



APPLICATION PACKAGE

MANAGER PROJECTS

The Shire is seeking the services of an enthusiastic and local government experienced Manager Projects.

Reporting to the Chief Executive Officer, this position will be responsible for the effective management, planning and provision of projects to meet Council's goals and objectives. The position will successfully manage the construction of new community and Council infrastructure, seek and source funding to develop the projects, and establish new community services in Brookton.

The successful candidate will be offered a 5 year performance based contract, with a negotiated salary up to \$115,000, depending on qualifications and experience. A salary package including subsidised housing is also available.

Further information, including the remuneration package and position description are available on the Shire website www.brookton.wa.gov.au/council/employment whilst enquiries about the position should be directed to the CEO on 0427 421 032.

Applications should be addressed to the Chief Executive Officer or emailed to ceo@brookton.wa.gov.au marked 'Confidential – Manager Projects' by **4:00pm Tuesday 16th August 2022**.

Gary Sherry
Chief Executive Officer

INFORMATION PACKAGE

The Shire of Brookton is a small regional local government with its administration centre located in Brookton, some 130km from the Perth CBD. Offering a laidback lifestyle, Brookton provides enjoyable country living, only a short distance from Perth with a range of sporting facilities and shopping, a district high school and 2 medical practices.

Reporting to the CEO, this role requires an experienced project management professional, with the required skills to guide the construction, funding opportunities, and new services for the Community and Council Infrastructure.

As part of the Executive Management Team, you will be primarily responsible for the planning, co-ordination, and oversight of the below projects;

- Redevelopment of the Brookton Memorial Hall,
- Redevelopment of the Brookton Railway Station,
- Construction of the West Brookton Fire Station,
- Development of the East Brookton Fire Station,
- Development and construction of the CCTV project,
- Review Brookton Oval lighting upgrade,
- Review Brookton Aquatic Centre Redevelopment,
- Consider and review Brookton Main Street/ Townscape upgrades,
- Other projects as allocated by Council or the CEO.

To be considered, you will need:

- An unwavering commitment to teamwork
- Strong communication and analytical skills
- Proficiency with Microsoft Office applications and IT Vision accounting software.
- Excellent interpersonal and communication skills
- Degree in relevant Management, Business and/or Public Sector Administration discipline, or comparable experience is desirable.
- Developed project management skills to ensure the achievement of outcomes and accountability.
- Sound research and advisory skills and support to Council in achieving projects.
- Knowledge of statutory, legal, and contractual obligations, particularly in relation to local government.
- Demonstrated experience in financial management, particularly as it applies within a Local Government.
- Experience in dealing with the public and special interest groups.

Applications should include a covering letter detailing your suitability and experience for this position together with a copy of your resume and qualifications. Please note that incomplete applications may not be accepted.

All applications are to be lodged by post or email and are to be submitted by **4pm Tuesday 16th August 2022**. Late applications will not be accepted. Canvassing of Councillor's will disqualify.

REMUNERATION PACKAGE

Manager Projects

Component	From	To
Salary (cash component)	\$95,000	\$115,000
Superannuation – SGC 10%)	\$ 9,500	\$ 11,500
Superannuation – additional matching up to 5%	\$ 4,750	\$ 5,750
Subsidised Housing	\$10,400	\$ 10,400
Subsidised Utilities	\$ 2,000	\$ 2,000
Professional Development	\$ 2,000	\$ 2,000
TOTAL REMUNERATION PACKAGE	\$123,600	\$146,650

- Out of Office communication – Provision of a mobile phone, and laptop, for work-related purposes.
- Annual Leave Loading is included in the cash component of the package.

TITLE: **MANAGER PROJECTS**

PURPOSE: The primary function of this role is the effective management, planning, and provision of programs and projects consistent with Council's goals and objectives.

- Successfully manage the construction of new Community and Council Infrastructure.
- Seek and Source funding to develop new Community and Council Infrastructure.
- Establish new Community Services in Brookton.

KEY RESPONSIBILITIES	SELECTION CRITERIA
<p><u>Leadership</u></p> <ul style="list-style-type: none">• Sound Strategic Planning skills and knowledge of corporate management requirements.• Project Management skills to ensure the achievement of outcomes and accountability. <p><u>Governance and Compliance</u></p> <ul style="list-style-type: none">• Good knowledge of public policy issues as they impact on Local Government.• Sound research and advisory skills and support to Council in achieving projects.• Knowledge of statutory, legal, and contractual obligations.• Demonstrated experience in financial management, particularly as it applies within a Local Government. <p><u>Community Relations</u></p> <ul style="list-style-type: none">• Considerable experience in dealing with the public and special interest groups.• Considerable experience encouraging, promoting, and facilitating sustainable business development and fostering investment opportunities. <p><u>Liaison (Internal and External)</u></p> <ul style="list-style-type: none">• Internal<ul style="list-style-type: none">○ Chief Executive Officer○ Shire President, and Councillors, individually○ Employees of the Shire of Brookton• External<ul style="list-style-type: none">○ Community members and local interest groups.○ Federal & State Government Department and Agencies○ Federal & State Government Elected representatives for the region○ Private funding agencies○ Maintaining dialogue with the main project development external bodies e.g.	<p><u>General Management Competencies</u></p> <ul style="list-style-type: none">• Excellent interpersonal and communication skills• Degree in relevant Management, Business and/or Public Sector Administration discipline, or comparable experience is desirable. <p><u>Experience and Qualifications Required</u></p> <ul style="list-style-type: none">• Strategic planning skills and knowledge of corporate management requirements.• Developed project management skills to ensure the achievement of outcomes and accountability.• Sound research and advisory skills and support to Council in achieving projects.• Knowledge of statutory, legal, and contractual obligations, particularly in relation to local government.• Demonstrated experience in financial management, particularly as it applies within a Local Government.• Experience in dealing with the public and special interest groups.

Wheatbelt Development Commission; Department of Primary Industry and Resources; State Government; LotteryWest

- Communicating with the local interest groups and community members in relations to facilities needed, and projects.
- Communicating with Architects for the preparation of designs for various buildings.
- Providing administration assistance to local community based committees involved in major Projects.
- Other Local Authorities

Projects and Reporting

- Preparing tender and quotation documentation to build infrastructure, as required.
- Preparing reports to Council for the awarding of contracts and tenders.
- Managing the development and completion of major projects.
- Preparing reports to the CEO and Council, on the progress of projects.
- Representing Council at Committee Meetings.

Grants/Funding:

- Lobbying funding agencies and parliamentarians for funding assistance.
- Identification of sources and preparation of funding applications and business cases.
- Verifying expenditure on projects and the preparation of grant acquittals.

Current Identified major projects include:

- Redevelopment of the Brookton Memorial Hall
- Redevelopment of the Brookton Railway Station
- Construction of the West Brookton Fire Station
- Development of the East Brookton Fire Station
- Development and Construction of CCTV project
- Review Brookton Oval lighting upgrade
- Review Brookton Aquatic Centre Redevelopment
- Brookton Main Street/ Townscape Upgrades
- Other projects as allocated by Council, or the Chief Executive Officer

- Considerable experience encouraging, promoting, and facilitating sustainable business development and fostering investment opportunities.
- Excellent interpersonal and communication skills.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or comparable experience is desirable.

Requirements

- Successful completion of Police Clearance (less than 6 months old)
- Medical Clearance

Performance Criteria

- Key Result Areas (KRA) and associated strategies and actions will be determined by agreement between the Employee and the Employer, annually during the term of the contract from the following and may include additional requirements:
 - Provide accurate and timely advice to Council and the CEO;
 - Work in collaboration with Council, CEO, and fellow senior staff;
 - Establishes effective networks;
 - Ensure the effective and accountable application of financial and physical resources;
 - Indicated the successful development and timely implementation of major projects.

The KRA's criteria may be varied, and any other criteria may be included by agreement between the parties at any time during the term of this contract.

Other:

- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OHS responsibilities are met and promoted by complying with the Shire's OHS policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Ensure all duties are carried out in a professional manner consistent with the Shires Code of Conduct, Council policies and procedures.

Extent of Authority

- All authority vested delegated by the Chief Executive Officer under the Local Government Act and associated Regulations and By-Laws, together with other applicable Acts.
- Authority to sign legal documents and purchase orders as delegated.

Conditions of Employment:

CLASSIFICATION: Senior Employee - negotiated package based on qualifications and skills.

LOCATION: Shire of Brookton Administration Office, 14 White Street, Brookton.

DEPARTMENT: Projects

Position Description created May 2022

Direct Reporting Relationships**Reports to:**

- Chief Executive Officer

Direct reports:

- No staff are directly supervised by this position, but liaisons with all levels of staff will be required.