



# Events and Activities Assistant

Pannawonica

Application Package

June 2022



## Contents

Advert.....	3
Employment Conditions & Benefits .....	10
CONDITIONS .....	10
SUPERANNUATION .....	10
What do you need to do before applying? .....	10
COVERING LETTER .....	10
RESUME.....	10
REFEREES.....	10
SUBMITTING YOUR APPLICATION .....	10
NEXT STEPS.....	11
ABOUT THE SHIRE OF ASHBURTON.....	12
TOM PRICE .....	12
ONSLOW .....	15
The other Shire towns.....	17
PARABURDOO .....	17
PANNAWONICA.....	17



## Advert

### Events and Activities Assistant

Residential – Pannawonica | Casual

Adult Rate \$35.85 per hour

#### About the Position

An exciting opportunity exists for a candidate with the right skills, experience, and values to join our dynamic Community Services Team on a casual basis.

Reporting to the Senior Community Development Officer, this role is responsible for assisting in the effective delivery of high-quality events, services, and programs for the local community.

Our ideal candidate will be enthusiastic, have experience in a similar role within a small community or a keen willingness to learn.

All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2017*.

For further information regarding this exciting opportunity, please contact Cally Galliers on 08 9188 4434 or Mobile 0417 608 403.

#### Submitting your Application

Applications must be submitted via the Shire of Ashburton website [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au) by 9:00 AM Monday 27 June 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 diverse cultural, gender and age backgrounds to apply.**

*Please Note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant will be required to obtain relevant police checks and to provide evidence of all claimed qualifications prior to commencing employment. We strongly encourage candidates to apply for a National Police Check upon job application.*



## Position Description

### Events and Activities Assistant - Casual

Position Number	JA.266
Directorate	People and Place
Department	Community Services
Job Family	Administration
Reports To	Senior Community Development Officer
Direct Reports	N/A
Location	Pannawonica
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2017
Classification Level	Level 2

### 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

### About the Role



## **Role Objective/Purpose**

Reporting to the Senior Community Development Officer this position is responsible for assisting in the effective delivery of high-quality events, services, and programs for the local community.

You are required to be physically able to bend, lift and carry objects using proper manual handling techniques for this role. A current Working with Children Check is essential.

## **Key Role Outcomes**

Provide high level, effective, efficient, and timely assistance, and broader support to Senior Community Development Officer, to enable delivery of high-quality events, services and programs for the local community including:

- Assist with on the ground delivery of events and activities for the local community, including, promotion, set up, pack down, equipment installation;
- Provide assistance to Community Services teams in other towns within the Shire, as required;
- Always work safely, ensuring compliance with Occupational Health and Safety legislation and Shire policies and procedures;
- Report all safety incidents as per the Shire's policies and procedures;
- Always provide a high level of customer service;
- Any other duties consistent with the scope and level of this position as required and directed by the Supervisor;
- Identify potential hazards and take appropriate action;
- Maintain a high standard of efficiency, safety, and effectiveness;
- Raise, discuss, and resolve safety issues at regular meetings.



## 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 always apply, to all staff, in all roles.

Competency	Required Level
<b>Health and Safety</b>	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements, and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
<b>Accountability</b>	Advanced: Manages and plans own work, but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.



<b>Judgement and Decision Making</b>	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
<b>Time Management</b>	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
<b>Customer Service</b>	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. 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>	Intermediate: Develop or program small work area budgets, and monitor work area costs and spending, which may be subject to further review or require to be managed within an overall department budget.
<b>Leadership</b>	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision and participation.
<b>Role Specific Competencies</b> These are the specific competencies required of the role.	
Competency	Required Level



<b>Problem Solving</b>	Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge in accordance with management directives, policies of Council and legislative requirements.
<b>Policy or Legislative Interpretation</b>	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
<b>Conflict Resolution</b>	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
<b>Communications Skills</b>	Proficient: Ability to identify, understand, and adapt to different communication styles. Reports, presentations are of a highly professional nature and may include specialised advice. Spelling and grammar are both advanced.
<b>Report Writing</b>	Intermediate: Undertake initial or straightforward drafting of reports, submissions, or non-standard correspondence.
<b>Administration Skills</b>	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use systems, including outside of the immediate work area.
<b>Policy and Procedure Development</b>	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
<b>Project Management</b>	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.



### **Licenses, Registrations, Memberships or Qualifications Required of Role**

- On the job training provided;
- Current 'C' class driver's licence;
- Current National Police Clearance (dated within 6 months);
- Current Working with Children Check.

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

- Developed interpersonal, written, and verbal communication and numeracy skills;
- Developed time management and organisational skills;
- Developing knowledge of risk management and events, activity, and recreating planning processes;
- Developing knowledge of the Shire's organisational structures and functions;
- Developing 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**

### **CONDITIONS**

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*.

### **SUPERANNUATION**

Along with 10.0% Superannuation guarantee.

## **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 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**

Please apply by via the Shire of Ashburton 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.

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.

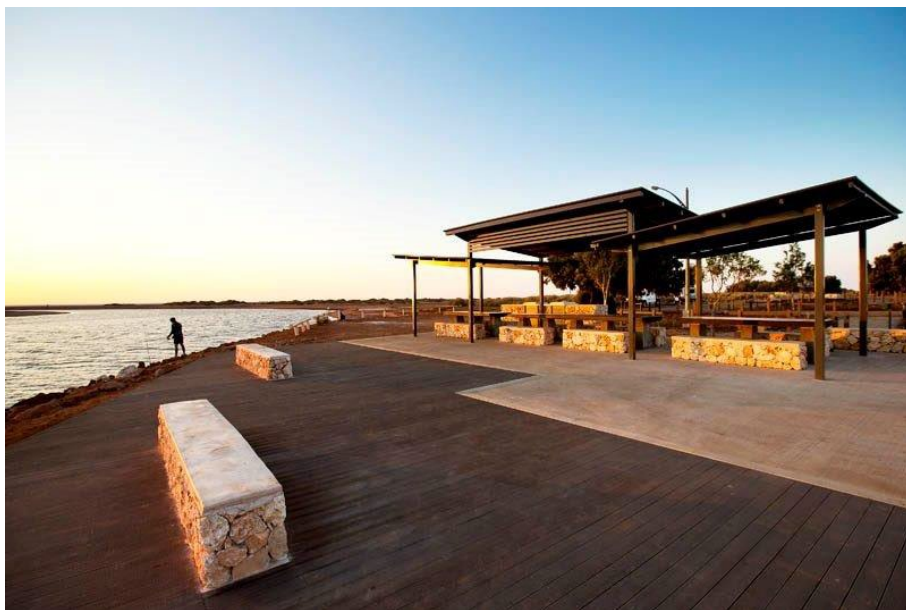
It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine, and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately 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 of 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.

