



shire of Ashburton  
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# Director Infrastructure Services

Tom Price  
Application Package  
December 2021

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## **ABOUT THE ROLE**

## Advert

# Director Infrastructure Services

Residential – Tom Price | Full-Time, 5-year Maximum Term

Salary \$180,000 - \$200,000 p.a.

Negotiable, dependent on skills and experience

**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.

### **About the Shire**

The Shire, located in the Pilbara Region of Western Australia, covers a land mass approximately half the size of Victoria. There are four towns that the Shire provides services to, those of Onslow, Tom Price, Paraburdoo, and Pannawonica.

### **About the Position**

The Shire of Ashburton is seeking an experienced Director Infrastructure Services to provide technical advice and strategic and people leadership in the delivery of community-driven infrastructure projects and services.

Reporting to the CEO, the Director Infrastructure 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 Infrastructure Directorate including engineering operations, road and town maintenance, asset management, project delivery and waste management.

You will be a seasoned professional, having worked at Executive level, providing strategic advice at Executive level within Local Government in Australia, holding a relevant degree (ideally Civil Engineering) with substantial project and people management experience.

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.

Applications must be submitted online via the Shire of Ashburton website: [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au) by 9:00 AM Monday, 17 January 2022.

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## Position Description

Director Corporate Services	
<b>Position Number</b>	JA.35
<b>Directorate</b>	Infrastructure Services
<b>Department</b>	Infrastructure Services
<b>Job Family</b>	Senior Officer
<b>Reports To</b>	Chief Executive Officer
<b>Current Direct Reports</b>	Executive Assistant – Infrastructure Services Manager Assets and Programming Manager Roads and Civil Projects Manager Waste Services Fleet Manager Manager Town Maintenance
<b>Location</b>	Residential - Tom Price (with frequent intra town travel)
<b>Industrial Instrument</b>	Individual Agreement

### Vision

To contribute to the social, economic, and environmental prosperity of the Shire of Ashburton by providing in alliance with others, strong community leadership, advocacy, and cost-effective facilities and services.

### Values

Respect    Openness    Teamwork    Leadership    Excellence    Health and Wellbeing

### About the Role

#### Role Objective/Purpose

Reporting to the Chief Executive Officer (CEO), this role is responsible for achieving and performing the effective and efficient management of the Shire's Infrastructure Directorate across all towns in the areas of Engineering Operations, Technical Services, Projects, Waste Management, Parks & Gardens and Fleet Management, with respect to Council goals, policies, priorities, and programs. The Director Infrastructure Services is a key member of the Executive Team and Leadership Group in establishing and implementing strategic direction for the organisation.

#### Key Role Outcomes

- 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 a multi-disciplinary team to meet the needs of the Community.
- 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, ensuring all capital and operating projects are delivered efficiently on time and within budget.
- Advise and report to the CEO and Council on matters relating to Infrastructure Services.
- Ensure overall Directorate programs, services and operations are carried out in accordance with applicable legislation and regulations.
- Overall budgetary management and control relating to programs, services, and operations within the Directorate.
- Effective staff management including, but not limited to overall responsibility of resource planning, recruitment and selection, performance monitoring and management, employee coaching and development, staff engagement and retention, delegation and project oversight, budget management 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
<b>Health and Safety</b>	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.
<b>Accountability</b>	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.
<b>Judgement and Decision Making</b>	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.

<b>Time Management</b>	Highly Proficient: Develop and implement short-, mid-, and long-term outcomes for the work area(s).
<b>Customer Service</b>	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.
<b>Financial Management</b>	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.
<b>Leadership</b>	Highly Proficient: Focus of the role is to provide leadership and influence over a number of significant functions at a senior executive level.
<b>Role Specific Competencies</b>	
These are the specific competencies required of the role.	
<b>Competency</b>	<b>Required Level</b>
<b>Problem Solving</b>	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.
<b>Policy or Legislative Interpretation</b>	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
<b>Supervision Skills</b>	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.
<b>Conflict Resolution</b>	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 seemingly little common ground.
<b>Communications Skills</b>	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.
<b>Report Writing</b>	Highly Proficient: Provide expert advice, decision making, and oversight of reports produced in work area.

<b>Administration Skills</b>	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.
<b>Policy and Procedure Development</b>	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business, or other stakeholders within the region.
<b>Project Management</b>	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:

- Tertiary qualifications and/or significant relevant senior management experience in a field relating to the programs and services of the Directorate.
- Advanced project management skills.
- Current 'C' class driver's licence.
- Current National Police Clearance (dated within 6 months).

#### Desirable:

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

### **Experience, Skills, Knowledge Required of Role**

- Extensive operational and strategic experience in a senior management position within a local government, or comparable complex environment, including responsibility for a diverse portfolio, involving supervision of a significant number of employees including skilled management and entry level staff.
  - Extensive experience in liaising with and reporting to various clients, members of the public, Board, Council and/or Minister to identify, interpret and advise on key issues relating to the Directorates programs and services.
  - Proven experience in successful project management of high value major projects.
  - Highly developed interpersonal, written, and verbal communication skills that can be applied in a range of circumstances with little or no guidance and direction and capacity to perform effectively in diverse political climates.
  - Experience in strategic planning including an understanding of the Integrated Planning and Reporting Framework.
  - General knowledge and appreciation of techniques, skills, and methods to both plan and implement programs and services.
  - Ability to identify, interpret and advise the CEO and Council on key issues relating to the Directorates programs and services.
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- Conceptual, innovative, and strategic skills relating to complex processes and procedures.
- Advanced project management skills.
- Ability to prepare, present and negotiate with various clients, members of the public, Council, employees, and external agencies to pursue, develop and achieve objectives.
- 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.

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

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# Employment Conditions & Benefits

## REMUNERATION PACKAGE DIRECTOR INFRASTRUCTURE SERVICES

	Min
Annual salary (cash component)	\$180,000.00
Annual superannuation 10% (SCG)	\$ 18,000.00
Motor vehicle (Zone 3)	\$ 21,991.00
Annual professional memberships	\$ 1,000.00
Annual smart phone private usage max	\$ 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	\$259,605.17

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 \$10,000
- 6 Weeks annual leave
- Professional development.

## SUPERANNUATION

The Shire will match Employee superannuation contributions as set out in the following table, at any time where the SGC component is also required:

Shire SG contribution	Employee voluntary contribution	Shire co- contribution	Total contribution
10% Capped at:	2.5%	2.5%	15%
10% Capped at:	4%	4%	18%
10% Capped at:	6%	6%	22%
After 2 Continuous Years 10% Capped at:	6%	9%	25%

## 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.

## ACCOMMODATION

Under the current Accommodation Directive, Shire accommodation will be allocated to your position, which will be made available to you for the duration of your employment with the Shire via a residential tenancy agreement.

## UNIFORM AND PPE

Corporate uniform, including PPE, where required will be provided by the Shire.

## What do you need to do before applying?

### COVERING LETTER

The covering letter should include the title of the position you are applying for. 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've held which are related to the role you're 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

Please apply by clicking 'Apply' on the job ad on our website: [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

### 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;
  - National Police Clearance;
  - Current Driver's Licence; and
  - Required qualifications, tickets, or other licences.
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## 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,

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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 definitely 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.

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## 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.

### ONSLOW

Onslow is the oldest town in the Shire of Ashburton and has a colourful history including pearl lugging, devastation by cyclone and Japanese bombing in World War II. It is an appealing home for those who enjoy quiet, coastal living including boating and fishing, nature, and history.

Onslow 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.

