

Executive Support Officer - Development and
Community (Part Time, Fixed Term)
PRA 20/27

Executive Support Officer – Development & Community

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Part Time, Fixed Term - 7 May 2021 with possible extension

The Position:

An excellent opportunity has arisen for a dynamic, experienced and qualified candidate to join the Shire of Broome in the job share role of Executive Support Officer. This position will report to the Director Development and Community.

The Executive Support Officer will be required to assist the Director Development and Community with the administration of Development and Community Directorate and provide effective administrative and customer service support to the Shire of Broome in the area of Development and Community. This role is also responsible for the administration underpinning the regulatory services of Planning, Building, Health, Environment, Emergency, Sport and Recreation, Economic Development and Community Development Services.

A full job description is contained within this Job Application for those suitably qualified candidates looking to apply and join the dynamic team here at the Shire of Broome.

The Person We Seek:

The preferred candidate will have previous experience in the field of administrative duties, highly developed communication skills both written and verbal and the ability to learn new systems of work.

The role of Executive Support Officer will be responsible for assisting the Director with the production of directorate strategic planning processes, reporting and budgeting processes as requested, and undertake special projects within skill base and qualifications when required.

Previous experience in a similar position or equivalent environment would be also be highly regarded.

What the Shire of Broome Offers:

Broome is one of the most stunning places in Australia. It has magnificent beaches and a natural environment that boasts desirable lifestyles, active and dynamic cultural, social and sporting scenes, with all the features and benefits of a small city.

The Shire of Broome offers attractive remuneration including superannuation benefits of up to 21.5%, professional development and salary sacrifice options.

For more information on salary and employment conditions please refer to the Shire of Broome employment page <http://www.broome.wa.gov.au/Home> and view the Job Application Pack.

How to Apply:

Completed Job Applications are to be submitted through Shire's website at <http://www.broome.wa.gov.au/Home>

For more information contact People and Culture on 08 9191 3456 or email to hr@broome.wa.gov.au.

For more information on Broome visit: <http://www.youtube.com/watch?v=QomGobdAv9o> and <https://vimeo.com/125221394>.

Application Deadline:

Applications for this position are to quote **PRA 20/27** and are to be received no later than **4:00 pm Thursday, 8 October 2020**.

Position Details

Executive Support Officer – Development & Community

Thank you for your enquiry regarding our position advertised. To apply for this position, include all of the following attachments with a copy of your resume:

1. **A Cover Letter** introducing yourself and explaining why you are applying for this position.
2. **Key Selection Criteria**, located on the last page of the Position Description contained within this Job Application package. For further information please see 'Hints for Key Selection Criteria'.
3. **A current resume** with the details of your previous work history, qualifications, and other competencies including knowledge, skills and abilities you think are relevant to the position.
4. **Professional referees**: A minimum of two referees must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate from the last two employers. The Shire reserves the right to request up to a maximum of two additional reference checks if required.

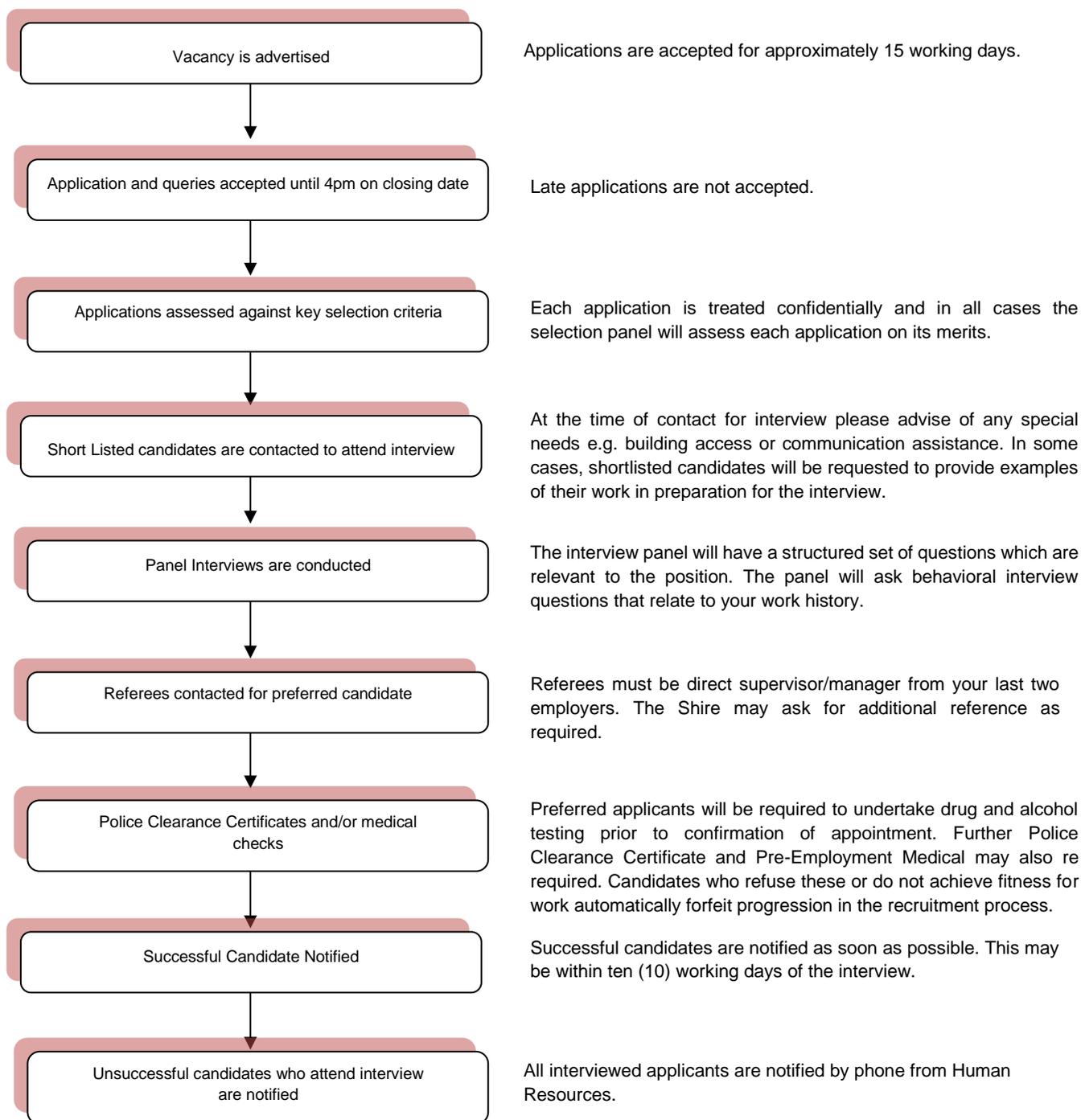
Hints for Key Selection Criteria:

To be considered for an interview, your application must address the Key Selection Criteria. There is no right or wrong way to format your written application however the purpose of the Key Selection Criteria is to identify how well your knowledge, skills and abilities relate to the position. Write your application to address each key selection criteria detailing how your previous employment and qualifications are suitable to the role.

The following information is a guideline to the type of information required in your detailed response:

- Each key selection criteria should comprise of two or three paragraphs to support the details contained in your resume.
- Only include relevant information to reduce non- essential information. Be clear and concise.

The Recruitment/Selection Process



Please note due to the high volume of applications received, only applicants short-listed for interview will be contacted by the People and Culture team. To those applicants not shortlisted, we extend our appreciation for considering The Shire of Broome as a potential employer.

Please Note: Canvassing of Councillors will disqualify. Where required, the successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

Annual Remuneration Package

Salary Level: 4.1	\$68,330 (pro-rata)
Broome Location Allowance, Level 4 and below:	\$6,214 (pro-rata)
Cash component:	\$74,544 (pro-rata)
Super 9.5%	\$7,081 (pro-rata)
Total Package Value:	\$81,625 (pro-rata)

Industrial Agreement:

Employment conditions are in accordance with the Shire of Broome Inside Staff Enterprise Bargaining Agreement.

Broome Location Allowance:

The Broome location allowance is an extra cash benefit paid to employees in addition to their salary level and forms part of your standard fortnight salary.

Relocation Reimbursements:

The Shire does not provide relocation assistance for this position.

Salary Sacrifice Package:

The Shire offers individualised Salary Sacrificing arrangements available through the Salary Packaging Guide.

Hours of Work:

This position is required to work 16 hours per week, working on average 8 hours per day each Thursdays and Fridays between 7.45am and 4.30pm, inclusive of a 45 minute unpaid lunch break.

Overtime:

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual Leave: (pro-rata)

Employees will be entitled to twenty five (25) days annual leave after twelve (12) months continuous service (pro-rata). In addition, a 17.5% loading is paid on four (4) weeks both in proportion to the hours worked. You will also be entitled to two (2) days travel leave after twelve (12) months continuous service (pro-rata).

Personal Leave: (pro-rata)

You will be entitled up to fifteen (15) Personal / Carer's leave days per year (pro-rata).

Long Service Leave: (pro-rata)

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

Uniform Policy:

Employees are currently provided with a uniform in accordance with the Shire of Broome Inside Staff Enterprise Agreement.

Broome Recreation and Aquatic Centre (BRAC) Membership:

The Shire of Broome values a healthy, active workforce and acknowledges the many flow on benefits of having a healthy workforce. Employees shall be provided with an Adult Access or a Family Membership to the Broome Recreation and Aquatic Centre whilst they are an Employee.

Superannuation:

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

Additional contributions (optional):

Council currently contributes up to an additional 6% (to a total of 15.5%) of fortnightly salary when an employee contributes a minimum of 6% of their fortnightly salary. If this option is taken, there is 21.5% contributed to the employee's Superannuation account; 15.5% from the Employer and 6% from the employee.

Probationary Period:

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Performance Appraisal:

Appraisals are undertaken annually by the Manager.

Police Clearance Certificate:

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police. People with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits. For more information please contact the People and Culture department at the Shire of Broome.

Pre- Employment Medical:

The preferred applicant for this position will be asked to complete a medical questionnaire and may be required to undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Broome. Preexisting illnesses will not exclude potential candidates from the recruitment process. For more information please contact the People and Culture department at the Shire of Broome.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

Position Description

Position Title:	Executive Support Officer – Development and Community Services
Classification:	Level 4
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Development and Community Services
Location:	Administration Centre
Date reviewed	September 2020
Approved by:	Director Development and Community

Commitment to the Shire

Our Vision for the Shire of Broome:

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

Our Mission:

To deliver affordable and quality Local Government services.

Our Values are:

<i>Communication:</i>	Actively consult, engage and communicate with, and on behalf of the community
<i>Integrity:</i>	Be honest, equitable and ethical in all our dealings.
<i>Respect:</i>	Recognise and respect the individual and unique requirements of all people, cultures and groups.
<i>Innovation</i>	Drive change through leadership and energy.
<i>Transparency:</i>	Be open and accountable in all our activities.
<i>Courtesy:</i>	Provide courteous service and helpful solutions.
<i>Code of Conduct:</i>	For Council Members, Committee & Working Group Members and Employees (as amended)

Position Purposes and Objectives

- To assist the Director Development and Community with the administration of Development and Community Directorate.
- To provide effective administrative and customer service support to the Shire of Broome in the area of Development and Community.
- To be responsible for the administration underpinning the regulatory services of Planning, Building, Health, Environment and Emergency, Rangers & Beach Services.

Position Key Responsibilities and Duties

Corporate / Organisational:

- To assist the Director Development and Community with the production of directorate strategic planning processes, reporting and budgeting processes as required.
- Display a high level of discretion, confidentiality, initiative and adaptability while prioritising multiple tasks.
- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Development and Community

- Provide executive support to the Director Development and Community.
- Coordinating administrative support for the planning, building, health, environment, emergency, rangers, beach and community development services.
- Assist with Development and Community related counter and telephone enquiries.
- Ensure administrative procedures are documented, maintained and available.
- Coordinate Development and Community information on the website and notice boards.
- Coordinate and assist in the preparation of compliance and other Development and Community reports.
- Arrange all travel requirements for the Development and Community Directorate when Officers are required to travel on Council business.
- Be responsible for the administration of the Local Emergency Management Committee and the Bush Fire Advisory Committee, including scheduling meetings, attending meetings, preparing agendas and minutes and ensuring they are distributed to members.
- Be a member of the Development and Community Directorate's Purchasing Team and assist with Procurement and releasing requisitions as required.

Customer Interface

- Assist with general public enquiries related to Development and Community matters.
- Where relevant maintain effective and co-operative communication with businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council Policy.

Interpersonal Skills

- Effective communication with all internal and external stakeholders.
- Self-motivation and initiative with a 'can do' attitude
- Ability to establish and maintain effective relationships, deal with and manage conflict and influence positive outcomes.
- High level of communication and integrity skills
- Judgement and problem solving
- Ability to be a positive influence on the organisation
- Preparedness to be hands on if required
- Demonstrated energy and passion for service to a community

Organisational Responsibilities

Human Resource Management

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Undertake other activities including undergoing training and development as required for execution of the role.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not wilfully place at risk the health or safety of any person in the workplace.
- Ensure safety is an agenda item at meetings
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.

- Carry out duties in accordance with the Shire’s Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- Participate and contribute to Technical Advisory Groups and other Shire committees.
- To undertake other special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Director Development and Community
Internal Contacts:	Director Development and Community All staff as required
External Contacts:	Councillors Public/Ratepayers Council Solicitors Local Community Groups Business and Professional Groups Government Agencies Contractors and Developers Other Local Governments
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Developed verbal and written communication skills, including working knowledge of the preparation of agendas and minutes and experience with letter and report writing
- Demonstrated experience as a high-level administrator or Executive Assistant
- Demonstrated ability to work unsupervised in a busy office environment
- Demonstrated attention to detail and ability to follow processes, with developed organisational and time management skills.
- Well developed problem solving skills and the ability to take the initiative to make improvements.
- Advanced computer and keyboard skills
- Ability to effectively liaise and communicate with all levels of staff and the public

Qualifications and/or Training:

- Current unrestricted "C" class national driver's licence.
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable:

- Relevant qualifications and training
- Demonstrated experience within Local Government or equivalent
- Knowledge of InfoCouncil and Synergy
- Prior experience with electronic and paper system recording as per the State Records Act 2000