



SHIRE OF IRWIN
DONGARA-PORT DENISON

A BRILLIANT BLEND

Chief Operating Officer

Application Package

About the Shire of Irwin

The Shire of Irwin is an inviting coastal community with a population of approximately 3,800 residents located on the picturesque Batavia coast of Western Australia. This breathtaking area spans over 2,223km and combines a spectacular blend of coastal and rural landscapes to create a one-of-a-kind, unforgettable experience. Forming the urban area of the Shire of Irwin are Dongara and Port Denison, the twin towns, are located on the massive Arurine Bay beside the Irwin River and are 60 km south of Geraldton and 360 km north of Perth. Once you feel the magical pull of the Shire, you'll never want to leave.

Community

The Shire of Irwin is outfitted with an impressive array of essential facilities that proudly serve the community. The list is always growing but it currently includes:

- District high school
- Recreation Centre
- GP medical centre
- Nursing home care units
- Pathology
- Public hospital facility with emergency services
- St John Irwin ambulance
- The transfer station
- And other various local businesses

Activities

There are plenty of community and sporting groups that provide fantastic opportunities for people of all ages to get involved. The Shire of Irwin has a recreation centre with 24/7 gym facility and provides various activities that focus on your well-being. Youth activities include a newly refurbished skate park and pump track and after a good physical workout, relax and take in a movie at the Dongara-Denison Drive-In during the warmer months.

Events

Whether you're visiting or you live here, the Shire is home to more than a few amazing annual events that are always exciting for tourists and locals alike!

Tourism

With plenty of cafes and restaurants, caravan parks and camping grounds available, the Shire of Irwin commands a spectacular blend of beautiful beaches and hearty agriculture. This slice of paradise is home to a plethora of attractions guaranteed to have something for everyone from surfing to nature walking trails along the Irwin River.

Industry

Dongara-Port Denison is historically known for its lobster fishing industry and broadacre farming. Nowadays, the region has evolved into diverse industries that include oil and gas production/exploration offering plenty of employment opportunities.

Development

There are several development opportunities within the Shire of Irwin, with the primary focus now being set on green energy. Not only is this an opportunistic time to join the Shire, but it's also guaranteed to be exciting. With one look at the Shire of Irwin, you'll see how well it's positioned for growth within a fast-growing and highly sustainable environment.

Vision

A safe place to live, an exciting place to visit and a progressive place to work.

Mission

Delivering excellence in service, driving growth and building strong relationships – we are open for business.

Climate

During the summer months, the mornings are perfect to head down the beach before the afternoon sea breeze comes in. The average maximum temperature for summer is between 34-37 degrees.

During the autumn and winter months, the wind drops off and the temperatures are mild. Rainfall occurs mostly during winter, yet rainy days are few and far between. Spring days are perfect, especially for the events that happen during this time.

	January	February	March	April	May	June	July	August	September	October	November	December
Average Rainfall (mm)	14mm	16mm	18mm	20mm	40mm	52mm	57mm	41mm	28mm	14mm	9mm	7mm
Min. Temperature °C	21 °C	21.7 °C	20.1 °C	17 °C	13.9 °C	11.4 °C	10.2 °C	10.5 °C	11.9 °C	14.4 °C	17.3 °C	19.4 °C
Max. Temperature °C	33.7 °C	34 °C	31.7 °C	27.7 °C	23.4 °C	20 °C	18.4 °C	19.3 °C	21.4 °C	25.4 °C	29.1 °C	31.8 °C



History

Nestled on Arunine Bay are the historical twin towns of Port Denison and Dongara, the coastal contact for the Shire of Irwin. In 1839, an expedition led by George Grey left the Swan River Colony by ship, bound for the area north of the Murchison River. His boats and supplies destroyed in a cyclone, his only alternative was a gruelling 700km trek south to the colony. Captain Grey and his party thus became the first Europeans to traverse the Irwin District and note the extent of the lush pastoral country in the Irwin Basin.

The Aboriginal people of this region (the Wattandee) saw the first permanent European settlement of Irwin in 1850. In 1852, a townsite was surveyed and named "Dhungarra" - a name given to the area by local tribal natives to indicate a "meeting place of seals". From this time on, the area gradually became settled. This progress was understandably slow because of the distances involved and the slowness of available means of transport. Unknown dangers played their part in hindering settlement as in the case of the sailing ship "Leander". In 1853, she struck the reef which now bears her name. Commander, Captain Johnson, managed to run in and beach her on the then uninhabited coast. The Captain and crew managed to reach Mr Burges' property on the Upper Irwin. By 1866, the small settlement was beginning to flex its community muscle and a jetty was built at Port Irwin; at the same time, an Inn was built, which is still in use today.

Finally, in 1871, the Irwin Road Board was formed. It stretched to the South Australian border and covered 89,000 square miles. In its early years, meetings were held in the Courthouse which was built around the same time, along with a School and Police Station. This progress continued as surely as the gradual growth of the majestic trees lining the main street.



Advertisement

Chief Operating Officer

Uniquely commercial role and sea change opportunity for someone ready to steer future evolution in a key leadership role

- Newly created, pivotal 2iC role at progressive Shire
- Idyllic location with coastal lifestyle and work / life balance
- Attractive base salary + housing, vehicle, additional super and benefits

OUR CLIENT

Located on the Batavia coast 360km north of Perth, the Shire of Irwin is a brilliant blend of coastal and rural environments. Its beautiful white sandy beach provides a summer playground for residents and visitors alike, and at just three and a half hours from Perth and 45 minutes from Geraldton, it is an enviable place to live and work. The Shire is entering an exciting growth phase and are looking for an experienced and ambitious, self-driven COO to join their team. Partnering with and reporting to the CEO this position will lead the execution of the Shire's strategies from vision to reality.

THE OPPORTUNITY

As second in command, the COO is poised to become the deputy to the CEO and with the mandate to manage and control diverse business operations and functions, the main responsibility of the role will be to oversee the overall business operations strategy which is crucial for the Shire's growth and success. With this aim, the significant change management elements will be to:

- Elevate lean production in daily operational deliverables
- Achieve key performance and financial targets
- Comply with business standards and legislation
- Project Manage the Capital Works Program

THE SUCCESSFUL CANDIDATE

The successful candidate will be a dynamic and experienced leader with commercial finesse, relevant qualifications or significant experience in heavy industry, civils, engineering or production with a proven track record of success and confidence to drive change. No Local Government experience required! You will naturally cultivate performance and process improvements across multi-disciplinary teams to instill self-motivation and a positive performance culture to deliver a superior service to the community.

Additionally, you will:

- Shape and develop strategical outcomes in our pursuit to evolve standards and to create synergies in daily operations.
- Have proven ability to assess complex technical issues and to translate recommendations into concise reports.
- Be influential and engaging with experience working cooperatively with the community, and other stakeholders to achieve organisational outcomes.

THE PACKAGE

In return you will receive a three-to-five-year contract, a competitive remuneration package of \$150,000 (negotiable) plus company vehicle, housing or accommodation allowance, additional superannuation and benefits, in addition to the prospect of joining the Shire at this pivotal time.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **543382**, and provide:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.
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Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on 08 9323 8801 or ebulloch@beilbydt.com.au.

It is anticipated applications will close at **12pm AWST on Friday 17 June 2022**.

Canvassing Elected Members during the recruitment process will disqualify your application. The Shire of Irwin is an innovative Local Government committed to providing equal opportunity in employment.



Position Description

1. POSITION IDENTIFICATION

Job title:	Chief Operating Officer
Job Level:	Contract 3-5 Years
Job Status:	Full Time
Department:	Office of the Chief Executive Officer
Location:	Shire of Irwin, Administration Building, Dongara Western Australia
Reporting Management of:	Chief Executive Officer Manager Assets Contracts and Procurement Depot and Fleet Building Facilities Town Maintenance Technical Services Rural Maintenance Transfer Station Manager Finance ICT Supervisor
Relationships:	Chief Executive Officer Councillors Managers and Coordinators Support Officers Employees Local, State and Federal Government Departments Private Sector Organisations Ratepayers and the general public Contractors Consultants and industry professionals
Extent of Authority	Operates under the directions of the Chief Executive Officer and Council within established Delegation from Chief Executive Officer in accordance with the <i>Local Government Act 1995</i> .
Date reviewed:	May 2022

2. POSITION OBJECTIVES

- Provide high level strategic and operational leadership of the Operations Directorate to ensure the provision of high quality outcomes are delivered to the Chief Executive Officer.
- Manage professional teams across the organization and provide visionary and effective leadership to the Operation directorate in the areas of infrastructure, fleet, works, parks and gardens and technical services including Asset Management, Town Maintenance, Rural and Civils and to the commercial services of the directorate of, Information Technology and Procurement and Fleet.
- Ensure services and deliverables are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Councils policies and organisational directives.
- Coordinate the preparation and submission of the Shire's Annual Capital Works Program.

3. KEY ACCOUNTABILITIES

Management

- Lead, coordinate and manage strategic projects and multi-disciplinary project teams to achieve the required outcomes and comply with legislation, awards and Shire policies.
- Actively participate in devising, reviewing, communicating and delivering Council's strategic vision in relation to infrastructure, including Council's asset management and renewal programs.
- Provide technical leadership and advice to Council through the Chief Executive Officer, staff and external consultants engaged in meeting strategic outcomes.
- Ensure Council's design plans are prepared, implemented, reviewed to the required standard and recorded in line with legislative requirements.
- Develop programs, work specifications and performance management arrangements to ensure effective delivery of works and services within the scope of the position.
- Coordinate the preparation and submission of the Shire's Annual Capital Works Program.
- Responsible for the maintenance and update of the Shire's forward capital works program to inform the Long Term Financial Plan (LTFP).
- Coordinate due diligence planning investigations of priority projects in the Capital Works Program
- Ensure staff and resources are managed responsibly and effectively whilst maintaining good working relationships.
- In conjunction with relevant stakeholders assist in the preparation and monitoring of budgets, resource allocation, procurement (i.e. tender processes) and capital expenditure across all responsibilities and functions of the position.
- Ensure accurate drainage and flood plain management advice is provided to internal and external clients.
- Oversee the evaluation and co-ordinate the on-ground response to damage arising from an emergency or natural event.

Asset Management

- Oversee and lead the implementation and review the Shire's Asset Management Program with focus on strategic asset management, long term asset renewal program and asset management registers including road management plan.
- Manage the Shire's asset management programs and systems, including routine assessment of assets, and collection and analysis of relevant data, and compilation of reports using specific IT software
- Oversee the Shire fleet management including the programmed replacement, maintenance and servicing requirements for the Shire vehicles, heavy plant and equipment.

Infrastructure

- Ensure the delivery of projects are carried out to specified standards as determined organisationally and with a proactive management approach addressing all relevant Occupational Health and Safety, environmental and related risk management issues.
- Oversee the operations of the Shire's capital road construction, road maintenance, drainage and footpath programs, and upkeep of the Shire's parks and garden areas, including integral liaison with the other Shire's Coordinators, Senior Officers and team members to achieve a high level of service delivery.
- Lead, coordinate and manage strategic projects and multi-disciplinary project teams to achieve the required outcomes and comply with legislation, awards and Shire policies.
- Actively participate in devising, reviewing, communicating and delivering Council's strategic vision in relation to infrastructure, including Council's asset management and renewal programs.
- Ensure Council's design plans are prepared, implemented, reviewed to the required standard and recorded in line with legislative requirements.

- Develop programs, work specifications and performance management arrangements to ensure effective delivery of works and services within the scope of the position.
- Provide sound technical engineering support and advice to internal and external clients.

Technical Services

- Ensure the effective management and annual delivery of Council's capital works program.
- Manage a range of capital works projects and advise / direct the works of local authorities and their contractors.
- Oversee preparation of funding applications and reporting to Government departments and funding sources on the progress of projects, including preparation of final claims and reports. •
- Coordinate an infrastructure systems and procedures for Council's operations, as required

Commercial Service

Oversee the management of business performance across commercial support services areas including:

- Finance
- Procurement
- Information technology
- Directorates annual budget
- Corporate planning and reporting requirements. •
- Effective use of corporate systems.
- Timely reporting requirements to the Chief Executive Officer and Council
- Providing business intelligence in the decision-making process at various levels.

Judgement and decision making

- There will be a high degree of complexity in the work undertaken, guidance and advice may be sought from beyond the organisation and decisions will be consistent with relevant legislation, principles, policies or procedures.
- The position is required to exercise skills in problem solving and particularly to be proactive and innovative in the resolution of issues.
- Ability to translate corporate goals and objectives into practical outcomes.
- Develop priorities and plan improvements in accordance with overall team goals.
- Demonstrated ability to lead a team of professionals to provide effective and efficient performance in achieving Council's objectives.

4. CORPORATE ACCOUNTABILITIES

Work Health and Safety (WSH)

- Ensure all projects comply with relevant safety regulations and standards.
- Ensure duty of care including reporting injuries, accidents and near misses.
- Takes responsibility for own and other's safety.
- Leads and adheres to all relevant safety policies and procedures.

Customer Service

- Building a customer focused organisation that ensures service delivery is aligned with the Council's customer strategy and priorities.
- Proactively seeks new and improved ways to engage and build relationships with all customers to identify future needs.

Systems, critical thinking and decision making

- Identifying issues, relationships and environmental factors that are relevant to achieving long range goals.
- Connecting localised efforts and activities to wider contexts and directions.
- Planning and acting with consideration of short-, medium- and long-term goals

Project Management

- Plan and coordinate diverse components of work towards an integrated successful delivery in terms of scope, time, budget and quality. Using methodologies and practices that support planning, management and review of projects through their lifecycle.

Communication skills

- Fostering collaborative leadership to enable the flow of information between all areas of the organisation.

Sustainability

- Making decisions and plans based on Council's social, environmental and financial sustainability success. Ensuring long term outcomes and organisational benefit, impact assessment and minimisation are achieved.

Business performance reviews

- Evaluating business performance in area of responsibility.
- Identifying, adjusting and optimising process elements to achieve streamlined delivery of outcomes.

Risk Management

- Forecasting and identifying hazards or threats to successful service and project outcomes.
- Devising plans, strategies and actions that mitigate or minimise negative outcomes or enhance positive outcomes.
- All employees are responsible for effective risk management practices and ensuring that management is aware of risks associated with business operations.

Financial Management

- Allocating budget within program or sub-program to meet Council's obligations to the community.
- Making financial decisions based on relevant information and Council's objectives.

People Management

- Inspiring and motivating employees and teams to achieve their objectives.
- Managing performance of staff, developing, nurturing and guiding staff towards high engagement and business outcomes.

Ethical Behaviour

- Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all policies.

Records Management

- Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures.
- Ensures confidentiality is maintained at all times.

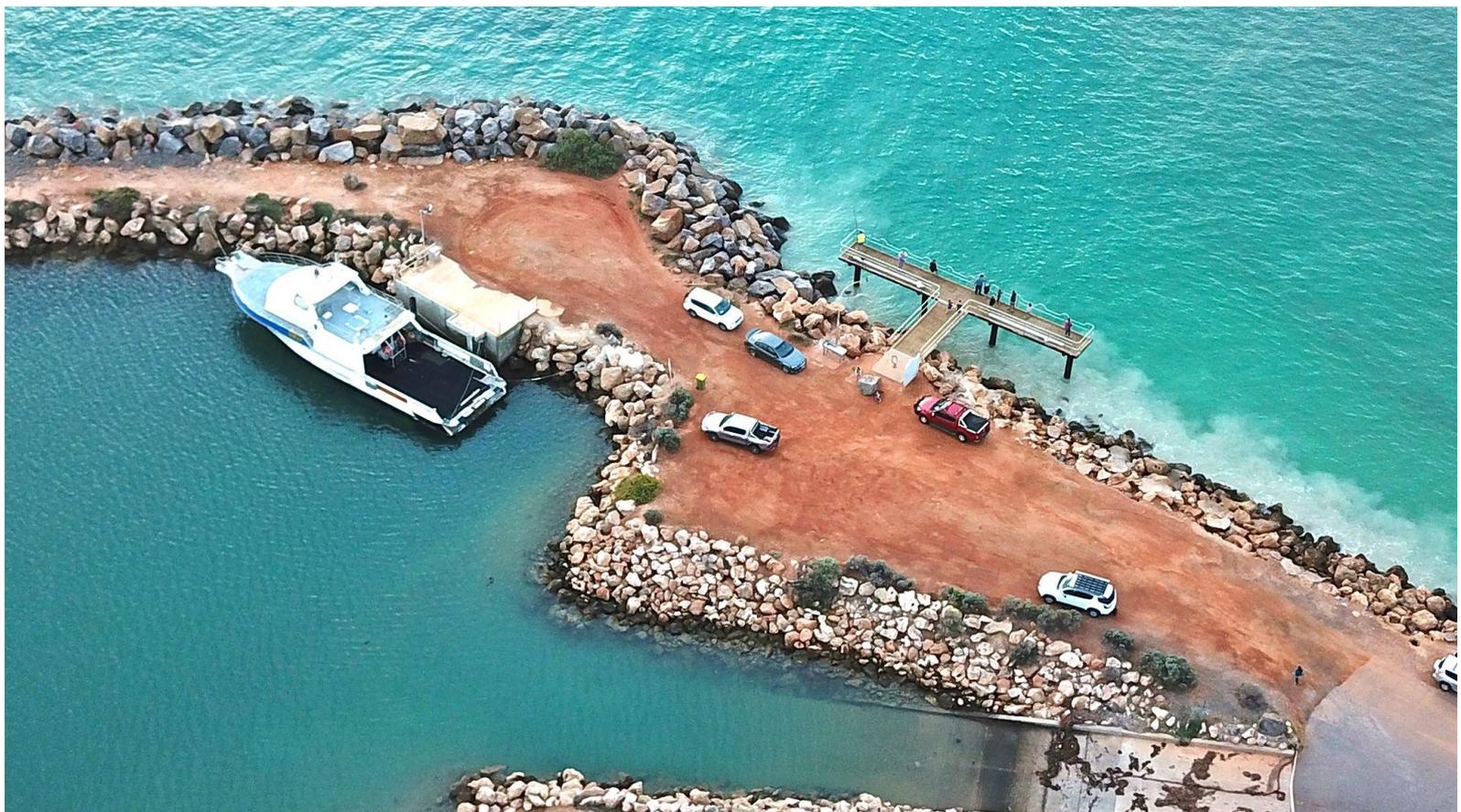
Strategic Vision

- Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this.
- Develop an in-depth understanding and knowledge of the organisational structure to enable identification of synergies and impacts that may cross Corporate and Community Services and the informing strategies.

Values

- Creates and maintains a positive working environment while upholding the Shire's Values:

innovation
accountability
integrity
respect



5. COMPETENCIES

- Relevant tertiary qualifications in civil engineering, project management or a related discipline or extensive experience in a similar role.
- Experience at Management level in heavy industry, engineering, or production
- Extensive experience in program development, planning and policy formulation and implementation in infrastructure development.
- Significant experience in delivering infrastructure works.
- Solid understanding of asset management and maintenance including best practice principles, techniques and applicable contract law.
- Demonstrated skills and experience in people management with the ability to lead, manage and motivate multidisciplinary teams with a commitment to high standards of performance.
- Demonstrated skills and experience managing a budget including maintaining and controlling expenditure and providing accurate cost estimates for construction and maintenance works.
- .Experience in working cooperatively with the community, and other stakeholders to achieve organisational outcomes.
- Demonstrated skills and experience in project management, including project planning and delivering projects on time, strategy development and development of processes and systems to underpin the operation of the Department.
- Ability to develop strategic plans, policies and performance criteria.
- Proven ability to understand and assess complex technical issues, and write clear, concise reports that provide recommendations based on assessment.
- Extensive experience in planning and work review, process improvement and quality, with a strong focus on strategic outcomes.
- Sound understanding of building and environmental health responsibilities.
- Proficiency with Microsoft Office applications and Asset Management systems.
- Highly developed analytical, investigative, interpretive and problem-solving skills.
- Knowledge of and ability to deliver business information requirements.
- Demonstrated written and verbal communication skills, negotiation and conflict resolution skills

6. CONDITIONS OF EMPLOYMENT

- Copy of qualifications
- Australian Working Rights - copy of Birth Certificate, Australian Passport or Australian Citizenship
- Possess an unrestricted C class WA Drivers Licence
- Holder of a National Police Clearance less than 6 months old (Employer reimbursed)
- Able to undertake a pre-employment medical assessment (Employer reimbursed)

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the selection criteria for the position and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **543382**.

It is anticipated applications will close at **12pm AWST on Friday 17 June 2022**.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS

Interviews will be conducted by a recruitment panel and will be held at Beilby Downing Teal's West Perth offices or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking and may partake in a second interview and/or site visit to the Shire of Irwin.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Shire of Irwin maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

FURTHER ENQUIRIES

For further information about the role please contact Emily Bulloch, Senior Consultant – Beilby Downing Teal on 08 9323 8801 or ebulloch@beilbydt.com.au.