



APPLICATION PACKAGE

For the position of

Projects Officer

Part Time

Fixed Term (12 months)

Commencing May 2026

Applications for this position close at

4 pm 27 March 2026

The Shire reserves the right to close the application period early.

Employment Application Package – Projects Officer – Part Time Fixed Term (12 months)

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Thank you for your interest in this position with the Shire of West Arthur.

Enclosed is a copy of the position description and guidelines to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire office on 08 9736 2400 or email hr@westarthur.wa.gov.au.

Preparing Your Application

Applicants are required to address the selection criteria. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles that relate to this position and at least two recent relevant referees.

Along with the name of your referee, please include the relationship to you (e.g., Supervisor), company name and daytime telephone numbers. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website www.westarthur.wa.gov.au.

Applications can be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, or lodged electronically to hr@westarthur.wa.gov.au.

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JOB DESCRIPTION

POSITION TITLE:	Project Officer
POSITION NUMBER	258
DEPARTMENT:	Office of the CEO
LEVEL/GRADE:	Local Government Industry Award 2020 (State Instrument) Level 5 OA 25%
REPORTS TO:	Chief Executive Officer
RESPONSIBLE FOR:	Nil

OUR VISION:	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
OUR VALUES:	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork.

PURPOSE OF POSITION:
<ul style="list-style-type: none">• Source funding for a variety of community and economic development initiatives, and other projects as directed by the CEO.• Coordinate Shire projects from the advertising of quotes, oversight of works, through to the acquittal of grants.• Coordinate economic development activities within the Shire as directed by the CEO.• Work with the CEO to find new opportunities to improve the facilities and services available to the community and the sustainability of Darkan and the surrounding district.

DUTIES OF POSITION:
Project Management
<ul style="list-style-type: none">• Source funding for projects agreed on with the CEO.• Write grant applications as required.• Coordinate projects as directed by the CEO.• Acquit grants.• Provide support to the CEO on specific projects such as those involving renewable energy or increased local housing.
Other
<ul style="list-style-type: none">• Coordinate the Shire's water sustainability strategies.• Assist the CEO with economic development programmes and activities.• Coordinate the Shire's heritage functions.• Curate the Betty Brown Historical Centre.• Manage tourism projects within the Shire and Region.• Undertake any other duties within skill and competence levels, as directed by the CEO.

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General Workplace Health & Safety (WHS) Responsibilities

- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.
- Identify, assess, and control risks in the workplace.
- Participate in management of workplace health and safety.
- Report accidents, incidents, and property damage in the workplace immediately.
- Use appropriate personal protective equipment and adhere to workplace safety guidelines.

QUALIFICATIONS / ACCREDITATION REQUIRED:

Essential:

- Pre-employment medical check.
- National Police Clearance Certificate.
- Hold a current "C" class driver's licence.

Desirable:

- Relevant tertiary qualifications in Project Management, Economic Development, Community Development or similar.

EXPERIENCE REQUIRED:

Essential:

- Knowledge of Project Management principles and tasks.
- Experience in writing grant applications.
- Demonstrated experience in managing projects successfully.

Desirable:

- Previous experience working in a local government environment.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Essential:

- Immediate to advanced Microsoft Office Skills (Word, Excel, PowerPoint, and Outlook).
- Proficiency in conflict resolution, negotiation, facilitation, and public relations.
- Organised and able to meet deadlines.
- Capacity and willingness to seek new knowledge and develop additional skills.
- Ability to work independently and within a team environment, displaying appropriate judgment, flexibility, organisational awareness, problem solving and decision-making skills.

Desirable:

- Nil

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REVISION DATE:	6 May 2025
APPROVED BY:	Vincent FORDHAM LAMONT

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the job. This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.

Probationary Period

A standard probationary period of three (3) months applies to all new appointments. The probation period may also be extended if necessary.

Salary

Hourly rate Level 5 LGIA (includes 25% over award).

Housing Allowance for staff not living in subsidised Shire housing.

Conditions of employment are in accordance with the Local Government Industry Award 2020 (LGIA 2020) and Council Policy including four weeks annual leave per annum and relevant sick and carers leave.

Superannuation

A 12% superannuation contribution will be made per statutory requirements. Salary sacrificing is offered. The Shire matches employee contributions up to 3.5%.

Hours

This role typically requires working from 8:00am to 4:30pm, Tuesday - Thursday, Flexible days and hours if desired.

Housing

Shire provides a rental subsidy pro rata of \$60 per week for employees in part-time or full-time positions.

Employment Medical

The successful applicant will be required to provide a medical declaration at the time of employment.

Supporting Documents

Originals of supporting documents must be made available (e.g., motor vehicle licence/s and qualifications where applicable).

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Location Amenities

The Shire is well serviced with various recreation and amenities including a small local general store, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, roadhouse and sporting facilities.

Further information is available from the Shire's website or the Shire Office.