

Information Package

for the position of

**Project Officer**

Corporate Services Directorate

**Applications for this position must be received by 4:30PM on Wednesday 15th September 2021**



**PROJECT OFFICER**

The Shire of Cuballing is looking for an enthusiastic, energetic and self­ motivated person to take on the part time role of Project Officer as part of our small office.

The successful applicant will work under the direction of the CEO, but closely with other senior staff, in delivering a range of public projects in the Shire of Cuballing. Duties will include completing designs, assisting in purchasing and monitoring construction of projects.

The successful applicant will have good communication skills and some experience with finance, grants and purchasing. The Officer will participate in a multi-skilled approach within our small office.

The position is offered as a permanent part time role (3 days/24 hours per week) under the conditions of the Local Government Industry Award 2010. Flexibility in working days can be accommodated.

Further information is available on www.cuballing.wa.gov.au or by contacting Nicole at enquiries@cuballing.wa.gov.au or phone 08 9883 6031.

For a confidential discussion about the position, please call CEO Gary Sherry at the Shire Office or 0427 836 031. All enquiries and applications will be treated with utmost confidentiality.

Applications close with the undersigned by Wednesday 15th September 2021.

**Gary Sherry**

**Chief Executive Officer**

**PO Box 13**

**CUBALLING WA 6311**

Information for Applicants

Thank you for your interest in the advertised vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview. Also enclosed is a Job Description Form.

Selection involves a written application, an interview and reference checks. Shortlisted applicants will also undergo a medical examination. A national (Federal) police clearance certificate is also required.

The essential selection requirements (Selection Criteria) are described in the Position Description Form and please apply only if you meet the essential requirements for the position.

Please ensure the Shire of Cuballing receives your application by the closing date in the advertisement. Late applications will not be accepted unless prior arrangements have been made with the Chief Executive Officer.

Your application should comprise of the following documents.

1. Covering Letter

A summary of your background and suitability for the position should be addressed in the covering letter, without over emphasising or going into too much detail.

1. Resume (Curriculum Vitae)

A Resume/Curriculum Vitae should comprise at least:

a. A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.

b. Include any relevant training courses you have attended in the last 2 to 3 years.

c. A photocopy of any relevant qualifications.

d. Any activities you have undertaken outside of work which are relevant to the position you are applying for.

1. Referees
2. Provide the names and contact details of two referees.
3. Describe nature of your relationship with referee.

c. Referees should be contacted for approval before nominating them.

d. It is preferable that one of your referees is your current supervisor. (This is optional)

4. Preparing for the Interview

All interview questions will be work related - that is they will relate to the selection criteria for the position you have applied for.

The same questions will be asked for every interviewee.

To prepare yourself for the interview questions consider the following:

* Re-read the Position Description Form and the selection criteria.
* Focus on the Selection Criteria and think of examples of work situations where you applied the relevant skills and abilities.
* Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
* If the position has a supervisory role, think about your special responsibilities as a supervisor.
* If you have any relevant reports or other work you have done which will provide examples of your skills and abilities, you should organise examples for presentation at the interview.

5. The Interview

The following points are recommended:

* Don't assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for.
* Answer questions fully without unnecessary details.
* Where possible, relate your answers to direct experiences you have had.
* Feel free to ask questions to the panel.

|  |  |
| --- | --- |
|  | **Position Description – Project Officer** |
| **Last Updated:**  25th August 2021 |

|  |  |
| --- | --- |
| Title | Project Officer |
| Department | Administration |
| Award  | Local Government Industry Award 2010 |
|  | Part Time |
|  | 0.6 FTE – 3 Days per Week – 24 Hours per Week |
| Level | 4 of the Local Government Industry Award 2020 |

|  |
| --- |
| POSITION OBJECTIVES |

* The Project Officer will provide efficient, timely and quality management, planning and implementation of programs and projects.
* The Project Officer will assist in carrying out reception duties, event management, cash handling and receipting, customer enquiries and Department of Transport licensing in the absence of the Administration Officer.

|  |
| --- |
| ORGANISATIONAL RELATIONSHIPS |

**Reporting to:** Chief Executive Officer

**Responsible for:** Nil

**Liaison with:** Community members & organisations, government departments, Councillors & staff, contractors & suppliers.

|  |
| --- |
| ORGANISATIONAL STRUCTURE |

CEO

Project Officer

|  |
| --- |
| KEY RESPONSIBILITIES |

**Project Management**

* Undertake research of available grants and prepare funding applications and business cases;
* Lobby funding agencies for funding assistance;
* Maintain dialogue with funding agencies;
* Communicate with the local interest groups and community members in relation to community projects;
* Communicate with contractors in the development of designs for projects;
* Investigate, design and estimate projects to be recommended for inclusion in the annual budget;
* Complete purchasing activities including the development of specifications and preparation of tender and quotation documentation;
* Assist in the preparation of reports to Council on the design of projects and awarding of contracts and/or tenders;
* Manage project progress and adapt work schedule as required;
* Ensure project remains within budget and meets deadlines;
* Review projects progress and assist in the preparation of reports to Council;
* Control and monitor expenditure on projects and the preparation of grant acquittals;
* Assist in aspects of the delivery of projects under the control of Executive Staff which may include, but not be limited to, aspects of Building Maintenance and Parks and Gardens; and
* Coordinate urgent repairs as directed by the Executive Managers.

The current identified projects that the Officer will take a significant role include:

* + Popanyinning Main Street Redevelopment;
	+ Cuballing Administration Centre Redevelopment;
	+ Memorial Park Upgrade;
	+ As yet undefined project(s) in central Cuballing funded in part through the Local Roads & Community Infrastructure Program;
	+ Construction of 4 Aged Independent Living Accommodation Units;
	+ Assist in administration components of delivering the Wheatbelt Secondary Freight Network road construction;
	+ Development and implementation of tourism projects; and
	+ Other projects as allocated by the Chief Executive Officer.

Customer Service/Administration

* Participate in a multi-skilled approach within a small office;
* Deliver a positive and professional customer service to internal and external customers, via telephone, counter or email, providing accurate information and effective assistance in a timely manner;
* Promote a high level of customer service and assist with identifying, reviewing and implementing strategies to improve service quality and efficiency; and
* Public relations to promote positive image of Shire of Cuballing.

**Human Resources**

* N/A

Occupational Safety and Health

* Comply with the Shire’s Risk Management Policy Procedures;
* 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 the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives;
* Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees; and
* Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.

Risk Management

* Comply with the Shire’s risk management policies and procedures; and
* Responsible for reporting possible risks in relation to operational procedures.

|  |
| --- |
| REQUIREMENTS OF THE JOB |

Skills and Knowledge

* Excellent typing, word processing and reception skills;
* Excellent written and verbal communication skills;
* Highly developed interpersonal and public relations skills;
* Time management and organisation skills;
* Sound research skills;
* Effective office management skills;
* Knowledge of meeting procedures and protocols; and
* Working knowledge of Local Government legislation, structure and functions.

Experience

* Project management skills to ensure the achievement of outcomes and accountability;
* Demonstrated experience in project management;
* Working independently, to agreed outcomes and within designated timeframes; and
* Ability to work effectively in a team environment, accept responsibility and work with limited supervision.

|  |
| --- |
| EXTENT OF AUTHORITY |

* Operates under the general direction of Chief Executive Officer with freedom to make decisions in accordance with policies and procedures;
* Authority to sign documents and purchase orders as delegated;
* Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints;
* Assistance available for problem solving; and
* Work outcomes monitored.

|  |
| --- |
| SELECTION CRITERIA |

**Essential**

* Excellent interpersonal and communication skills.
* Project Planning and delivery experience.
* Considerable experience in dealing with the public and special interest groups.
* Considerable experience encouraging, promoting and facilitating sustainable community projects.
* General understanding of statutory, legal and contractual obligations.
* General understanding of financial management as it applies within a Local Government.
* Experience of corporate management requirements.
* A current ‘C’ class drivers licence.

**Desirable**

* General knowledge of policy issues as they impact on Local Government.
* Experience of local government management requirements.
* Qualifications in relevant Management, Business and/or Public Sector Administration discipline.

|  |
| --- |
| CERTIFICATION |
| *Approved by* | Chief Executive Officer | *Signature* |  |
| *Authorised by* | Chief Executive Officer | *Signature* |  |
| *Date Reviewed* | 25 August 2021 |

|  |
| --- |
| **IMCUMBENT ACKNOWLEDGEMENT** |
| ***Employee*** |  | ***Signature*** |  |
| ***Date*** |  |

POSITION INFORMATION

PROJECT OFFICER

1. CONTRACT OF EMPLOYMENT:

A permanent part time contract of employment of is offered, under the conditions of the Local Government Industry Award 2010.

1. INITIAL PROBATIONARY PERIOD:

The negotiated contract of employment will be offered with an initial probationary period of three months in which time the Council may terminate this contract on 2 weeks written notice.

1. SALARY:

A salary will be negotiated, depending on age, skills, experience and qualifications, under the conditions of the Local Government Industry Award 2010.

The anticipated salary would be in the range of $720 per week ($30 per hour) to $864 per week ($36 per hour).

1. HOURS OF WORK:

The regular hours of work are 48 ordinary hours per fortnight as per the Local Government Industry Award 2010.

While flexibility can be accommodated, the hours of work are expected to be six days per fortnight worked as follows:

 8.30 am – 5.00 pm (½ hr lunch) 8 hrs

1. LEAVE:

Provision of Annual, Sick and Carer’s Leave will be in accordance with the Local Government Industry Award

1. LONG SERVICE LEAVE:

Thirteen weeks after ten years continuous Local Government service, transferable between Local Authorities within Western Australia.

1. SUPERANNUATION:

The Council makes superannuation contributions of 10% of the base salary plus matching contributions of up to 6%, providing the employee makes voluntary contributions of 6% or more. The combined total of the Shire of Cuballing contribution is up to 16% of the specified salary.

1. POLICE CLEARANCE:

Applicants are required to provide a National Police Clearance Certificate before commencing employment. Council will refund the expenses of obtaining this clearance.

1. MEDICAL EXAMINATION:

Applicants are required to attend a pre-employment medical prior to commencing employment. Council will refund the expenses of obtaining this medical.