



Director Corporate Services

Tom Price

Application Package

August 2022



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Advert

Director Corporate Services

Residential – Tom Price | Full-Time, 5-year Maximum Term
Indicative Annual Total Remuneration \$260,505, including housing and utilities allowance

Competitive remuneration: cash component of between \$180,000 and \$200,000, depending on relevant skills and experience, + super matching scheme + salary sacrifice option (novated lease) + Shire vehicle + Shire Housing + subsidised water + 6 weeks annual leave + Shire phone + relocation support + professional development.

What an exciting time to join the Shire of Ashburton team. We are on a growth journey, partnering with multinational companies and working on multiple exciting projects. We are looking to appoint a strategic and visionary leader with a make-it-happen approach.

About the Position

The Shire of Ashburton is seeking an experienced Director Corporate Services to provide advice and strategic and people leadership in the delivery internal services, contributing to the Shire's strategic objectives and key community outcomes. This position reports directly to the Chief Executive Officer and work closely with Council and other internal and external stakeholders.

The Director Corporate Services will play a key role in the executive leadership team, guiding and implementing the strategic direction for the organisation.

Our ideal candidate will lead a multidisciplinary team and bring a planned and structured approach to the management of the Shire's Corporate Services Directorate including finance, governance, information technology and customer service.

You will be a seasoned professional, having worked at Executive level, providing strategic advice at Executive level within Local Government in Australia, holding a CA, CPA or equivalent tertiary qualification with substantial and effective people management experience. Your demonstrated experience in enabling contemporary finance and governance practices will set you up for success.

If you are a values-led, resilient people leader with an agile approach, then we would like to hear from you.



For further information regarding this exciting opportunity, please contact Adele Heraty, Manager Human Resources, on 0439 961 038.

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website:

www.ashburton.wa.gov.au

by 9:00 AM Tuesday, 20 September 2022.

Please note: Shortlisting may commence immediately.

The Shire of Ashburton encompasses the towns of Tom Price, Onslow, Paraburdoo and Pannawonica. Our employees enjoy a relaxed lifestyle in the Pilbara region of Western Australia, set amongst the backdrop of world renowned Karijini National Park and Millstream Chichester National Park with spectacular gorges, deep red earth and are some of the oldest formations in the world and our coastline takes in the Mackerel Islands, with turquoise water and opportunities for best fishing and snorkeling.

The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.

Please Note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of all claimed qualifications prior to commencing employment.



Position Description

Director Corporate Services

Position Number	JA.6
Directorate	Corporate Services
Department	Corporate Services
Job Family	Senior Officer
Reports To	Chief Executive Officer
Current Direct Reports	Executive Assistant – Corporate Services Manager Finance and Administration Manager Governance ICT Specialist
Location	Residential - Tom Price (with frequent intra town travel)
Industrial Instrument	Individual Agreement

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Values

Respect Openness Teamwork Leadership Excellence Health and Wellbeing

Role Objective/Purpose

Reporting to the Chief Executive Officer (CEO), this role is a key member of the executive team and leadership group. Delivering across a wide geographical area, this role is responsible for the leadership and management of a range of services, contributing to the Shire of Ashburton's strategic objectives and key community outcomes.



Key Role Outcomes

- Coordinate highly effective and engaged financial management practices that ensure corporate financial and governance compliance across the organisation;
- Liaise and work with State Governments' Office of the Auditor General to ensure modern contemporary finance and governance practices are in place across the organisation;
- Provide strategic and effective leadership and management of the directorate to achieve overall organisational Council strategic objectives and strategies, delivering expert advice and reporting to the CEO and Council;
- Lead and manage multi-disciplinary teams including finance and administration, information technology, governance and compliance, record keeping and customer service, ensuring applicable legislation and regulations are adhered to;
- Ensure high level strategic planning, development and quality delivery of strategies, programs, projects, funding and outcomes, which have a cultural or social benefit to the community, enhancing lifestyles for all visitors, residents and members of the community;
- Develop and maintain strategic partnerships and engagement with Council, the local community, resource companies and relevant external agencies, including State and Federal Government, to facilitate and advocate for services and programs;
- Develop and maintain strategic and operational plans for the directorate in line with the Shire's strategic community plan and corporate business plan;
- Overall budgetary management and control relating to programs, services and operations within the directorate;
- Lead a culture of collaboration and safety, through the effective management of staff to ensure timely and quality delivery of departmental services and operations, including, but not limited to recruitment and selection, performance monitoring and management, coaching and development, delegation and project oversight, budget management, team effectiveness and organisational cultural alignment.
- Leading a health and safe workforce by driving a safe work culture.
- Ensure organisation confidentiality is maintained at all times.
- Any other duties consistent with the scope and level of this position as required and directed by the Chief Executive Officer.



Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence and Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits and trains others in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Highly Proficient: Management and leadership accountability. Will have scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has management responsibility. Has a high level of independence in setting and achieving outcomes.
Judgement and Decision Making	Highly Proficient: Establishes and oversees the framework (strategy, work plans, organisational priorities) for decision making and problem solving. Decisions made impact multiple areas within the business and external stakeholders.



	Judgement is guided by objectives and applied at strategic or departmental level.
Time Management	Highly Proficient: Develop and implement short-, mid-, and long-term outcomes for the work area(s).
Customer Service	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Highly Proficient: Manage budget for the department, including formulating budget and monitoring expenditure. Will have scope to reset priorities or resources of functional areas to achieve budget requirements.
Leadership	Highly Proficient: Focus of the role is to provide leadership and influence over a number of significant functions at a senior executive level.

Role Specific Competencies
 These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Highly Proficient: Solve problems at a strategic or department level. Solutions developed may have wide ranging effects, acting at all times in accordance with management directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
Supervision Skills	Highly Proficient: Control and coordinate a section, department or significant work area using leadership, evaluation, and





	monitoring skills. Lead and motivate employees in different teams or locations.
Conflict Resolution	Highly Proficient: Able to identify potential conflict ahead of time and put strategies in place to prevent conflict occurring between stakeholders, or to resolve conflict where there is little common ground.
Communications Skills	Highly Proficient: Communication skills are attuned to the underlying messages, political nuances, and minor subtleties of complex communications. Presentations may be made to large public forums. Highly developed interpersonal skills, including leading and motivating.
Report Writing	Highly Proficient: Provide expert advice, decision making, and oversight of reports produced in work area.
Administration Skills	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use of systems, including outside of the immediate work area.
Policy and Procedure Development	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business, or other stakeholders within the region.
Project Management	Highly Proficient: Management of professional/technical resources and large or complex projects. Report monthly to assess achievement of Councils' budgeted objectives.

Licenses, Registrations, Memberships or Qualifications Required of Role

Essential:

- CPA/CA tertiary qualified.
- Substantial senior management experience gained within Australian Local Government.
- Advanced project management skills.
- Current 'C' class driver's licence.





- Current National Police Clearance (dated within 6 months).

Desirable:

- Post-Graduate management education commensurate with the role and responsibilities of the position.
- Professional association affiliation.

Experience, Skills, Knowledge Required of Role

- Demonstrated experience in enabling corporate financial and governance compliance;
- Proven skills and experience in a senior local government financial management position including the preparation of organisation budgets and responsibility for budget control;
- Ability to promote commitment of all staff to organisation goals, objectives, and decisions by providing high standards of professional conduct and leadership and fostering a team spirit across the organisation.
- Values-driven people leader with demonstrated capability in the effective management of complex staff matters and the ability to lead, motivate and inspire staff to achieve organisational and directorate values, goals, and objectives through the modelling of high standards of professional conduct and leadership;
- A community and outcomes minded professional with well-developed knowledge of the principles of equal opportunity, diversity and occupational health and safety.
- Demonstrated strategic planning and budgetary planning experience and previous experience in leading a corporate Services team;
- Sound knowledge of Local Government accounting standards and legal and financial requirements;
- Good knowledge of the compliance requirements of the Local Government Act 1995 and corporate and strategic planning;
- Extensive experience in liaising with and reporting to various stakeholders, members of the public, Board, Council and/or Minister to identify, interpret and advise on key issues relating to the directorate's programs and services;
- High level verbal and written communication skills, including excellent negotiation, conflict resolution and problem-solving skills and the capability and experience in building and maintaining healthy and positive relationships;



- Demonstrated ability to provide effective compliance which focuses on the provision of leadership, direction and control aimed at meeting Council and community needs, including financial, statutory and legal requirements;
- Well-developed interpersonal skills including the capacity to perform effectively in diverse, high pressure, complex and political climates;
- Experience in strategic and corporate planning including an understanding of the integrated planning and reporting framework and operational management;
- A community and outcomes minded professional with well-developed knowledge of the principles of equal opportunity, diversity and occupational health and safety.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date: _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.





Employment Conditions & Benefits

REMUNERATION PACKAGE

	Min
Annual salary (cash component)	\$180,000.00
Annual superannuation 10.5% (SCG)	\$ 18,900.00
Use of Shire vehicle (Zone 3 usage value)	\$ 21,991.00
Annual professional memberships max contribution	\$ 1,000.00
Annual smart phone private usage max usage	\$ 1,188.00
Annual Ashburton allowance	\$ 4,266.26
Annual leave travel allowance	\$ 959.91
Housing provision max value	\$ 32,200.00
Total annual package	\$260,505.17

Note: there is free Shire housing assigned to this position and the housing value as indicated above is for package illustration purpose only and therefore does not form part of the salary component. There will however be no rental charge for the term of the lease. In addition to the above, the following also apply –

- Water allowance of up to 1,500kl free per annum
- Relocation support of up to \$15,000
- Professional development

SUPERANNUATION

Along with 10.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22% and 25% after 2 years), with salary sacrifice options.



ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

UNIFORM AND PPE

Corporate uniforms are provided as per the *EA*. Uniforms considered PPE will be provided upon commencement and will be replaced as required.

What do you need to do before applying?

COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as relevant work history, education, training, courses attended, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give only a brief summary of the duties and responsibilities for each of the positions.

REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to contact referees from positions you have held which are related to the role you are applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

SUBMITTING YOUR APPLICATION

Applications must be submitted online via the Shire of Ashburton website: www.ashburton.wa.gov.au by 9:00 AM Monday, 26 September 2022.



NEXT STEPS

Once you have submitted your application you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- Current Driver's Licence; and
- Required qualifications, tickets, or other licences.

You may also be required to undergo pre-employment checks such as psychometric testing, medical assessments and drug and alcohol screening – ensure you have documentation or evidence of any medical conditions or medication prior to medical testing being conducted.



ABOUT THE SHIRE OF ASHBURTON

TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises, and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's definitely the best home base for adventure!



*Left:
Canyoning in
Karijini National
Park*



*Right:
Python Pool,
Millstream Chichester
National Park*



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town, or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?





Mount Nameless/Jarndunmunha

Tom Price's most notable landmark is the majestic Mt Nameless. Known as Jarndunmunha to the local Indigenous people, meaning 'place of rock wallabies', the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine, and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3-hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.





ONSLOW





Onslow is the oldest town in the Shire of Ashburton and offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth, and the Ningaloo Reef.

In recent years Onslow has become a hub of major industrial activity focused on natural resource extraction and is home to large scale projects such as Wheatstone LNG, Macedon Gas, Onslow Salt, the Onslow Marine Support Base, and the Shire's own Class IV Waste Management Facility which is currently in developmental stages. The town also boasts a modern airport which provides direct flights to and from Perth.

Onslow also hosts a range on new recreational facilities, catering to the sports and social needs of the community:

Onslow Aquatic Centre, consisting of a six lane 25m pool with an additional freeform beach entry area. The centre has a fully retractable shaded pool and lawn area, a kiosk to purchase hot food, snacks and cold drinks, a pro-shop full of swim training equipment. The perfect place to host a birthday party with free pool toys for entertainment and large inflatables for hire.

Multi-Purpose Complex, including a full-size sports gymnasium, as well as basketball, indoor soccer, netball, badminton, and volleyball courts.

Tennis Courts, managed by the Onslow Sports Club where keys can be obtained. The lights are operated by a coin box. There is one synthetic and one paved court.

Onslow Community Garden, a thriving garden in the centre of town which enables residents and visitors to share the pleasure of outdoor activity, wholesome food, and community spirit. Complete with BBQ facilities and a wood fired pizza oven, the garden hosts regular community events.



The other Shire towns...

PARABURDOO

Paraburdoo is a 40-year-old purpose-built mining town that lies on the desert fringe of the Hamersley Ranges.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year-round water hole with picnic facilities. Paraburdoo is also where the Pilbara regions beloved 'Red Dog' was born.

PANNAWONICA

Pannawonica is a purpose-built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.

