
Natalie Ness	EMED	New position	14/12/22

1. Organisational Relationships

1.1 Responsible to:

- Chief Executive Officer (CEO)
- Executive Manager Economic Development (EMED)
- Council

1.2 Supervision of:

Nil

1.3 Internal & External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

External

- Residents, ratepayers and the general public
- Community groups
- Culturally and Linguistically Diverse People (CaLD)
- Government, non-Government and private organisations
- Grant funding bodies and organisations
- Contractors
- Product and service suppliers

2. Extent of Authority

This position operates under the direction of the EMED in accordance with:

- 2.1 Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council
- 2.2 *Local Government Act 1995, Workplace Health & Safety Act 2020, National Employment Standards, Equal Opportunity Act 1984* and other workplace legislation
- 2.3 Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety
- 2.4 Strategic Community Plan
- 2.5 Reconciliation Action Plan
- 2.6 Disability Access Inclusion Plan
- 2.7 Code of Conduct
- 2.8 Customer Charter
- 2.9 Delegated authority as prescribed in the Delegations Register.

3. Purpose of Position

- 3.1 This position aligns with the following strategic initiatives within the Strategic Community Plan, as follows:

- SP1.1 Work collaboratively with local and regional service providers to engage the community as active citizens

- SP2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- SP2.3 Shire engages stakeholders and partners to help capture local economic development initiatives
- SP3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- SP3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans.

3.2 The primary intents of this position are:

- 3.2.1 To manage the development and delivery of Shire projects identified by the CEO and the EMED
- 3.2.2 Provide support to the Community Development and Grants Team (when requested by the EMED).

4. Roles & Responsibilities

Key Duties

- 4.1 To manage the development and delivery of Shire projects identified by the CEO and the EMED
- 4.2 To assist in the application, submission and acquittal of grants for Council
- 4.3 To liaise with the relevant grant funding bodies to achieve maximum funding outcomes for Council
- 4.4 Assist the Community Development and Grant Team with the management of the Shire of Quairading’s Community Grants Program and Small Business Grants Program
- 4.5 Assist the Executive Management Team, Administration and the Community Development and Grant Team with the development and conduct of any community consultation required
- 4.6 To provide content for the Community Development & Grants Team Report to the Ordinary Meeting of Council
- 4.7 Perform other relevant duties as directed by the CEO.

5. Selection Criteria

Qualification	Essential	Desirable
Drivers Licence “C” - Unrestricted	✓	
Project Management qualifications or extensive experience	✓	

Key Skills, Knowledge & Experience	Essential	Desirable
Sound administrative and time management skills.	✓	
Sound research, analytical and report writing skills.	✓	
Experience in dealing with statutory bodies.	✓	
Experience in the preparation of grant and Government funding applications, with the ability to prepare clear and concise reports	✓	

Advanced computer skills use Microsoft products and experience with website content, social media and desktop publishing skills		✓
Working knowledge of local area / Local Government		✓
Knowledge of record keeping requirements of Local Government		✓
Well - developed verbal communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

6. Compliance

6.1 This position will comply with all legal obligations, including by complying with:

- 6.1.1 Workplace Health & Safety Act 2020
- 6.1.2 Organisational workplace health and safety policies and procedures
- 6.1.3 Local Government Industry Award 2020
- 6.1.4 Local Government Act 1995
- 6.1.5 National Employment Standards
- 6.1.6 Equal Opportunity Act 1984
- 6.1.7 Code of Conduct
- 6.1.8 Customer Charter
- 6.1.9 All other applicable workplace policy and legislation.

6.2 In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe.

7. Position Prerequisites

7.1 No formal offer of employment will be made until the following employment prerequisites are met:

- 7.1.1 Pre-employment medical examination
- 7.1.2 Current National Police Clearance
- 7.1.3 Must comply with current State Government COVID-19 directions.

8. Terms of Employment

Award	Local Government Industry Award 2020	
Position Status	Part Time	
Hours of Work	24 Hours per week Flexible workdays and times	
Overtime	Requires CEO authorisation	
Award Level	Level 6	
Gross Wage per Hour	\$35.00	Paid fortnightly to nominated bank account
Gross Salary	\$43,680 (based on 24 hours per 52 weeks)	
Superannuation	10.5% Employer Superannuation Guarantee Contribution.	
Probation	3-month probation	
Performance Review	Annually	
Annual Leave	Employee will be entitled to 4 weeks Annual Leave with 17 ½ % Loading on Entitled Annual Leave Pro Rata	
Housing	Position does not attract Council housing as part of the Employment Package	
Motor Vehicle	NA	
Work Attire	Employee to wear job appropriate work wear	
Mobile Phone	Mobile telephone is provided for official use and emergencies	
Job Location	Quairading, Western Australia, 6383.	

Name of Employee	Signature	Date
Chief Executive Officer	Signature	Date

APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help evaluate your application.

Application:

Your application should include a covering letter explaining your interest in the position and addressing the selection criteria points plus a current resume detailing your contact details, qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Lodgement of Application:

Applications should be emailed to michelle.wilson@quairading.wa.gov.au. Applications will close at 4pm AWST on Friday 6th January 2023. The Shire reserves the right to begin interviewing and shortlisting before this date. In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. *The Shire reserves the right to close this vacancy early if a suitable candidate is selected from received applications.*

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted face to face in Quairading. However, if this is not possible an interview may be conducted by video link or electronic means eg. Zoom.

Background Checks:

Third party background checks will be undertaken for the preferred applicants – this includes qualification, National Police Certificate, identify and employment history verifications.

Pre-employment medical

The preferred applicants will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

Position Start Date

The position is for an immediate start.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.quairading.wa.gov.au which contains substantial information.

Further Enquiries

For further information about the role please contact Natalie Ness on (08) 9645 2400 or shire@quairading.wa.gov.au