



**POSITION OF**

***Executive Manager  
Corporate Services***

**Application Package 2022**

**Last Reviewed: October 2022**



## ADVERTISEMENT

# Executive Manager Corporate Services

The Shire of Narembreen is the hub of the community and highly values its role as a vital and innovative organisation. The Shire is seeking to employ an Executive Manager Corporate Services who will be responsible for the preparation and management of the Shire's financial reports and annual budget, supervision of staff and to be involved in many exciting projects in the community.

Located 286km east of Perth Narembreen is a vibrant community offering high-quality infrastructure, fantastic services and endless opportunities.

To be considered for this exciting position you will have a tertiary qualification in finance along with substantial experience in financial management and reporting. Previous experience in Local Government is highly desirable but not essential.

A remuneration package between \$139,012pa - \$156,337pa inclusive of a cash component, to be negotiated with the successful candidate includes generous benefits such as an executive home, motor vehicle with private use and much more.

To apply please contact David Blurton, Chief Executive Officer on (08) 9064 7308 or [ceo@narembreen.wa.gov.au](mailto:ceo@narembreen.wa.gov.au) to obtain an Application Package. All applicants **must** address the Selection Criteria as detailed in the package.

**Applications close at 5:00pm on Monday 21 November 2022**

# COUNCIL INFORMATION

## SHIRE OF NAREMBREEN

### COUNCIL

**Shire President:** Cr Kellie Mortimore  
**Deputy Shire President:** Cr Scott Stirrat

**Councillors:** Cr Chris Bray  
Cr Warren Milner  
Cr Amy Hardham  
Cr Mike Currie  
Cr Holly Cusack  
Cr Trevor Cole

**Office:** 1 Longhurst Street, Narembreen WA 6369

**Email:** [admin@narembreen.wa.gov.au](mailto:admin@narembreen.wa.gov.au)

**Website:** [www.narembreen.wa.gov.au](http://www.narembreen.wa.gov.au)

**Telephone:** (08) 9064 7308

### COUNCIL STATISTICS (2021)

Population: 787  
Area: 3,821km<sup>2</sup>  
Distance from Perth: 286km  
Length of Roads: 295km sealed, 1,147km unsealed  
Number of Dwellings: 395

**Local Industries:** Mixed farming including wheat and other cereals, wool, sheep and cattle. Light industrial, agricultural businesses and agencies, transport operations, small business, gold mining and tourism.

**Suburbs & Localities:** Mt Walker; Narembreen; South Kumminin; Woollocutty

**Significant Local Events:** Triathlon; Ladies Long Lunch; Australia Day Breakfast, SOCK Week (Road Safety Event)

**Tourist Attractions:** Narembreen Grain Discovery Centre, History & Machinery Museum, Anglian Church Museum, Community Shed & Art Gallery, Narembreen Civic Precinct, Wadderin Wildlife Sanctuary, Rabbit Proof Fence, Hidden Hollow, Walker Lake Trail Walk, Wakeman Ski Lake, Roe Dam, Roe Lookout, Twine Reserve, Anderson Rock.

**Council Meetings:** Council meets on the third Tuesday of each month, with the exception of January, when no meeting is held.

# POSITION DESCRIPTION

## SHIRE OF NAREMBEEN

- |                           |  |
|---------------------------|--|
| <b>1. POSITION TITLE</b>  | <b>Executive Manager Corporate Services</b>  |
| <b>2. LEVEL:</b>          | Negotiated salary package under contract   |
| <b>3. DIVISION:</b>       | Executive  |
| <b>4. REPORTS TO:</b>     | Chief Executive Officer  |
| <b>5. SUPERVISION OF:</b> | Senior Finance Officer<br>Administration Officers<br>Cleaning Staff<br>Caravan Park Manager<br>Pool Manager<br>Building Maintenance Officer<br>Community Resource Centre Staff |

### 6. ORGANISATIONAL RELATIONSHIP

#### Internal/External

President & Councillors  
Chief Executive Officer  
Electors and Ratepayers  
Senior Staff  
General Public  
Council Auditors  
Government Departments

### 7. EXTENT OF AUTHORITY

Operates under limited direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995, subsidiary regulations, applicable Accounting Standards and other legislation.

### 8. KEY DUTIES & RESPONSIBILITIES

#### Key Focus Areas

- Ensure the sound financial management of the Shire of Narembeen meeting all regulatory and corporate requirements
- Manage key community facilities and services to a high standard ensuring events and activities meet the needs of the community.
- Take responsibility for ensuring the Shire has sound governance and compliance practices
- Implement sound human resource development practices to ensure a positive and motivated work environment delivering results with limited resources
- Work with the Chief Executive Officer to provide executive level leadership to the organisation

### Corporate Management

- Oversee all aspects of the Shire of Narembreen's financial management including preparation of all statutory financial reports
- Oversee the maintenance of the Shire of Narembreen's information technology, which utilises the Synergy Soft and Microsoft Office software
- Responsible for the preparation of the annual budget in liaison with Senior staff members
- Responsible for the preparation of the Annual Financial Report pursuant to the Local Government Act 1995 and subsidiary regulations
- Oversee the preparation of monthly bank reconciliations for all bank accounts
- Manage the general ledger and control general journals. Ensure all subsidiary ledgers reconcile monthly to the general ledger control account
- Ensure adequate monitoring of sundry debtor levels and undertake appropriate follow up action to recover monies owing to the Shire of Narembreen
- Prepare cash flow budgets, analyse results against the budget and maximise the investment of surplus funds
- Prepare reports for Council on its financial position and, to draw its early attention to any likely variations from the budget
- Maintain and manage rate records and ensure balances (including valuations) are verified
- Oversee the collection of any outstanding debts
- Maintain Fringe Benefit Taxation and Business Activity Statement records and prepare returns for submission to the Australian Taxation Office
- Oversee payroll system and compliance with relevant Legislation, and maintenance of employee records
- Assist the Shire of Narembreen's Auditor during the conduct of the audits and ensure all audit queries are answered and initiate system changes where advised by the Auditor
- Administer the Shire of Narembreen's insurance policies and insurance claims
- Oversee records management
- Maintain the Shire of Narembreen's Registers and Manuals, including but not limited to: Assets, Loans, Local Laws, Disability Access Plan, and Leases
- Prepare acquittal documentation for grants where required

### Community Facilities and Services

- Manage the provision of high quality community facilities across the Shire ensuring a high level of building maintenance and cleaning regimes
- Lead the facilities management teams and ensure a high level of service to the community through centres such as the Community Resource Centre, Library, Community Gym, Aquatic Facility, Caravan Park and the leasing of other community facilities
- Ensure Lease Management is up to date and lessees are managed in an appropriate manner
- Work with the community and community groups to ensure services, events and facility provisions are meeting their needs
- Ensure a high level customer service is delivered across all Shire of Narembreen facilities and centres

### Human Resource Development and Management

- Assist the Chief Executive Officer in the co-ordination of Staff training and development
- Administer the Shire's human resource functions
- Oversee the Shire of Narembreen Occupation Health and Safety Policies and work with the LGIS Regional Risk Co-Ordinator to maintain our excellent OH&S records
- Carry out performance appraisals for all subordinate staff (probationary / annual)
- Promote a positive and collaborative workforce culture
- Implement staff management practices to ensure all employees are treated equitably and are committed to a high level of service provision.

### Governance, Policy and Compliance

- Ensure compliance with all Council Policies
- Ensure minutes and agendas are prepared in a timely manner for all Council and Committee meetings
- Regularly review and enhance the Shire's executive and Council policies to ensure compliance with legislation and to improve organizational efficiency

### Integrated and Strategic Planning

- Support the CEO with all Integrated Planning requirements
- Review best practice reports from areas such as the Office of the Auditor General and work to enhance the Shire's practices
- Take responsibility for the annual review of the Shire's Corporate Business Plan

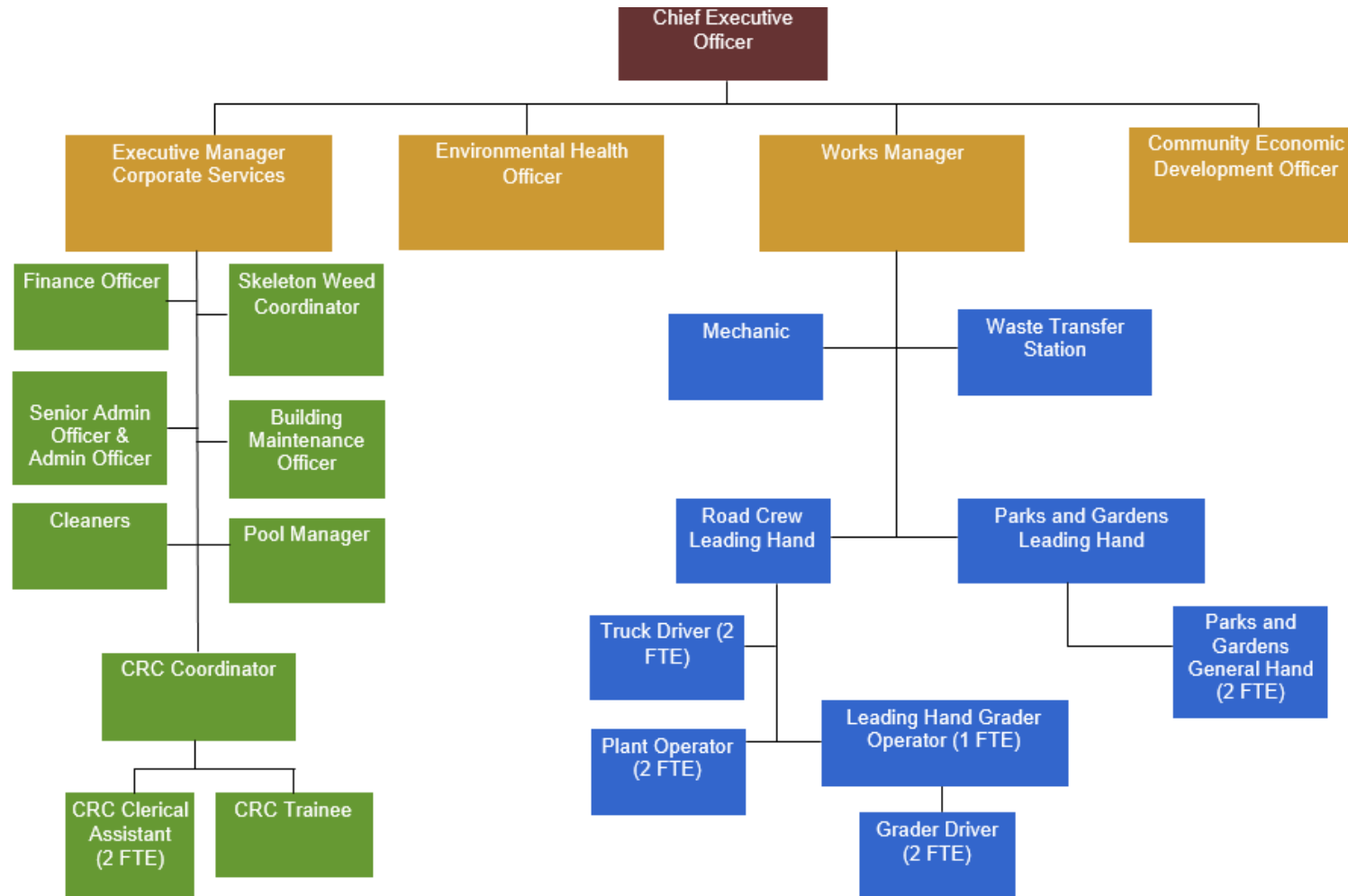
### Executive Management

- Deputise for the Chief Executive Officer if and when required and to assist the Chief Executive Officer in all functions related to the works of that position
- Prepare or direct the preparation of general correspondence on matters relating to the areas of responsibility and to ensure all inward correspondence is answered promptly
- Assist in the administration of the municipal elections and carry out those tasks as directed by the Chief Executive Officer and the Returning Officer
- Attend all Ordinary meetings of Council and any other meetings of Council as required and to report as necessary
- Represent the Shire of Narembreen as its Freedom of Information Co-ordinator
- Represent Council or officiate on external Committees (Audit Committee) as directed by the Chief Executive Officer
- Assist the Chief Executive Officer in the preparation of submissions and information returns to the WA Local Government Grants Commission and Australian Bureau of Statistics
- Actively investigate potential external funding in conjunction with the Chief Executive Officer and Economic Development Officer

Other duties as directed by the Chief Executive Officer

# ORGANISATIONAL STRUCTURE

## SHIRE OF NAREMBEEN



# REMUNERATION DETAILS

## SHIRE OF NAREMBEEN

Employment is offered under a performance based contract of between three (3) to five (5) years with a remuneration package in the range of \$139,012 - \$156,337 per annum. per annum and includes:

- Base Salary (cash component) - as negotiated
- 10.5% Superannuation, plus an additional 5% co-contribution (conditions apply)
- Motor Vehicle, with unrestricted private use in Western Australia
- 4 x 2 Executive Home
- Professional Development Allowance
- Housing & Utilities Allowance
- Communications Allowance
- Uniform Allowance
- 10 Executive Days per annum

### **Salary Package and Conditions**

#### **1. Contract**

A performance based contract of between three (3) – five (5) years duration will be negotiated with the successful candidate.

#### **2. Base Salary**

An appropriate salary will be negotiated with the successful candidate. As a guide it is envisaged that a position of this calibre will command a cash component in the range of \$105,000 to \$120,000 per annum, with the overall package to fall within the range of \$139,012 - \$156,337 per annum.

#### **3. Hours of Work**

This position is based on a 38 hour week. As a member of the Executive Management Team of the Shire of Narembeen, flexibility is required, and additional hours will be needed at times to achieve objectives and attend meetings, and this is reflected in the compensation for the position.

#### **4. Housing**

Council will provide a well-appointed 4 x 2 brick/tin roof home. The house has ducted air conditioning, reticulated gardens, a large fully fenced yard, 2 bay carport and is situated in a new area of the town.

#### **5. Motor Vehicle**

Council will provide a fully maintained vehicle, a Toyota Kluger or similar, which includes unrestricted private use within Western Australia. The vehicle is due for replacement this financial year.

#### **6. Professional Development Allowance**

Council will provide up to \$1,700 per annum towards professional development, which includes relevant workshops, training courses and conferences.

#### **7. Housing & Utilities Allowance**



Council will provide up to \$15,000 per annum towards rent, water usage charges and electricity charges.

#### **8. Uniform Allowance**

Council will provide up to \$500 per annum towards the purchase of a Shire uniform.

#### **9. Relocation Expenses**

Council will reimburse up to \$5,000 for relocation expenses, after 6 months of service, for the successful applicant to relocate to Narembeen.

#### **10. Superannuation**

Employees have the choice to nominate a compliant superannuation fund of their choice or the WA Local Government Superannuation Plan.

##### **(a) Superannuation Guarantee**

As per legislation, Council currently contributes the 10.5% employer superannuation guarantee of the cash component of the salary to a compliant fund of your choice.

##### **(b) Superannuation Co-contributions (optional)**

Additionally, Council will contribute up to an additional 5% of salary when an employee contributes a minimum of 5% of their salary, to a compliant fund of your choice.

#### **11. Probationary Period**

A six (6) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.

#### **12. Annual Leave**

Employee will be entitled to five (5) weeks annual leave. Leave loading is already included in the remuneration package.

#### **13. Executive Leave**

Employee will be entitled to 10 Executive days per annum to be taken in agreement with the CEO.

#### **14. Pre-Employment Medical**

The successful applicant will be required to successfully complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner, prior to the examination and costs are paid for by the Shire of Narembeen. Existing medical conditions will not preclude an appointment.

#### **15. Police Clearance**

The successful applicant will be required to obtain a satisfactory National Police Clearance prior to commencement.

# SELECTION CRITERIA

## SHIRE OF NAREMBEEN

All applicants must address the following Selection Criteria in order to be considered for the position of Executive Manager Corporate Services with Shire of Narembeen.

Selection will be based on the applicant's ability to demonstrate that he/she can meet the skills, knowledge, qualifications and experience listed below and contained in the Position Description.

### **Essential**

1. A tertiary qualification or substantial experience in Business, Accounting, Finance, Commerce or an equivalent area.
2. Experience in strategic and business planning and/or organisational improvement. Experience with the Local Government Integrated Planning Framework is desirable.
3. A thorough understanding of financial reporting and financial compliance obligations, preferably in accordance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. Previous experience in this area is desirable.
4. Previous experience in the preparation of annual and monthly financial reports, annual budgets and ensuring adherence to budgets.
5. Proven credentials for leading a team with an effective and positive management style ensuring deadlines are always met.
6. Strong computer literacy in Microsoft applications, with experience in the Local Government finance software system SynergySoft highly desirable.
7. A sound understanding of Human Resource Management including regulations/legislation and a proven commitment to the development of yourself and others.
8. Experience working with stakeholders and community groups and the ability to ensure facilities and services are managed in a manner that aligns with community expectations.
9. A high standard of communication and the ability to develop positive working relationships

### **Desirable**

1. Experience working within a Local Government environment and/or with Councillors
2. An understanding of good lease, contract and project management principles and experience in these areas
3. A willingness to be part of the community and an appreciation for living/working in a rural location

***The successful applicant will be required to obtain a satisfactory National Police Clearance and undergo a Pre-employment Medical prior to commencement.***

## INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application. To enable a valid assessment of your application, it must include the following information.

### 1. **Covering Letter:**

A covering letter introducing yourself and explaining why you are applying for this position (1-2 pages only).

### 2. **Selection Criteria Responses:**

This is the most important part of your application. To be eligible for consideration, a person must address all essential selection criteria as part of the shortlisting process. Although there is no right or wrong way to format your responses, you must address each selection criteria. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties. It must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short-listed for interview.

### 3. **Resume (Curriculum Vitae) which includes:**

- Personal Details - Name, address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

### 4. **Other Documents (optional)**

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Association will require the provision of evidence of all claimed qualifications prior to commencing employment.

### 5. **Referees:**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing the day to day performance of the applicant. Prior authorisation will be obtained from applicants before referees are contacted.

### 6. **Contact Details:**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

### 7. **Equity and Diversity**

The Shire of Narembeen is an Equal Opportunity Employer and celebrates diversity in their workforce. Suitably experienced applicants are encouraged to apply for this role.

## **APPLICATIONS**

The closing date for applications is **5:00pm on Monday 21 November 2022.**

Applications for the position should be sent to:

Mr David Blurton  
Chief Executive Officer  
Shire of Narembeen  
1 Longhurst Street  
NAREMBEEN WA 6369

or

Email – [ceo@narembeen.wa.gov.au](mailto:ceo@narembeen.wa.gov.au)

## **INTERVIEWS**

The final decision on this position will be taken by the Shire of Narembeen's Council. Interviews will be conducted at the Shire's office in Narembeen, Western Australia.

Council will meet reasonable out of pocket expenses candidates travelling to Narembeen for interviews. Approval for reimbursement must be obtained prior to cost being accrued and receipts provided.

***The Shire of Narembeen promotes a smoke free work environment.***