

Manager Regulatory Services
Tom Price
Application Package
December 2021



Contents

..... 3

ABOUT THE ROLE..... 3

Advert 4

Employment Conditions & Benefits 9

 PACKAGE CONDITIONS..... 9

 SUPERANNUATION 9

 ANNUAL LEAVE 9

What do you need to do before applying? 9

 COVERING LETTER..... 9

 RESUME 9

 REFEREES 10

 SUBMITTING YOUR APPLICATION 10

 NEXT STEPS 10

..... 11

ABOUT THE SHIRE OF ASHBURTON..... 11

 TOM PRICE..... 12

 ONSLow 14

The other Shire towns..... 16

 PARABURDOO 16

 PANNAWONICA 16

ABOUT THE ROLE

Advert

Manager Regulatory Services

Residential – Tom Price | Maximum Term Contract

Competitive remuneration: \$132,646.45 Cash + Housing + Annual Allowances + 6 Weeks Annual Leave + Super Matching Scheme + Relocation support available

About the Shire

The Shire of Ashburton serves communities across a vast region in the Pilbara, Western Australia. The region is known for mining, agriculture, and fishing, and for its rugged, ancient landscape. Onslow is a small historic coastal town, fishing paradise, and gateway to the Mackerel Islands while Tom Price is WA's highest town, located right on the edge of the state's second largest national park, Karijini.

About the Position

We have an exciting opportunity to join our passionate People and Place team in the role of Manager Regulatory Services. This position is responsible for the effective management and the provision of effective, timely, cost effective and compliant environmental health, public event approvals and ranger and emergency management services for the Shire, servicing Tom Price, Paraburdoo, Pannawonica, and Onslow.

This is an exciting opportunity through the provision of quality services ensuring compliant operation of the Shire environmental health, rangers, and emergency management, which may include, ensuring compliance with all relevant and applicable legislation and legislated standards. Community connection and fostering strong stakeholder relationships will be critical to this role.

Our ideal candidate will have experience in a similar role with a tertiary qualification in Environmental Health Sciences or equivalent. You will have energy and tenacity to tackle challenges and have exceptional advocacy, consultation, and negotiation skills. Demonstrated experience in a similar role is essential. Travel between Shire towns is an essential requirement of this role, and a Shire pool vehicle will be available.

For further information regarding this exciting opportunity, please contact Ben McKay, Acting Director of People and Place on 08 9188 5514.

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website: www.ashburton.wa.gov.au by 9:00 AM Wednesday 12 January 2022.

Position Description

Manager Regulatory Services	
Position Number	JA.238
Directorate	People and Place
Department	Regulatory Services
Job Family	Manager
Reports To	Director People and Place
Direct Reports	Coordinator Ranger Services Environmental Health Officer (2) Environmental Health Support Officer Admin Officer - Regulatory
Location	Tom Price – With Intra-Shire Travel
Industrial Instrument	Contract
Classification Level	N/A

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 & Wellbeing

About the Role

Role Objective/Purpose

Manage, and oversee effective and compliant regulatory services which incorporates Environmental Health, Rangers, Emergency Management, and public events.

Key Role Outcomes

Manage the provision of effective, timely, cost effective and compliant environmental health, public event approvals and ranger and emergency management services for the Shire, which includes, among other things:

- Oversee and manage all aspects of environmental health, as it relates to Western Australia legislation including health inspections of all food/health premises, public buildings, food recalls, transmittable diseases, water samples, wastewater treatment installations and health complaints;
- Oversee and manage ranger services which includes, but is not limited to, animal control, abandoned cars, and complaints;
- Oversee local emergency management arrangements;
- Oversee all public event applications and approvals; and

- Oversee the implementation of Aboriginal environmental health programs.

Manage, and oversee the regulatory services team to ensure the effective and safe provision of departmental services and operations, including, but not limited to responsibility for recruitment and selection, induction, training, performance monitoring, delegation and project oversight, team effectiveness and organisational cultural alignment.

Always ensure the compliant operation of the Shire environmental health, rangers, and emergency management, which may include, ensuring compliance with all relevant and applicable legislation and legislated standards.

Implement and deliver on all priorities as determined and agreed with the director (including monthly progress reporting where required).

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 & Wellbeing which always apply, to all staff, in all roles.

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 may 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	Proficient: Effectively communicate with and influence clients and members of the public in the resolution of various matters within area of specialisation or expertise. 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	Proficient: Leadership and influence to assist attainment of operational and strategic objectives across major projects or a large division or department.
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. Solve problems 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 seemingly 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.
Equipment Operation	Advanced: Operates (or understands the operation of) specialised equipment which requires an appropriate licence and specific training.

Report Writing	Highly Proficient: Provide expert advice, decision making, and oversight of reports produced in work area.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software, and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Policy and Procedure Development	Proficient: Technical and administrative employees manage minor projects involving employees in lower levels and other resources. As required, report monthly to assess achievement of Councils' budgeted objectives.
Project Management	Proficient: Technical and administrative employees manage minor projects involving employees in lower levels and other resources.

Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Drivers Licence;
- Current National Police Clearance (dated within 6 months of commencement); and
- Desirable - Degree qualification in Environmental Health Sciences (or equivalent) as recognised by the state of Western Australia to be engaged as an Environmental Health Professional.

Experience, Skills, Knowledge Required of Role

- Advanced knowledge of, and experience in, Local Government and application of legislation as it relates to Western Australia, in the following areas of:
 - Environmental Health
 - Public events
 - Ranger services
 - Emergency Management
- Ability to interpret, analyse and communicate policies and procedures as they relate to work area;
- Highly proficient computer literacy and proficiency in microsoft office applications; and
- Desirable - proven experience in the leadership and supervision including mentoring, coaching, empowering and coordinating staff.

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

Employment Conditions & Benefits

PACKAGE CONDITIONS

You will be engaged on an individual employment contract.

\$132,646.45	Cash component
\$ 31,000.00	Shire Housing (current annual value) + subsidised water
\$4,304.66	Annual Ashburton allowance
\$968.55	Annual leave travel allowance
\$1,188.00	Shire phone (with annual smart phone private usage allowance)
\$1,000.00	Annual professional membership
\$171,107.66	Package + super

In addition, we also offer great learning and development opportunities, have a wellbeing program in place that benefits all our staff and have Shire pool vehicles available for intra town travel.

SUPERANNUATION

Along with 10% 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

Where corporate uniform is required, the Shire will provide uniform upon commencement, which will be replaced as required.

What do you need to do before applying?

COVERING LETTER

The covering letter should be a one page introduction of yourself to the selection panel and should include the title of the position you are applying for, as well as the position number. You should explain why you are applying for the position, the value you will bring to the position, the relevance of your skills and how you prefer to be contacted, 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, relevant courses and 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 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) referees. Referees may be contacted to verify your claims in relation to the selection criteria.

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 direct manager, alternatively a direct 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

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 the best home base for adventure!

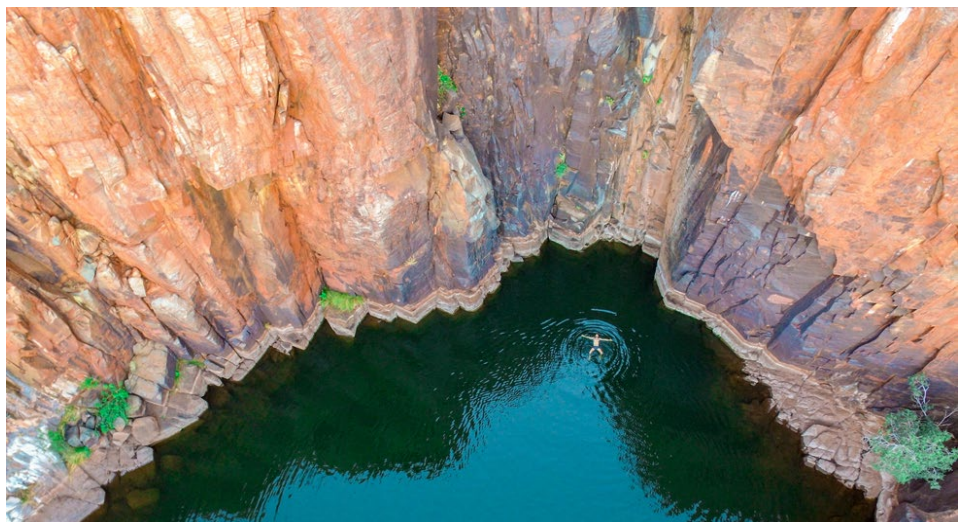


Left:

*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?



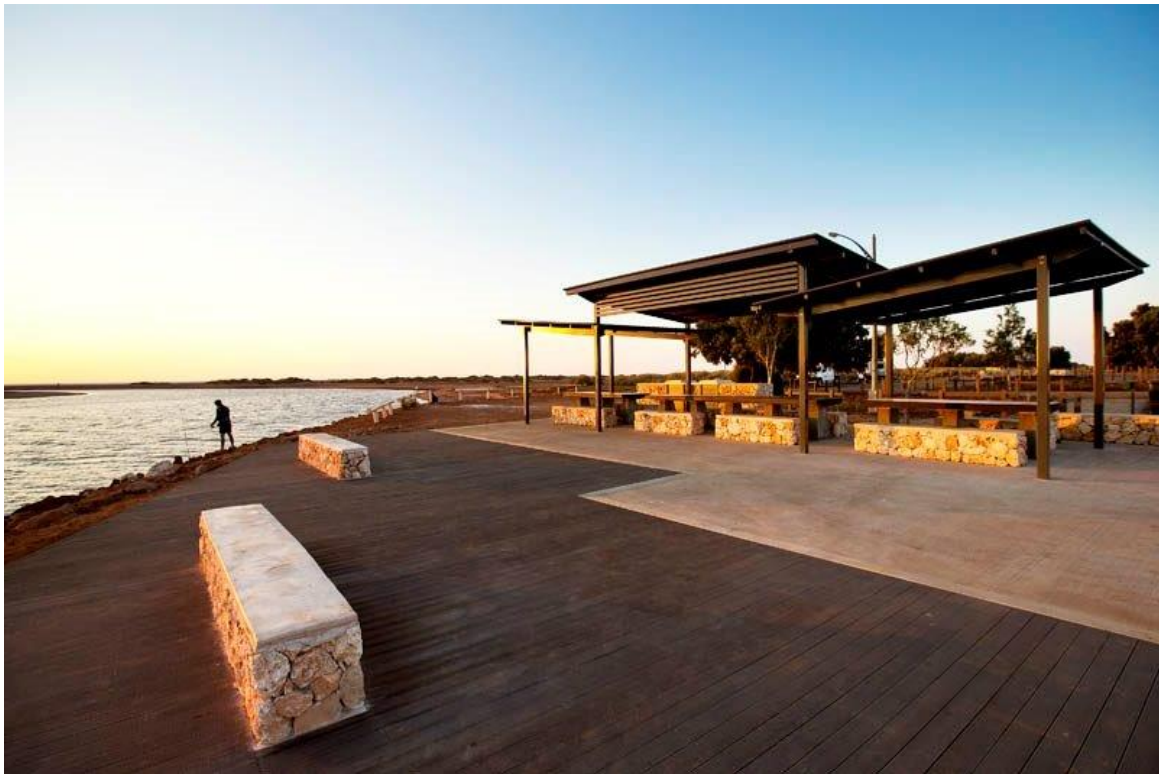
Mount Nameless/Jarndunmunha

Tom Price's most notable landmark is the majestic Mt Nameless/Jarndunmunha. Jarndunmunha is culturally important to Eastern Garuma people and is associated with a sacred narrative that describes the activities of two girls and their dingo who travelled up the hill. The two girls turned to stone on the mountain. The song for Jarndunmunha is still sung by Eastern Garuma Elders and Traditional owners. Jarndunmunha, 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.
