Manager Works and Services



Information Package

If you require this information in an alternative format or need assistance with the application process, please contact our Payroll/HR Officer on 9736 2400 or via email at hr@westarthur.wa.gov.au

Manager Works and Services

The Shire of West Arthur is seeking an experience and motivated Works and Services professional to join our executive leadership team.

This senior management position is responsible for a broad and rewarding portfolio across infrastructure delivery, works programming, asset and plant management, budgeting, procurement, staff supervision and service improvement, with the opportunity to make a practical contribution to the Shire's community.

Key Responsibilities

The Manager Works and Services plays a key role in planning, managing, and delivering infrastructure maintenance and capital works programs, ensuring compliance with statutory requirements, and leading teams to achieve strategic outcomes.

The role focuses on:

- Lead delivery of the Shire's annual works and infrastructure program.
- Plan construction, maintenance, contractors, plant and resources.
- Lead and manage Works and Services employees and contractors.
- Manage works, asset and plant programs, budgets, procurement and funding submissions.
- Ensure compliance with legislation, Council policies, standards and WHS requirements.
- Report to and advise the CEO on projects, expenditure, infrastructure and service delivery.

Further details of responsibilities are outlined in the Position Description.

Qualifications and Requirements

- Current C Class Driver's Licence.
- National Police Clearance – Issued within 3 months of application date.
- Hold a current WorkSafe Construction and Safety Awareness Training Card.
- Formal qualifications in leadership, management, or engineering.

How to Apply

The Shire of West Arthur is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences to join our diverse and inclusive workforce.

Applications including a cover letter addressing the selection criteria (not more than 3 pages) and current CV (including qualifications and referee details) should be submitted to the CEO via email at hr@westarthur.wa.gov.au by **4:00pm Friday 20 November 2026**.

Applications may also be submitted by post. Further details are provided under Submitting Your Application – Guidelines.

Selection Criteria

Essential

- Previous experience in a similar position with Local Government or private sector.
- Demonstrated experience in road design, construction and maintenance.
- Demonstrated experience with asset management planning.
- Demonstrated experience in contract and project management.
- Demonstrated experience in procurement including preparing project briefs, specifications, tender documents and contracts.
- Positive attitude and ability to promote a positive workplace culture.
- Strong leadership and management skills.
- Interpersonal skills, including assertiveness and an ability to communicate at management level.
- Developed communication skills, both written and verbal.
- Ability to motivate and work effectively as part of a team.
- Computer literacy, including competency with Microsoft Word and Excel.
- Highly developed organisation, administration and record keeping skills.
- Ability to prioritise workload and ensure projects are achieved on time.
- Ability to develop effective working relationships with internal and external customers with a strong customer focus and commitment.
- Knowledge of local government legislation and regulations including *Local Government act 1995.*
- Knowledge of work health and safety regulations and best practice safe work practices.
- Developed knowledge of traffic management standards and procedures.

Desirable

- Formal qualifications in leadership, management, or engineering.
- Hold a current HC class driver's licence.
- Demonstrated experience in budget preparation, job costing and works programming.
- Previous experience managing building assets, parks and gardens and other town services.
- Demonstrated experience in operation of plant and machinery including graders, loaders, backhoes, trucks and rollers.
- Demonstrated experience in pit rehabilitation, landfill site operations, clearing techniques and other environmentally acceptable practices.
- Knowledge of plant and machinery operation and maintenance requirements.
- Knowledge of benchmarking and best practice relevant to works and services in local government.
- Knowledge of relevant award and enterprise agreement conditions relevant to employees and dispute resolution procedures.
- Knowledge of human resource management principles and practices.

Employment Conditions

Location	Shire of West Arthur Works Depot 22 Horwood Street, Darkan.
Industrial Agreement	Negotiated Contract
Employment Type	Contract Fixed 5-year Term - Fulltime.
Hours of Work	Standard working hours are between 7:00am and 4:00pm, Monday to Thursday with a half-hour lunch break. Standard Friday working hours are between 7:00am and 3:30pm. Rostered day off - one day every second (pay week) Friday.
Annual Leave	Five weeks annual leave for each 12 months of service.
Long Service Leave	13 weeks after 10 years continuous local government service, transferable between local authorities within Western Australia.
Public Holidays	In addition to WA gazetted public holidays, two additional Local Government holidays on Easter Tuesday and next workday after 1 January of each year if the day falls on your ordinary day of work, as per Council policy.
Other Leave	Personal/carer's leave and bereavement/compassionate leave as per the *Minimum Conditions of Employment Act 1993*.
Superannuation	Superannuation of up to 15.5% based on 12% superannuation guarantee contributions and up to an additional 3.5% contingent upon the employee's matching contributions. Salary sacrifice is available on the employee's contributions.
Housing	Executive Style Housing.
Uniform Allowance	$450 per annum.
Probationary Period	This position is subject to a three-month probationary period which may be extended if performance is not satisfactory.



Submitting Your Application – Guidelines

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

Only photocopies of qualifications, certificates and similar documents should be attached to your application. Please do NOT send originals. If you are applying for more than one position, a separate application must be submitted for each position.

Privacy
Personal information provided as part of your application will be collected and used by the Shire of West Arthur for recruitment purposes, including assessing your application and contacting referees. Your information will be handled in accordance with the *Privacy and Responsible Information Sharing Act 2024* and the Shire of West Arthur's Privacy and Responsible Information Sharing (PRIS) Policy. If you do not provide the requested information, the Shire may be unable to fully assess your application. Information about how to access your personal information is available in the Shire of West Arthur's Privacy and Responsible Information Sharing (PRIS) Policy.

Preparing Your Application
Applicants whose skills and experience appear to best meet the requirements of the position will be shortlisted for an interview. This decision will be based on the information relevant to the position that you provide in your application.

Your application should include the information listed in the following checklist:

☐ **Covering Letter**
Your covering letter should introduce yourself, briefly explain why you are interested in the position, address the selection criteria and how you may be contacted during normal business hours. The covering letter should be no more than 3 pages.

☐ **Selection Criteria**
Consideration for an interview will be based on how well your skills and experience meet the selection criteria. Your letter should address each of the essential selection criteria in a structured format. A short paragraph addressing each criterion will be sufficient. You should also provide information relevant to the desirable selection criteria where applicable.

☐ **Curriculum Vitae (Resume)**
Your resume should provide your contact details, relevant work history, education, training, qualifications and professional memberships.

Relevant work history should commence with your most recent position and include dates or periods of employment. Please provide a brief summary of the duties and responsibilities relevant to each position.

☐ **Referees**
Please include the names and contact details of at least two recent work-related referees and obtain their approval before including their details in your application. It is desirable that at least one referee is your current or recent supervisor or manager. Referees may be contacted during the recruitment process to verify information provided in your application and discuss your suitability for the position.

Additional Information

Working With Children Check
The successful applicant will be required to hold, or be able to obtain, a current Working With Children Check (WWC). If the applicant does not already possess a valid WWC, they will be required to apply for one prior to commencement. Council will reimburse the cost of the application for the successful candidate.

National Police Clearance
Preferred applicants must provide recent National Police Clearance. The Shire requires the clearance to be received prior to any formal offer of employment and must be no more than three months old at the time of appointment. Council will reimburse the cost incurred by the successful applicant.

Pre-employment Medical / Physical Assessment
Preferred applicants must undertake a pre-employment medical assessment to determine their suitability to meet the requirements of the position. Applicants may arrange an appointment with their own doctor or ask Council to book an appointment with a doctor of Council's choice. Council will pay the cost of the appointment.

Pre-employment Drug and Alcohol Screening
Preferred applicants will be required to undergo pre-employment drug and alcohol screening. This testing is preferred to be carried out at the time of the pre-employment medical / Physical assessment. If unavailable due to doctor surgery abilities, Council will book with an approved provider and pay the cost of the screening.

Fitness for Work Policy
Council has a Fitness for Work Policy which includes drug and alcohol testing. By accepting employment with the Shire of West Arthur employees must agree to abide by this policy which may include undergoing random drug and alcohol testing.

Forwarding Applications for the Position

Applications must be received by **4:00pm Friday 20 November 2026**.

Applications may be submitted by:

Email:
hr@westarthur.wa.gov.au

Please ensure the subject line is marked:
"Private and Confidential – Manager Works and Services"

Post:
Please address postal applications as follows:

"Private and Confidential – Manger Works and Services"
Chief Executive Officer
Shire of West Arthur
PO Box 112
DARKAN WA 6392



Working at the Shire of West Arthur

The Shire of West Arthur has a friendly, team-orientated, and highly motivated workforce providing quality services and facilities to residents and visitors to Darkan and surrounding areas. Working with a small, dedicated team provides an opportunity to work in a diverse range of areas and staff are encouraged to develop skills and knowledge based on areas of interests.

Vision
A safe, friendly, welcoming community with a dynamic expanding local economy.

Our Commitments
Staff work together to ensure the Shire of West Arthur is financially stable, is well resourced and has excellent planning. We pride ourselves on our safe workplaces for employees, contractors, visitors, elected members and residents.

The employees are our greatest asset in working toward our vision. The success of our daily operations and delivery of major capital projects relies on the contribution of the dedicated and loyal employees.

The employees of the Shire of West Arthur have the following aspirations and priorities:

- **Our Economy:** We have a sustainable and stable agriculture industry supported by a dynamic, growing business sector.
- **Our Community:** We live in a safe, friendly and inclusive community with a strong rural identity and connection to our past.
- **Our Built Environment:** We have well maintained roads, and attractive surrounds which reflect our heritage and rural character.
- **The Natural Environment:** We value our natural assets and manage these to meet the needs of the community.
- **Our Leaders:** The Shire of West Arthur has inspirational, strong leaders providing transparent and effectively managed governance.



Employee Benefits
Individual conditions of employment are outlined in the Letter of Appointment and/or Employment Contract. The following additional benefits are available when joining the team at the Shire of West Arthur:

Flexible Work Arrangements
The Shire understands that flexible work arrangements help employees achieve a work-life balance and create a positive work environment. Employees can negotiate flexible working arrangements, depending on the individual circumstances and requirements of the position. The Shire supports family friendly or part-time employment options.

Competitive Salary
The Shire of West Arthur pays competitively above the rates stipulated in the *Local Government Award 2020 Industrial Award*. Contract salary packages for executive management positions are offered to maintain competitive remuneration.

Salary Packaging
Salary packaging is available for permanent employees for items such as vehicles or laptop computers.

Hours of Work
Full-time administration staff work Monday to Friday from 8.00am to 4:30pm with half an hour for lunch and a Rostered Day Off each month. Part-time and contract staff may have different negotiated arrangements. Overtime for administration staff is not required unless prearranged with direct manager.

The works and services staff work Monday to Thursday, from 7.00am to 4.00pm and Friday 7:00am to 3:30pm with every second Friday being a Rostered Day Off. Additional overtime may be required during busy times.

Full-time staff work a minimum of 76 hours per fortnight.

Contract staff are required to complete hours as per contract and are not eligible for overtime penalties.

Additional Superannuation
In addition to the 12% superannuation guarantee amount the Shire of West Arthur will match employee superannuation contributions up to a maximum of 3.5%.

Annual Leave
Annual leave is provided in accordance with the *Local Government Award 2020 Industrial Award* and the *Minimum Conditions of Employment Act 1993*. Employees in non-contract positions are entitled to four weeks of annual leave.

Leave loading of 17.5% is paid on annual leave taken with the exception of contract positions.

Long Service Leave
All permanent full-time employees of the Shire are entitled to 13 weeks long service leave after completing 10 years of continuous service in local government. Permanent part-time and casual employees are entitled to a pro rata Long Service Leave accrual after completing 10 continuous years of service. Long service leave accruals are transferable between all local government authorities in Western Australia.

Personal/Carer's Leave
Personal/carer's and bereavement/compassionate leave is paid as per the *Local Government Award 2020 Industrial Award* and *Minimum Conditions of Employment Act 1993*.

Parental Leave
Parental leave arrangements are included in the *Local Government Award 2020 Industrial Award* and National Employment Standards.

Professional Development and Training Opportunities
Ongoing professional development is encouraged, and the Shire of West Arthur supports employees to gain new knowledge and skills. Study leave and financial support may be available to employees wishing to gain TAFE or university qualifications.

Internal Promotion and Higher Duties
Opportunities are provided for employees to perform higher duties and act in senior roles from time to time. Existing employees are encouraged to apply for internally advertised positions when vacancies arise.

Corporate Uniform
All permanent employees are entitled to an annual uniform allowance of $450 and personal protective clothing to ensure the safety of employees. Part-time employees receive a pro rata allowance.



Smoke Free Workplace
The Shire Administration office, Depot and Shire owned facilities, as well as all shire vehicles are smoke-free.

Health and Wellbeing Program
The Shire is committed to providing employees with a safe, healthy and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently, which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff and assist in the reduction of workers' compensation claims.

Employee Support Services
The Shire of West Arthur provides a range of opportunities and support services to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee safety.

All employees are offered access to a selection of the following services:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.
- First Aid training

Employee Assistance Program
Employees can access free and confidential counselling sessions over the telephone or face to face. Employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

Recognition of Service
The long and loyal service of employees is highly valued and recognised with length of service awards.

Equal Opportunity Employer
The Shire of West Arthur treats all employees equally and ensures that the best person is hired for a position based on positive attitude, qualifications, experience and knowledge. Employees from a diverse range of cultures, race, religion, age, gender or disabilities are welcome at the Shire of West Arthur and add valuable skills, knowledge and experiences.

Employee Social Activities
Working at the Shire of West Arthur is more than just a job. Taking a break from work to get to know fellow employees and socialise is important in maintaining a great team culture. Staff are encouraged to attend breakfast, lunchtime or after work social events.

The Shire provides an annual Christmas function for elected members, employees and families.

For further information about the Shire of West Arthur visit our website.
www.westarthur.wa.gov.au

