



Senior Club Development Officer

Tom Price

Application Package

September 2022



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Advert

Senior Club Development Officer

Residential – Tom Price | Full time

Starting salary \$95,180.80 p.a. negotiable, dependent on skills and experience + Allowances + 6 Weeks AL + generous Superannuation matching scheme

Shire provided accommodation and a relocation package is available to eligible candidates for this position.

About the Position

An amazing opportunity exists within an energetic and collaborative team to make a real difference in the community by helping us make Ashburton an even greater place to live.

This position plays a vital role in the provision of club development, overseeing and collaborating with our communities to build sustainability through motivational initiatives and out of the box engagement.

Are you a dynamic and enthusiastic individual who thrives on being away from the desk and being out in the community and strengthening club participation? Our ideal candidate will have the required qualifications, as well as developed knowledge of club governance, funding processes and sustainability and numeracy skills. Previous experience undertaking this type of role within regional communities will also be highly regarded.

You will be an effective communicator with great negotiation skills and ability to build relationships with a diverse range of individuals.

We offer excellent working conditions and a competitive remuneration package including superannuation matching, annual allowances, and six weeks annual leave. All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2022*.

To gain further information on this exciting opportunity, please contact Cally Galliers, Manager Communities on 08 9188 4434 or 0417 608 403

Submitting your Application

Applications must be submitted online via the Shire of Ashburton website:
www.ashburton.wa.gov.au by 9:00 AM Thursday 29 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 snorkelling.

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. We strongly encourage candidates to apply for a National Police Check upon job application.



Position Description

Senior Club Development Officer

Position Number	JA.372
Directorate	People and Place
Department	Community Services
Job Family	Officer
Reports To	Manager Communities
Direct Reports	Club Development Officer x 2
Location	Tom Price
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2017
Classification Level	Level 5

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

Responsible for overseeing and engaging the inland communities to facilitate club development and its sustainability through motivational initiatives and governance/administrative practices.

Key Role Outcomes

Commitment to developing clubs and organisations of inland communities to ensure their effectiveness, governance and overall sustainability is appropriately supported which includes:

- Working with community groups and clubs, providing motivation and assistance with developing good administrative practices in the areas of incorporation, insurance, constitution, and committees, ensuring they understand the legal requirements & responsibilities of each area;
- Coordinate club development officers across the three inland towns with the implementation of capacity building and club development programs.
- Develop and facilitate workshops that reflect the needs of the local community groups and clubs, ensuring available resources are utilised to their maximum potential;
- Employ effective and efficient engagement techniques with clubs and community groups that yield maximum participation rates with programs and forums;
- Assist clubs with internal needs assessments and develop strategies to meet their needs, address shortfalls, and achieve sustainability;
- Undertake research and assist with the identification and application of grants that support community and sporting groups;
- Liaise and establish relationships with key stakeholders and government agencies, including local schools;
- Initiate, facilitate, and oversee relationships and discussions between community groups, and encourage information sharing and mentoring;
- Oversee the maintenance of an up-to-date database of committee and contact details for all local community groups and clubs;
- Provide statistical reports, as required;
- Always provide a high level of customer service; and
- Any other duties consistent with the scope and level of this position as required and directed by the Manager Community Services East.
- Ensure, always the safety of all staff, contractors and community members interacting with the work undertaken in the role, including the safe operation of wider community services activities.



- Implement and deliver on all priorities as determined by and directed by the Manager Community Services East (including scheduled progress reporting where required).
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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
Health and Safety	Proficient: Reviews, audits, and trains others in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team. At all times act in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Proficient: May manage work of others. Able to keep track of multiple, important details amongst a wide range of activities. Will manage workflows and adapt, interpret, or modify procedures to achieve objectives. Mostly autonomous with broad discretion. Assessed on outcomes rather than task completion.
Judgement and Decision Making	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive. Judgement is applied in a leadership capacity and may require



	innovation or judgment applied to new or unknown problems or matters.
Time Management	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
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 integrity.
Financial Management	Proficient: Line management responsibility for the budget of multiple functions and provide advice to more senior managers on the budget for programs.
Leadership	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision, and participation.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Proficient: Solve problems requiring an assessment of a range of options with elements of complexity and may impact beyond the immediate work area. Problem solving of varied, new, and unique problems is frequent. Solving problems will be in accordance with





	managerial directives, policies of council and legislative requirements.
Policy or Legislative Interpretation	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of professional, policy or technical complexity.
Supervision Skills	Fundamental: Oversee or guide the work of lower-level employees. May lead small groups at the work face.
Conflict Resolution	Proficient: Able to resolve a range of conflict of opinions where resolution is not immediate, where a range of interests need to be accommodated and complex negotiation may occur.
Communications Skills	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.
Equipment Operation	Fundamental: Uses handheld, powered and non-powered equipment.
Report Writing	Proficient: Research, develop, write, review, and finalise reports to Council and external regulatory authorities. May be reviewed by more senior manager with only minor amendments.
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: 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.
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);
- Provide First Aid;
- Working with Children's Check;
- Qualification in Certificate IV Community Development or equivalent recognised qualification.

Experience, Skills, Knowledge Required of Role

Essential:

- Highly developed interpersonal, written, and verbal communication and numeracy skills;
- Developed time management and organisational skills;
- High level of accuracy and attention to detail;
- Strong problem solving and analytical skills with the ability to read and interpret legislation;
- Developed computer literacy and proficiency in Microsoft Office applications;
- Highly developed knowledge of club governance and administrative processes, funding processes and sustainability;
- Developing knowledge of the Shire's organisational structures and functions; and
- Developing knowledge of the principles of Equal Opportunity, Diversity and Occupational Health, and Safety.

Desirable:

- Previous local government experience; and



- Experience using IT Vision SynergySoft software.
-

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 2022 (EA)*.

ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the EA.

Ashburton Allowance	\$4,750.00p.a.
Annual Leave Travel Allowance	\$2,000.00p.a.
Health & Wellbeing Allowance	\$300.00p.a.

Other benefits may include professional memberships, private usage of a fully maintained Shire vehicle, provision of a mobile phone, tablet and/or laptop, flexibility in working arrangements as well as travel, training, and personal development opportunities.

SUPERANNUATION

Along with 10.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22.5% and 25.5% 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.

ACCOMMODATION

Under the current Accommodation Directive, all full time and part time employees can apply for either free Shire accommodation or rent relief, pending eligibility and availability.

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'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

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!

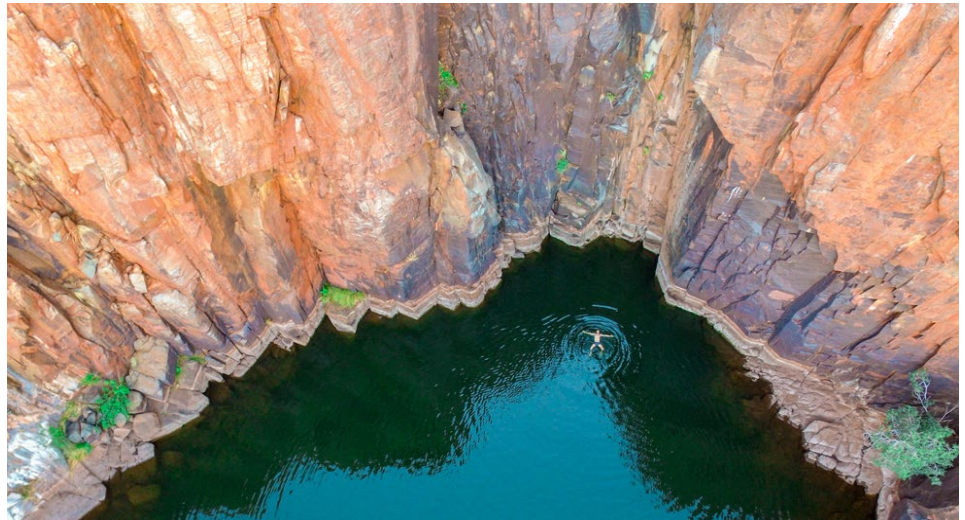


*Left:
Canyoning in
Karijini National
Park*





*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.

