



APPLICATION PACKAGE

WORKS ADMINISTRATION OFFICER

Hourly Wage between \$32.5532 to \$34.2085
Level 4, Local Government Industry Award 2020

With the return of the incumbent to Victoria, a great full-time opportunity has opened for a dynamic and professional individual to join the Shire of Brookton as our Works Administration Officer.

The Works Administration Officer provides administrative support to the Manager Infrastructure and Works and Works staff by:

- Completing plant management administrative tasks, including licensing and fuel reconciliations;
- Monitoring and completing road project funding tasks;
- Undertaking day to day managing the Shire's leased residential properties;
- Assisting with the procurement of plant and equipment supplies and maintenance; and
- Undertaking record keeping associated with the Infrastructure and Works system.

To be considered, you will likely have a basic understanding of plant and construction, computer and IT skills and be a good communicator. Administration or local government experience would be highly desirable, but not essential.

In return the Shire is offering a remuneration package including:

- Hourly wage of between \$32.5532 to \$34.2085;
- Superannuation of up to 15.5%;
- 4 weeks annual leave per annum with leave loading; and
- 2 x recreation days per year.

Further information is available on the Shire's website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Mr Les Vidovich, Manager Infrastructure and Works on 0418 422 498.

Applications should be addressed to the Chief Executive Officer, or emailed to ceo@brookton.wa.gov.au, marked "Confidential – Works Administration Officer", by **4pm, Tuesday 23 August 2022**.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton.

Your application should consist of at least:

Covering Letter

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to ceo@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Tuesday 23 August 2022.**

GENERAL EMPLOYMENT INFORMATION

Salary Package:

The offered Salary Package includes:

COMPONENT	FROM	TO
Base Salary (cash component)	64,325.12	67,596.00
Superannuation (10.5%)	6,754.14	7,097.58
Superannuation 5% - subject to employee matching	3,216.26	3,379.80
Package Total	74,295.52	78,073.38

There is no Shire accommodation allocated to this position.

Work Place Address:

Shire of Brookton Administration, 14 White Street, Brookton.

Your “workplace” i.e. your normal place of commencement of duties each day, may change to suit the Shire’s requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement

All conditions are in accordance with the Local Government Industry Award 2020.

Contract of Employment

Permanent

Probationary Period

This position has a six-month probationary period as per Council policy.

Hours of Work

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Industry Award 2020.

In order to accrue a monthly Rostered Day Off (RDO) you will be required to work 80 hours per fortnight. You will be paid for 76 hours with the remaining four hours accruing towards one Rostered Day Off per month.

These hours are worked as a 19-day month made up as follows:

Monday to Friday

8am to 4.30pm

30 minute lunch break

RDO to be taken at a time/day, as agreed with the CEO

Local Government Recreation Days

Council provides two days each year that are normally taken during the Council approved, Shire closure period, between Christmas, and New Years each year. Or as otherwise approved by the CEO.

Classification:

Level 4. This classification level is in accordance with the Local Government Industry Award 2020

Salary Rate

The rate of pay applicable to this position is dependent on experience.

	Weekly		Hourly	
	FROM	TO	FROM	TO
Total	\$1,237.02	\$1,299.92	\$32.5532	\$34.2085

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Overtime

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of Clause 24 of the Local Government Industry Award 2020.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases

Your salary will increase automatically in accordance with the provisions of the Local Government Industry Award 2020.

Superannuation

Compulsory Occupational Superannuation contributions (currently 10.5% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the AWARE Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 5%. Subject to compliance with legislative requirements your additional superannuation contributions may be made on a salary sacrifice basis.

Meal Break

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- Sick leave
- Carer's leave
- Compassionate leave

Sick Leave/Carers Leave

You are entitled to Sick Leave or Carer's leave. You will accumulate 10 days of Sick Leave/Carer's leave each year.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

You are entitled to get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- Illness,
- injury, or
- an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick/carer's leave left.

Compassionate Leave

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave

You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

An Employee may purchase, through a written request, an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional leave by the employee is at the employee's 'standard' hourly rate, up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
 - i. Must be completed prior to the leave being taken.
 - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
 - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
 - ii. must be taken within a 12 month period.

An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application.
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

TITLE: WORKS ADMINISTRATION OFFICER

PURPOSE: The objectives of this position are to:

- Provide project and program delivery assistance and support to the Manager Infrastructure and Works and associated Infrastructure team on an as needs basis.
- Aid the development of the Shires Asset Management System
- Aid in the implementation of OH&S role for Infrastructure and Works areas.
- Conduct preparation work for grants and related acquittals, other funding submissions and other external compliance or status report related submissions for roads and other infrastructure.
- Carry out licencing and related administrative tasks associated with the Shires plant fleet.
- Undertake property management tasks associated with the Shire of Brookton's residential and commercial leases.
- Maintain secure and traceable storage of records and information associated with Infrastructure are within the Shire.

KEY RESPONSIBILITIES	REQUIREMENTS
<p>Asset Management</p> <ul style="list-style-type: none">• Administrate the Shires Asset management system and monitor report on the strength and deficiencies of the data to the Manager Infrastructure and Works.• Assist the Manager Infrastructure and Works. in budget preparation and development of 10 year programs.• Liaise with the Building Maintenance Officer and Manager Infrastructure and Works. regarding Asset management functions for the Shires building assets• Arrange RCD, fire equipment, smoke alarm inspections and Test & Tagging of Electrical Equipment for all Shire facilities in conjunction with the BMO. <p>Technical Services</p> <ul style="list-style-type: none">• Prepare grant submissions, data collection and correspondence relating to Regional Road Group, Roads to Recovery and Black Spot programs.• Monitor and complete grant funding acquittals relating to Regional Road Group, Roads to Recovery, Black Spot and other programs.• Assist in development and implementation of collection and storage of traffic counts for the Shire.• Assist in the administration on compliance related items including, but not limited to, Playground Inspections. <p>Plant Management</p> <ul style="list-style-type: none">• Enter monthly diesel fuel reconciliations.• Maintain records in the plant area and assist in the development and implementation of plant maintenance and replacement programs.• Complete purchasing documentation for plant management purposes	<p>Experience & Qualifications Required: Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• National Police Clearance no more than 6 months old.• Physically fit for duties as outlined above.• Current WA "C" class Driver's License.• A broad understanding of plant management and construction processes.• High level of organisation and customer service experience.• An understanding of Occupation Safety and Health (OHS) legislation and practices.• An understanding of Asset Management and its application in a LGA environment <p><u>Desirable:</u></p> <ul style="list-style-type: none">• A minimum 3 year experience in the same or a similar position.• Experience in Local Government administration.• A qualification and/or training in OHS and EM.

Training Management

- Assist in the preparation and implementation of training programs for operations personnel.
- Assist in maintain training records for Operations personnel including update of the training matrix

Property Management Functions

- Co-ordinate the periodic rental or lease of Shire properties, including assessment of and reporting on applications, preparing and liaising on occupancy agreements, performing property inspections and preparing reports, co-ordinating tenancy payments, and processing requests for building repairs and maintenance in accordance with Council Policy and legislative requirements.
- Manage the allocation of keys for all Council property in co-operation with the Building Maintenance Officer.

Administrative Support

- Provide administrative support to Infrastructure and Works team, as required.
- Aid in the preparation of reports, agendas and take meeting minutes for works related items under the direction of the Manager Infrastructure and Works, as required.
- Assist with procurement and system requirements, as required.
- Assist with applications for clearing permits and follow up on permit conditions.
- General assistance with other projects, as directed.
- Provide customer service in the infrastructure area, as required.

Occupational Health & Safety and Compliance (organisational)

- Contribute to the management of OH&S requirements, in line with Organisational aims, in the OH&S for the Infrastructure and Operations areas.
- Attend OH&S Meetings, as required.

Health Safety and Environment (personal)

- Take responsibility for personal health, safety and fitness for work.
- Perform work in a safe and healthy manner and to abide by Shire and legislative safe work procedures, instructions and safety management practices.
- Use safety equipment and devices as specified.
- Correct or report unsafe conditions.
- Work in a manner, which will not endanger themselves or any other persons.

Skills & Abilities:

- Good systems management skills
- Proficient time management and organisational skills.
- Good oral and written communication skills.
- Good analytical skills
- Competency in keyboard and computer literacy skills, including proficiency with spreadsheets, preferably MS Excel, Word processing using MS Word.

Behaviours:

- Highly developed interpersonal skills.
- Ability to work as a team member and autonomously with minimum supervision.
- Friendly, discrete, sensitive and punctual.
- Ability to liaise with a wide range of people from diverse social and cultural backgrounds

Reporting Relationships**Reports to:**

Manager Infrastructure and Works

Incumbent:**Name:**

Date:

Signature:

DIRECT MANAGER:

Name: Les Vidovich

Date:

Signature:

Organisational Structure

(August 2022)

Full Time Employee (FTE) Count

Executive Directorate – 4.6 FTE
 Projects Directorate -1 FTE
 Corporate Directorate – 9 FTE
 Infrastructure Directorate – 14 FTE
 Total - 28.6 FTE

