



POSITION VACANT

GOVERNANCE AND EXECUTIVE ASSISTANT

The Shire of Broomehill-Tambellup is seeking a motivated, team-oriented person to fill the full-time position of Governance and Executive Assistant at our Tambellup office.

The successful candidate must possess excellent secretarial, time management and communication skills as well as being flexible, well organised and able to maintain confidentiality at all times.

The principal role of the position is to provide executive support to the Chief Executive Officer and Councillors on matters relating to corporate governance and executive function.

Housing may be available as part of the remuneration package to the successful applicant.

For more information in relation to the position please contact the Manager Finance and Administration, Kay O'Neill, on 9825 3555.

An application package can be downloaded at www.shirebt.wa.gov.au, or alternatively, please contact Pam on 9825 3555 or projects@shirebt.wa.gov.au.

Applications will be accepted until 4.00pm on Wednesday 21 April 2021.

The Shire of Broomehill-Tambellup is an equal opportunity employer.

Keith Williams
Chief Executive Officer



SHIRE OF BROOMEHILL-TAMBELLUP

Vacancy Information Package

Governance and Executive Assistant

About the Shire

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern region of Western Australia, some 300km south east of Perth and 135 km north of Albany. The region is predominantly a sheep and grain producing area with a growing interest in viticulture and horticulture. The Shire has a population of approximately 1,100 and covers an area of 2,813 square kilometres.

The Shire has two towns, being Broomehill Village and Tambellup. Both towns offer the advantage of rural lifestyle with the convenience of most essential services, including recreation and leisure facilities, government, health and education services. Although the towns are small, they offer numerous sites of interest for tourists and travellers. The most well-known is the Holland Track, which starts at Broomehill and ends at Coolgardie.

Our Vision

The shared vision of the Shire of Broomehill-Tambellup and the Community:

**Building prosperity, through individual commitment, partnerships
and community spirit to enhance our way of life.**

The Shire of Broomehill-Tambellup is an equal opportunity employer.

Submitting an application

Guidelines

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

Preparing your application

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Application form	Please complete all sections and sign the declaration. Job applications which do not include a completed application form will not be considered.
Covering letter	State the identifying details of the position together with any relevant information of your availability for an interview. You may wish to summarise your application and emphasis your strongest points and achievements.
Curriculum Vitae (resume)	This is a summary of your work history and should start with the most recent or current position. You should include employment to and from dates, position title and details of duties. Please ensure you include your personal details; name, current address and telephone number. Also include qualifications and training achievements or any study you are currently undertaking and membership of professional bodies.
Addressed selection criteria	It is a requirement of your application that you address the selection criteria for the position you are applying for as outlined in the position description. The selection criteria are the qualifications, experience, knowledge, skills and abilities considered necessary to perform the functions of the position. This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result. An easy way to do this is to use the STAR model - that is: Situation: provide a brief outline of situation /setting Task: outline what you did Approach: outline how you did it Result: describe what the outcomes were.
Referees	You should contact your referees for their approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Please retain this section

National Police Clearance / Working with Children Check	Some positions may require preferred applicants to provide a recent National Police Clearance and/or Working with Children Check and these will be at the expense of the applicant. The police clearance should have been obtained within the three months prior to applying for or obtaining the position. The Working with Children Check must be valid at the time of application.
Pre-employment medical / physical assessment	In the course of the application and selection process you will be required to undertake a physical or medical assessment relevant to the duties in your position description to ensure we exercise our duty of care to our current and future workforce. Drug and alcohol testing may be undertaken as part of this assessment.

Only photocopies of your qualifications, certificates and the like should be attached to your application – please do NOT send originals. If applying for more than one position, separate applications must be submitted – one application for each position.

Applications will not be accepted after the closing date.

Lodging your application:

By hand or by post to Chief Executive Officer
Shire of Broomehill-Tambellup
46 - 48 Norrish St
TAMBELLUP WA 6320

By email to projects@shirebt.wa.gov.au , Attention: Chief Executive Officer. *(We recommend that you contact Pam Hull on 9825 3555 to confirm your emailed application has been received).*

Applications must be received by one of the above methods, by 4.00pm, Wednesday 21 April 2021

EMPLOYMENT CONDITIONS	
Location	<i>Shire of Broomehill-Tambellup, based at the Tambellup Administration office</i>
Industrial agreement	<i>Local Government Industry Award 2010 in conjunction with the Shire of Broomehill-Tambellup Administration Employees Enterprise Agreement 2019</i>
Salary	<i>Level 6: Range - \$67,000-\$80,000 per annum dependent on experience</i>
Tenure	<i>Full time permanent after successful completion of mandatory three month probation</i>
Hours of work	<i>Employees work a 76 hour ten day fortnight with requirement to attend meetings out of hours as advised.</i>
Probationary period	<i>Mandatory three month period from commencement.</i>
Superannuation	<i>9.5% as per legislation, up to 5% additional with matching employee contribution</i>
Annual leave	<i>As per the National Employment Standards - 20 days per annum + 17.5% leave loading</i>
Personal/carer's leave (recognised as sick leave)	<i>As per the National Employment Standards - 10 days per annum</i>
Long service leave	<i>In accordance with the Local Government (Long Service Leave) Regulations and the Shire of Broomehill-Tambellup Operations Employees Enterprise Agreement 2019 - 13 weeks leave after ten years of service then 13 weeks leave for every seven years continuous service thereafter.</i>
Pre-employment medical	<i>Required. Medical assessment may include drug and alcohol testing.</i>
Closing date	4.00pm Wednesday 21 April 2021 In the interest of fairness and equity, late applications will not be accepted.
<i>The Shire of Broomehill-Tambellup is an equal opportunity employer</i>	

SHIRE OF BROOMEHILL-TAMBELLUP

POSITION DESCRIPTION

1. TITLE GOVERNANCE AND EXECUTIVE ASSISTANT

2. CONDITIONS OF EMPLOYMENT

Salary	In accordance with the Shire of Broomehill-Tambellup Administration Employees Enterprise Agreement 2019
Superannuation	As per Legislation and Council Policy
Hours of Work	76 hours per 10 day fortnight, with requirement to attend meetings out of hours as advised.

3. ORGANISATIONAL RESPONSIBILITY

Responsible to:

Direct	Chief Executive Officer
Indirect	Manager Finance and Administration

Internal and External Liaison:

Internal

Chief Executive Officer
Manager of Finance and Administration
Manager of Works
President and Councillors
Administration Staff

External

Other Local Government Agencies
Government Department and Agency Staff
Contractors
Guests and Visitors
General Public
Consultants

Extent of Authority

Works under supervision of the Chief Executive Officer
Authorises payments in conjunction with other senior members of staff

4. WORK LOCATIONS

Locations within the Shire of Broomehill-Tambellup
Locations beyond the Shire of Broomehill-Tambellup on occasion

Please retain this section

5. POSITION OBJECTIVES

To liaise with the CEO on all matters of a governance nature including related correspondence, meeting requirements and elected member business.

6. DUTIES AND RESPONSIBILITIES

In compliance with relevant legislation, regulation, Council policy and industry best practice deliver required outcomes in a timely manner in respect to the following:

Corporate Governance

- To assist the CEO in the preparation of the Corporate Governance Manual and Calendar.
- To assist with the development of Council's Local Laws.
- To assist and prepare the compliance reports for Council
- To compile the Annual Report for Council
- To manage Tender processes and maintain the Tender Register of Council
- To maintain Council's Complaint Register
- Maintain Council's Policy Manual and Delegation Register

Councillors

- To manage the requirements of the elected members in accordance with the *Local Government Act 1995*.
- To coordinate the requirements of the Council and Standing Committee meetings (including Bush Fire Advisory Committee, Local Emergency Management Committee), including preparation and distribution of all agendas, minutes and bulletins, attendance at meetings and take meeting minutes, and initiate any correspondence resulting from minutes
- To coordinate the Council Elections in accordance with the *Local Government Act 1995*
- To coordinate the professional development and conferences for the elected members.
- To coordinate the diary of elected members and keep them informed

General Administration

- Provide assistance to the CEO on research and project management as required
- Provide administrative assistance to the CEO as required, including initiation of correspondence
- To coordinate Shire public relations and advertising
- To coordinate the senior staff meeting schedule
- To assist with the review of policies and procedures
- To undertake record keeping on behalf of the CEO and Councillors

Community

- To coordinate Council-hosted events with assistance from the Customer Service Officer

Please retain this section

Records Management

- Assist to file records in accordance with Council's Record Keeping Plan
- Assist to maintain the central records management system as per the requirements of Council's Record Keeping Plan

Other duties

- Any other duties as requested by the CEO

7. EMPLOYEE'S RESPONSIBILITY

Risk Management

- Comply with the Shire's Risk Management Policy and Procedures
- Actively participate in the Risk Management Program and Organisational Performance review and Evaluation Program
- Actively participate in the Shire's Continuous Improvement Program
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and instructions as directed by nominated or elected health and safety representatives
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- Must, in accordance with Council procedures in accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- Must cooperate with the employer in the carrying out of their obligations(S 20 OS&H Act)
- Must comply with the Council Work Injury Management Program

8. WORKPLACE PROTOCOL

- If illness occurs, staff should telephone preferably half an hour prior to the day's shift
- All work areas are to be kept in a clean and tidy manner at all times
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant manager
- All Council employees shall abide by and uphold Councils Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community
- Employees are to ensure that all licenses are maintained and that they do not operate plant and equipment for which they are not licensed or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension or expiry of any work related licence

9. TRAINING AND DEVELOPMENT

To be negotiated upon an annual basis with the Chief Executive Officer

10. KNOWLEDGE, EXPERIENCE AND QUALIFICATION

- Proven ability to work within a team based environment
- Ability to work unsupervised and to follow detailed instructions
- Working knowledge and proven commitment to Workplace Health and Safety
- Working knowledge of Council operations and Quality Assurance principles

11. SELECTION CRITERIA

Essential

- Sound knowledge of the *Local Government Act 1995*, policy, procedures and practices or equivalent experience in public service organisation
- Sound knowledge of local government statutory requirements and a sound knowledge of compliance and corporate governance
- A combination of experience, expertise and competence sufficient to perform the duties of the position, or at least five years experience in an executive officer position
- Highly developed Information Technology skills with a sound knowledge of Microsoft Office Suite
- Advanced customer service skills, interpersonal and communications skills
- Highly developed written and verbal communications skills
- Developed effective time management and organisational skills
- Flexible, adaptable and has the ability to quickly acquire and maintain knowledge
- Experienced in recording minutes and agendas
- Hold a "C" Class Motor Driver's Licence

Desirable

- Previous experience in Local Government
- Willingness to undertake ongoing professional development

Please return this section with your resume and other documents

SHIRE OF BROOMEHILL-TAMBELLUP

POSITION: GOVERNANCE AND EXECUTIVE ASSISTANT

Application Form

PERSONAL DETAILS		
Surname		
Given names		
Street address		
Suburb	State	Postcode
Mobile phone	Other (work/home)	
Email address		
Do you have a valid WA driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Class:	Licence number: Please bring your driver's licence with you if you are invited for an interview.	
Police and other Clearances: <i>This position requires you to have a Police Clearance, please bring your certificates to the interview.</i>		
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you currently on a working visa? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes" please provide details		
EDUCATION AND QUALIFICATIONS		
Institute	Qualification	Completion Date
OTHER RELEVANT SKILLS AND CERTIFICATIONS (e.g. First Aid)		

Please return this section with your resume and other documents

EMPLOYMENT HISTORY	
Most recent employer/Company Name:	
Position held:	
Start date:	End date:
Description of duties:	
Reasons for leaving:	
Previous employer/Company Name:	
Position held:	
Start date:	End date:
Description of duties:	
Reasons for leaving:	
Previous employer/Company Name:	
Position held:	
Start date:	End date:
Description of duties:	
Reasons for leaving:	
HEALTH QUESTIONNAIRE	
Do you suffer form any injury, illness or disability that may impact on the tasks required to fulfil this position?	
Yes, please complete below <input type="checkbox"/> No <input type="checkbox"/>	
Please note, disclosure of any illness, injury or disability will not exclude an applicant from employment. The Shire of Broomehill-Tambellup has a Duty of Care to all employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.	
Have you ever had a workers' compensation claim?	
Yes, please complete below <input type="checkbox"/> No <input type="checkbox"/>	
Reference is made to Div.8 Section 79 of the Worker Compensation and Injury Management Act 1981	
Description of injury, illness or disability (nature, date occurred, duration, employer)	

Please return this section with your resume and other documents

PROFESSIONAL REFEREES				
Name	Company	Position	Contact Phone	Contactable immediately?
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

HOW DID YOU LEARN ABOUT THIS OPPORTUNITY				
<input type="checkbox"/> West Australian	<input type="checkbox"/> Seek	<input type="checkbox"/> Other online recruitment agency	<input type="checkbox"/> Shire Website	<input type="checkbox"/> Professional Association/Institute
<input type="checkbox"/> Referral	<input type="checkbox"/> LG Net	<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Educational Institute	<input type="checkbox"/> Other (please give details)

ATTACHMENTS

Please include the following documents with your application:

Cover Letter ☐ Resume ☐

Are you currently or have you worked for the Shire in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently or have you been placed at the Shire by a recruitment agency in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'YES', provide Position Title

I consent to any reference checks which may be necessary to support my applicaiton	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Health

Applicants who are successful in the short listing process may be subject to a pre–employment medical as part of the Shire’s recruitment process. At this stage applicants may be required to disclose any prior workers compensation claim/s and details of any previous or current medical condition/s or restriction/s that may impede their physical ability to perform the role they have applied for.

I understand and agree to these terms and conditions Yes ☐ No ☐

Applicant declaration

I certify that my answer to each of the above questions is true and this information is correct. I understand that any misrepresentation of facts in this application could be cause for instant termination if I am employed with the Shire.

If you are successful in your application your form will become part of your employment record.

Signed: **Date:**