



**SHIRE OF IRWIN**  
DONGARA-PORT DENISON  
**A BRILLIANT BLEND**

**Manager Community Services**

**Application Package**

**beilby  
downing  
teal.**

## 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
<b>Average Rainfall (mm)</b>	14mm	16mm	18mm	20mm	40mm	52mm	57mm	41mm	28mm	14mm	9mm	7mm
<b>Min. Temperature °C</b>	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
<b>Max. Temperature °C</b>	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

### Manager Community Services

**Sea change opportunity for a natural leader looking to progress their career and join the Shire of Irwin in a key leadership role**

- Pivotal leadership position
- Newly created position - full time 3-5 Year contract
- Commencing salary \$100,000 (negotiable) plus additional superannuation, vehicle 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 a talented and values-driven Manager Community Services to join their team and create impactful change for community services.

#### **THE OPPORTUNITY**

The Manager Community Services will lead and effectively manage the Shire's portfolio of community services and deliver excellence in service planning, policy development, contract management, financial management, statutory/legal management, communications and quality service provision. In addition you will establish a clear focus on customer and client service delivery and build partnerships across the whole organisation to ensure best value outcomes are achieved for the community.

#### **THE SUCCESSFUL CANDIDATE**

The successful candidate will be an energized, collaborative and influential leader with expertise and demonstrated success in improving organisational performance, ideally in a Local Government environment. You will be skilled at invigorating community services across generations, demonstrating capabilities of transforming an environment to create a high-performance culture. As an exceptional communicator with superior interpersonal and engagement skills you can engage, influence and motivate all levels of staff, stakeholders and service providers.

Additionally, you will bring:

- Demonstrated experience in developing strategic and operational partnerships;
- Ability to develop and deliver innovative service and strategic initiatives within budget constraints; and
- Well-developed analytical, problem solving and decision-making abilities.

## THE PACKAGE

In return you will receive a three-to-five-year contract, a base salary of \$100,000 (negotiable) plus 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](http://www.beilbydt.com.au) quoting reference **543371**, 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.

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](mailto: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

## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

<b>Job title:</b>	Manager Community Services
<b>Job Level:</b>	Contract
<b>Job Status:</b>	Full Time
<b>Department:</b>	Community Services
<b>Reporting to:</b>	Chief Executive Officer
<b>Manages:</b>	Community Development  Customer Service  Irwin Recreation Centre  Library Services
<b>Location:</b>	Shire of Irwin, Administration Building, Dongara Western Australia
<b>Reporting</b>	Chief Executive Officer
<b>Relationships:</b>	Councillors  Managers and Coordinators  Support Officers  Employees  Local, State and Federal Government Departments  WA Local Government Association  Private Sector Organisations  Ratepayers and the general public  Contractors  Consultants and industry professionals
<b>Extent of Authority</b>	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> .
<b>Date reviewed:</b>	May 2022

### 2. POSITION OBJECTIVES

Lead and effectively manage the Shire's portfolio of community services and deliver excellence in service planning, policy development, contract management, financial management, statutory/legal management, communications and quality service provision.

Establish a clear focus on customer and client service delivery and build partnerships across the whole organisation to ensure best value outcomes are achieved for the community.

### 3. KEY ACCOUNTABILITIES

#### Management

- Lead, inspire and manage the Community Services Team to achieve set targets.
- Manage the cost effective and efficient provision of community services with a strong customer focus and in accordance with defined Council policies and government regulations and guideline.
- Implementation of the Council's Strategic Community Plan
- Implement and promote the Shire's Community Grants Scheme
- Manage risk, budget, resources and facilities associated with Community Services, including ensuring grant applications, reporting and associated acquittals are applied for, managed, and properly acquitted.
- Assist in the preparation of budget submissions for community-based organisations and act as liaison officer with such groups from time to time.
- Ensure that the necessary accreditation is achieved for all services and Community
- Continuous improvement of processes and systems in accordance with the Local Government Act 1995, Council Policies and Procedures and relevant legislation.

### **Planning and Policy Development**

- Ensure effective planning for the provision of high quality community services having regard to Council identified priorities and community needs.
- Contribute to the preparation and review of the Strategic Community Plan and Corporate Business Plan, and actively involve Community Service staff in the process.
- Develop strong networks external to Council to maintain an awareness of community needs and expectations.
- Undertake forward planning in line with Council and community expectations in the area of community, recreation cultural and economic areas.
- Participate in broader service planning activities within the community and region.
- Develop social policies that reflect the changing needs of the community.
- Establish a governance framework for the delivery of community services
- Develop, analyse and advise the Chief Executive Officer on Council Policies and Procedures as they impact on social areas.

### **Coordination**

- Coordinate the provision of in-kind and funding support to community groups for service development and provision.
- Support the coordination of community facilities and infrastructure.
- Support the development of community networks locally and regionally, and for specific target groups and/or service types.
- Coordinate government and other external agency funding application, reporting and acquittal requirements as required for community wellbeing related activities and programs.

### **Community Development**

- Support the development of community wellbeing and empowerment through the facilitation of reliable information, services and support for community groups, volunteers and other stakeholders
- Participate in community needs assessments when required
- Facilitate the development of community events through established community organisations and other stakeholders
- Research and support community groups to secure event funding
- Plan, organise and coordinate significant community events as directed by the Chief Executive Officer.
- Develop and implement the Shire's annual Calendar of Events
- Recreation, sport, social inclusion and wellbeing projects o Culture & the Arts, Community safety
- Enhance the capacity of the community to identify and respond to its own needs by providing development support, and stimulating community action.
- Provide expertise to community groups on the development of project opportunities and general support to community based committees as directed
- Support the service sector through liaison and advocacy with other levels of government and the wider service community.
- Represent Council on relevant community committees at the discretion of the CEO.
- Assist the Chief Executive Officer on matters relating to public relations, civic receptions and protocol.
- Provide, co-ordinate and maintain community information and referral service.
- Undertake research and report writing on areas of key responsibility as directed.

### **Service Provision**

- Manage the operations of Council's community services and programs, including developing and maintaining appropriate policies, practices and guidelines.
- Ensure compliance with legal requirements for licensing and funding of Council's community services.

- Provide advice to Council on program priorities, goals and objectives.
- Seek appropriate program and/or funding partners to assist Council in meeting service provision objectives.

#### **Other Duties**

- Other duties, within the classification level, as directed.

## **4. CORPORATE ACCOUNTABILITIES**

### **Occupational Safety and Health (OSH)**

Ensuring duty of care compliant with OSH legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.

### **Risk Management**

All employees are responsible for effective risk management practices and ensuring that management is aware of risks associated with business operations.

### **Human Resource Management & Leadership**

Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.

### **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. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.

### **Values**

Creates and maintains a positive working environment while upholding the Shire's values.

**innovation**  
**acCountability**  
**intEgrity**  
**reSpect**

## 5. KEY PERFORMANCE INDICATORS

### Leadership

- As a member of the Management Team, display exemplary leadership that models collaboration, commitment to excellence, innovative thinking and actively demonstrating Council's values and behaviour.
- Inspire and motivate staff by setting goals and provide leadership and direction to the Department ensuring that it is appropriately resourced and skilled to allow the completion of all set objectives.
- Participate in Council meeting and provide high level authoritative and strategic advice and leadership to Mayor and Councillors.
- Develop and maintain partnerships with relevant stakeholders to promote engagement and mutual benefit.

### Strategy

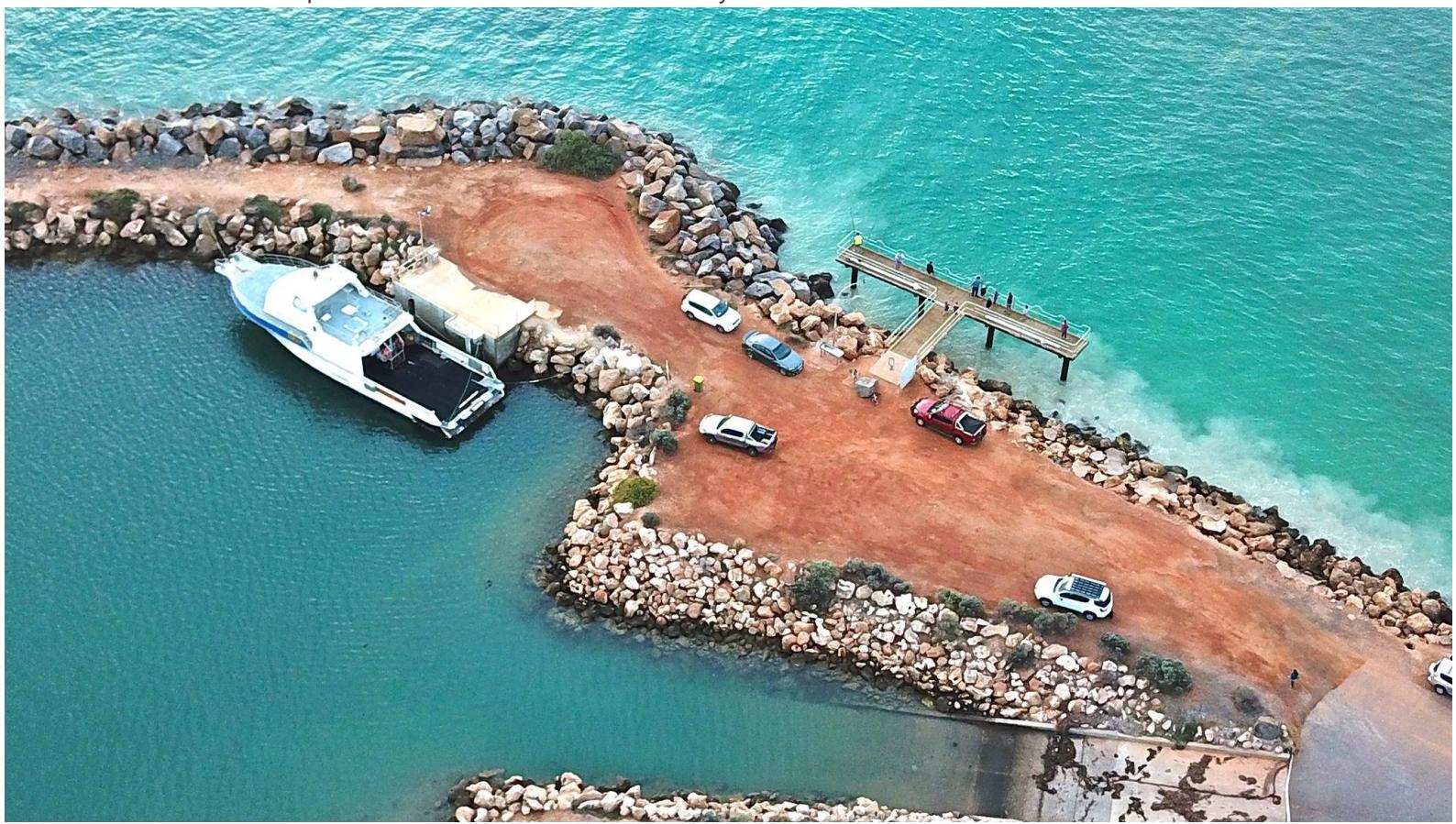
- Contribute to the longer term direction of Council through the development, and ongoing review, of the Council Plan, Strategic Resource Plan and other key documents
- Develop and maintain a long term sustainable financial strategy
- Actively pursue opportunities for shared services
- Actively participate in the delivery of the cultural change program and organisational capability planning
- Contribute to other departments policies and strategies to ensure that all financial, governance service aspects are identified and addressed.

### Communications

- Strategically lead Council communications, externally within the Shire Community and internally within the organisation
- Develop and implement a Strategic Communications Plan including developing appropriate reporting and monitoring systems.

### Community Engagement

- Prepare Grant Applications and Acquittals for Council and for organisations under the auspices of Council or as directed by the Chief Executive Officer.
- Coordinate and plan community based projects and services.
- Provide expertise to community groups on the development of project opportunities and general support to community based committees as directed.
- Represent Council on relevant community committees



## 6. COMPETENCIES

### Qualifications

- Tertiary qualifications in a related discipline e.g. human services administration, community development, social planning, or similar, will be highly regarded.

### Skills

- Demonstrated skills in strategic planning, leadership, staff management and development.
- High level of communication skills including complex problem solving skills.
- Excellent skills in consultation, negotiation and community development.
- High level of organization skills and initiative.
- Applied understanding of service delivery and related governance frameworks.

### Knowledge

- Knowledge of local services and programs.
- Knowledge of current funding models and the negotiation of funding contracts relating to the community services field.
- Knowledge of relevant State and Commonwealth policies, legislation, principles and programs, which are shaping the direction of health and community services.
- Knowledge of the principles of human resource management.
- Understanding of social planning theory and practice.
- Understanding of local government processes, and the relationship between the community and Council.

### Experience

- Demonstrated significant experience in researching, planning, and managing community services, volunteers and community development programs.
- Demonstrated significant experience in providing leadership, strategic direction and advice to a multi-disciplinary team of professionals.
- Demonstrated significant experience in community consultation processes and in working with a wide range of groups, agencies and service providers.
- Experience in the preparation and monitoring of budgets.
- Experience in policy development.

### Attributes

- Demonstrated ability to develop and deliver appropriately targeted services, which meet the needs of the community.
- Ability to work with a wide range of service providers within a diverse rural region.
- Ability to engage the community and service providers in consultation and negotiation over the development of service partnerships.
- Ability to coordinate effectively with other disciplines across Council and with the community.
- Ability to prepare written reports of a high standard.

## 7. SELECTION CRITERIA

1. Understanding of local government processes, and the relationship between the community and Council.
2. Demonstrated significant experience in researching, planning, and managing community services, volunteers and community development programs.
3. Demonstrated significant experience in providing leadership, strategic direction and advice to a multi-disciplinary team of professionals.
4. Demonstrated significant experience in community consultation processes and in working with a wide range of groups, agencies and service providers.
5. Experience in the preparation and monitoring of budgets.

## 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](http://www.beilbydt.com.au) quoting job reference **543371**.

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](mailto:ebulloch@beilbydt.com.au).