

**VACANCY
EXECUTIVE MANAGER
ECONOMIC
DEVELOPMENT**

INFORMATION PACKAGE



Contact Us

08 9645 2400

shire@quairading.wa.gov.au

PO Box 38

Quairading WA 6383

@ShireOfQuairading

LOCATION

Quairading Community Resource Centre

DEPARTMENT

Economic Development

SALARY

Local Government Industry Award 2020

ABOUT QUAIRADING

The Shire of Quairading is a beautiful town nestled in the Wheatbelt of Western Australia, just 1.5 hours' drive from Perth on the York-Quairading Road.

A vibrant community with a population of 1200, our biggest industry producing cereal and grain crops, forestry, wool, sheep and cattle, supported by rural service industries. The Region is rich in natural, Indigenous and colonial history.

Quairading is well-serviced including through access to a childcare centre, primary and district high schools, hotels, restaurants, leisure facilities. We are also on the doorstep to many natural and historic attractions.

ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

Chief Executive Officer, Council

1.2 Supervision of: -

Communications and Engagement Officer

Youth Engagement and Inclusion Officer (s)

Special Projects Officer (s)

1.3 Internal and External Liaison: -

Internal

Shire President and Councillors

Chief Executive Officer

Council Staff

External

Community Groups and General Public

Wheatbelt Business Network

Government and Non-Government Departments and Agencies (including RDA and WDC)

Neighbouring and Regional Councils.

EXTENT OF AUTHORITY

Operate under limited direction of the Chief Executive Officer and Council within established guidelines, procedures, and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

Operate in accordance with Delegated Authority as assigned by the Chief Executive Officer.

PURPOSE OF POSITION

3.1 Purpose of Position

- To provide planning, project management and strategic support to the CEO and Council to achieve economic benefit for the community through projects and future development.
- To directly supervise and manage Council's Community and Strategic Projects Team.
- Coordinating and managing the Integrated Planning and Reporting Processes.

3.2 Within Organisation

- To provide professional assistance, information, advice and reports to Council, Chief Executive Officer, staff, public, public authorities and others.
- To be an active contributing member of the Executive Management Team.

3.3 Link to Strategic Community Plan or Corporate Business Plan goals or operational objectives

- The position is given direction from the CEO on identified priority projects, developments or objectives of the Strategic Community Plan, Corporate Business Plan and Council Budget.

KEY DUTIES/RESPONSIBILITIES

- Develop and implement strategies to foster sustainable economic development, attract business investment and promote industry and enterprise development across the region
- Liaise with business, industry, government and community groups to enhance regional economic development partnerships
- Collate, analyse and report on economic development and business performance measures to key stakeholders including staff, Councillors and the public
- Develop, implement and manage Councils Events Management function
- Develop, implement and manage Councils Corporate Communications function
- Develop and manage Councils business and investment generating assets
- Develop grant applications and business case proposals to attract funding and investment in the region
- Foster a culture of process improvement across all levels of the organisation, developing systems that encourage innovation and new ideas
- Deliver and manage key projects and activities in accordance with the Operational Plan
- Lead and manage the liaison between staff, contractors and other external stakeholders to ensure capital works, maintenance and repairs are undertaken with minimal disruption to operations
- Ensure all WHS, legislative and governance requirements are met as relevant to position

SELECTION CRITERIA

QUALIFICATION

Essential

- Drivers Licence – “C” - Unrestricted

Desirable

- Tertiary qualifications in Business, Marketing, Economics or other relevant field

KEY SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated experience in corporate communications and community engagement
- Previous experience in managing and leading multi-disciplinary teams
- Demonstrated experience in developing strategies, policies and business plans to guide the management of operational functions and facilities for organisations with diverse functions
- Demonstrated record of achieving results in the facilitation of investment and business growth
- Professional experience in relationship-building at a high level within organisations and working with a diverse range of interest groups and stakeholders on strategic issues, to deliver mutually beneficial outcomes
- Highly developed communication (oral and written) and interpersonal skills including sound presentation, conflict resolution and negotiation skills
- Knowledge of workplace health and safety responsibilities and a commitment to attending relevant WHS training
- Proven ability to manage own varied workload balancing competing tasks
- Demonstrated experience in developing and delivering projects that promote economic development

PERSONAL SKILLS

Essential

- Well-developed computer skills, in particular a high level of competency in MS Office
- Highly developed written and verbal communication skills
- Highly developed public relations and interpersonal skills
- Sound organisational, time management and decision-making skills

WORKING CONDITIONS/OHS CONSIDERATIONS

Work Health and Safety – comply with the Shire’s WHS Policy and other Shire WHS policies and procedures and legislation relevant to role and responsibilities, including assuming responsibility for the proper use of all Shire equipment under direct control of the incumbent.

OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current satisfactory National Police Clearance Certificate will be required by the successful applicant. (Pre-Employment Medical Examination at Shire’s cost).

It is advised that no formal offer can be made until your satisfactory completion of these employment conditions.

COMMENTS

All employees are required to sign a declaration that they have read Council’s Code of Conduct for Elected Members and Employees prior to the commencement of work or any reviews. This signed document will be placed on each employee’s payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

TERMS OF EMPLOYMENT

Award

Local Government Industry Award 2020
Negotiated Contract of Employment.

Position Status

Permanent, Full-Time

Hours of Work

76 Hours per fortnight

Overtime

Requires Prior Authorisation

Award Level

Negotiated contract of Employment – “Senior Officer”
Gross Annual Salary Range
\$110,000 - \$125,000

Superannuation

11.0% Employer Superannuation Guarantee Contribution.

Probation Period

3 months from commencement date. The Chief Executive Officer reserves the right to extend the probation period by a further 3 months.

Performance Review

Annually to be undertaken by the CEO against written key performance indicators and position description.

Annual Leave

Employee will be entitled to 4 weeks annual leave with 17 ½% loading on entitled annual leave.

TERMS OF EMPLOYMENT INCLUDED

Housing

Preferred that Officer reside within the District. If required, Council will provide a fully maintained four-bedroom brick and tiled residence for the Officer. Officer to be responsible for all other utilities consumed. This residence is provided at a subsidised rental per the Shire's fees and charges.

Assessed value of \$10,660 per annum.

A one-off \$3,000 relocation allowance applies if required.

Motor Vehicle

The Council shall provide a motor vehicle for business use and negotiated private use as authorised by the CEO.

Motor vehicle will not be provided for periods of annual leave, long service leave or extended sick leave.

Assessed value of \$12,500 per annum.

Uniform/Clothing Allowance

Assessed value of \$400 per annum.

Professional Development

Registration to attend relevant Conferences and Training.

Assessed value of \$2,000 per annum

Job Location

Quairading, Western Australia, 6383.

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 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 marion.haeusler@quairading.wa.gov.au. Applications will close at 5pm AWST on Friday 10th May 2024. 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.

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 so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

APPLICANT NOTES CONTINUED

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, identity 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 will be available for start on Monday, 1st July 2024.

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