



SHIRE OF MORAWA

MANAGER WORKS AND SERVICES

APPLICATION PACKAGE

Contact:

Michael Cole

Chief Executive Officer

26 Winfield Street MORAWA WA 6623

Email: ceo@morawa.wa.gov.au

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.



JOB VACANCY

Manager Works and Services

Work Type

Full Time – Contract (initial 3-year term with option to extend)

Remuneration Package

\$150,000 per annum - inclusive of cash component, superannuation, private vehicle use provision, housing provision and other benefits.

Location

Shire of Morawa Depot/Administration Office

Closing Date

4pm on Friday, 21 February 2025

The Shire of Morawa

The Shire of Morawa, is one of scenic beauty and ambiance in a truly agricultural district and located approximately 3 hours and 45 minutes north of the city of Perth, Western Australia. With many historic and modern attractions and renowned for its wildflower season, from late winter through to early October. When visitors come from far and wide to see the spectacular landscape of carpets of wildflowers, the colours of the broadscale agricultural crops and the Koolanooka mine and to experience our mild winter climate.

The Position

The Shire of Morawa manages a multi-million-dollar portfolio of assets and over 900 kms of Shire roads, and the Manager Works and Services plays a critical role in ensuring high service standards are maintained across the district. This role presents an exceptional opportunity to join a functional team, developing a future focused vision for the division.

The position takes responsibility for several of the Shire's critical assets including the Road Network Sewerage System, Parks and Gardens, Landfill and Aerodrome. The role oversees approximately 15 employees and several service delivery areas in both the townsite and other areas across the district.

To be successful in this role you will need to be highly motivated and self-driven, flexible, composed, and capable of drawing information from multiple sources to determine the best course of action to deliver a quality outcome.

Reporting to the CEO, this position will be responsible for the planning and facilitation of all the operations of the Works and Services divisions. Tasked with developing the Shire's key asset management plans and implementing efficient works schedules, this role will play a key part in ensuring the Shire's future prosperity.

Applicants who can demonstrate strong experience in project delivery, developing well thought out plans, and who possess a passion for helping communities grow and prosper will be highly regarded.

This position is offered under a performance-based contract with a remuneration package worth \$150,000 inclusive of superannuation, private vehicle use, Shire housing, and a cash component of \$100,000.

If you are looking for an opportunity to advance your career, put your established skills to the test, or experience the uniqueness and benefits of remote country living then this could be the role for you.

Further Information

An application package can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au Further information can be obtained by contacting Michael Cole, Chief Executive Officer via email ceo@morawa.wa.gov.au

Submitting an Application

Your application should include a cover letter explaining your interest in the position and a current resume detailing your qualifications, experience, and suitability for the position. It is essential that the information you provide is clear, concise, and relevant, so that the selection panel can readily assess your application. It is your responsibility 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 required of the position.

Posted applications should be addressed to the Chief Executive Officer, Shire of Morawa, PO Box 296, Beechboro WA 6063 and marked "Private and Confidential"

Electronic applications can be sent via email to ea@morawa.wa.gov.au

All submissions must be received by the nominated closing date. In fairness to all applicants' late applications cannot be considered unless prior consent has been received from the Shire under restricted circumstances.

The closing date for this vacancy is 4pm on Friday, 21 February 2025.

Equal Opportunity Statement

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

POSITION DESCRIPTION



POSITION DETAIL	
Position title	Manager Works and Services
Work location	Administration Centre, Depot, Landfill and as required throughout the Morawa Shire
Date (revised)	January 2025
Employment Type	Contract Position –Negotiated Salary and Package

THE ORGANISATION	
<p>Our Community Vision is:</p> <p><i>“A welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all.”</i></p>	
<p>Our Organizational values are:</p> <ul style="list-style-type: none"> • We will be open and accountable • We will have informed decision making • We will be collaborative • We will listen, communicate and respond 	<p>Our Foundational Cultural Values are that we put C.A.R.E into what we do:</p> <ul style="list-style-type: none"> • Commitment • Attitude • Respect • Excellence

THE POSITION	
Reports to	Chief Executive Officer
Direct Reports	Team Leader (Roads) Team Leader (Parks & Gardens) Coordinator Works and Operations
Summary and Objectives	Responsible for the planning, facilitation, management, and delivery of all goals and objectives associated with the Shire’s Works and Services Division.
Extent of Authority	<ul style="list-style-type: none"> • Operates under limited direction of the CEO within established frameworks or legislated requirements • Takes responsibility for a significant business portfolio and its outcomes • Develops procedures to govern the operations of the Works and Services area

Responsibilities and Duties	
<p>General</p> <ul style="list-style-type: none"> • Provide strategic leadership across the organisation and take responsibility for all outcomes associated with the Works and Services Division. • Perform all duties and functions as required to deliver the sound operation of the Works and Services Division or as directed by the CEO. Some out of hours work and travel to events and meetings are required to fulfill the duties associated with this role. • Take responsibility for the coordination and implementation of integrated planning and reporting 	

documents relevant to the Works and Services area. Ensuring long term strategic initiatives and planning documents are appropriately resourced.

- Ensure grant applications are developed, grant guidelines are complied with, and all acquittal procedures are followed in relation to works and asset grants.
- Actively participate in developing the future direction of the Shire and fostering a positive organisational culture and workplace.
- Assist the CEO and Council in delivering upon the Shire's strategic objectives
- Ensure the CEO is well informed on all critical matters relevant to the Works and Services Division
- Provide advice and direction to the CEO and Council on trends, resource requirements, and any other matters affecting the Works and Services Division
- Act as an integral member of the Shire's senior management team
- Manage the divisions workforce, ensuring professional development and improvement. Ensure annual performance reviews are delivered on time and with key focus areas for each employee.
- Demonstrate a commitment to the organisation and community as a role model for all staff
- Foster a safe work culture
- Ensure all policies and procedures relating to the Works and Services Division are up to date and well communicated across the organisation.
- Develop and deliver well thought out and appropriate reports for Council and organisational purposes. Attend all Council and Committee meetings, as required.
- Implement a continuous improvement to service delivery mindset across the Works and Services Division. Encourage ideas and suggestions that challenge the status quo and promotes service delivery improvements
- Take responsibility for budgeting and service delivery planning and resource allocation in all functional areas within the Works and Services Division
- Ensure appropriate community consultation and interaction is undertaken
- Ensure the Works and Services Division is aware of and complies with all relevant policies, procedures, and legislation.
- Perform all duties and functions necessary to achieve the Shire's objectives and as directed by the Chief Executive Officer.

Asset Management

- Ensure facilities are well built, well maintained, and well managed.
- Manage the development and implementation of Asset Management Plans
- Take responsibility for the asset management data retained for Shire facilities
- Ensure plant and equipment is utilised appropriately and managed in accordance with structured usage and replacement plans and policies
- Apply appropriate forecasting and data analysis to reduce asset renewal and maintenance gaps.
- Ensure the RAMMS database is well managed and up to date
- Work with the Corporate Service Team to ensure all asset revaluations are completed in line with legislative requirements
- Take responsibility for the Management of Critical assets such as the Shire Sewerage system, Morawa Aerodrome, and the Morawa Landfill Facility.

Works

- Ensure the maintenance, renewal, and upgrade of all roads within the district is well planned out and effectively delivered

- Ensure the Shire delivers upon and meets all obligations relating to grant funded road and other works projects
- Liaise with Main Roads and other key stakeholders in relation to non-Shire Roads
- Ensure footpaths, kerbing, drainage systems and other street or road related infrastructure is well managed
- Forward plan the Shire's Road and Works Programs
- Ensure core infrastructure including Waste Services, Airport Operations, Sewerage System Management is well maintained, compliant, and future capital needs have been addressed as part of asset management planning.
- Ensure high quality horticultural works are delivered to parks, reserves and streetscapes.

Project and Contract Management

- Ensure Procurement policies are complied with
- Ensure Works and Asset projects operate with clear project governance in line with set timeframes and budgets
- Develop appropriate scope of works documentation, contracts and administer contracts to deliver best value for the Shire
- Ensure the Division is compliant in relation to all documentation and reporting relating to projects, grants, database management, and respond to relevant audit queries

Workplace Health & Safety (WHS)

All employees are responsible and accountable for:

- Complying with WHS legislation, workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

Senior Employees are responsible and accountable for:

- Ensuring their team is aware of their WHS responsibilities and act in a safe manner at all times
- Ensuring their Division completes the necessary WHS paperwork and hazard identification processes before undertaking works
- Fostering and building a safe work culture across the organisation

Professional Commitment & Accountability

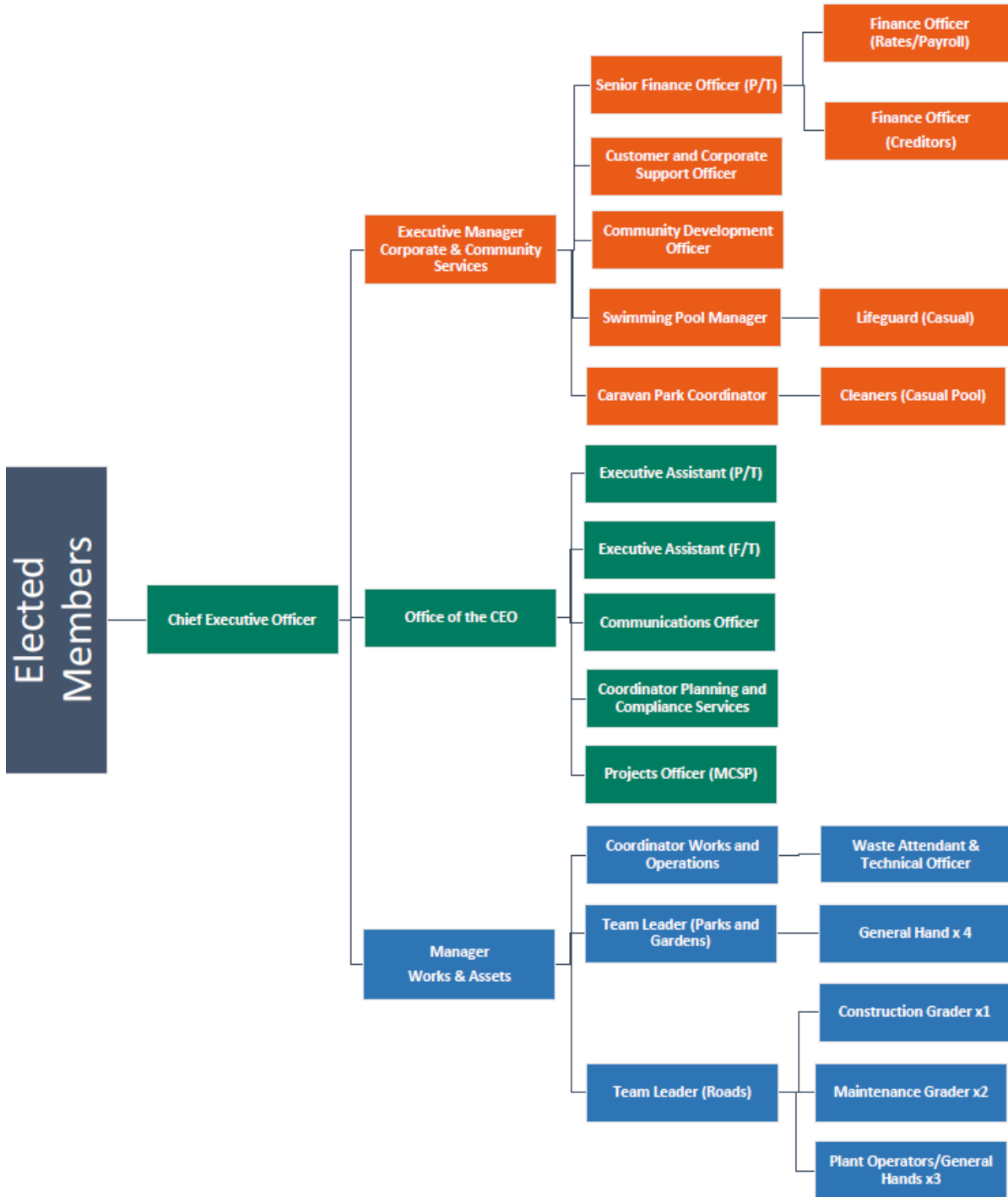
- Commit to delivering exceptional outcomes and perform all hours, duties and functions required to ensure the best possible outcome for the Shire.
- Participates in performance management processes, induction, recruitment, review, and succession planning.
- Demonstrates a positive commitment to the Shire Code of Conduct and Policies.
- Embrace, support and participate in change to achieve Shire goals & objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Health and Safety, EEO legislation and Council's Policies and Procedures.

SELECTION CRITERIA

Essential	<ul style="list-style-type: none">• Sound knowledge of Asset Management principles• An ability to adapt to changing business and community needs• High level of independent thought in determining the direction and approach of functional areas and responding to issues• Demonstrated decision making, problem solving, negotiation, and communication skills• Sound knowledge and experience in management and leadership• Sound understanding of strategic and business planning• Knowledge and Experience in overseeing road or asset management projects or programs• High level communication, negotiation and issue resolution skills• Current WA driver's licence• National Police clearance – must be less than 3 months old, or willing to obtain• Willing and able to satisfactorily complete a pre-employment medical and drug and alcohol screen.
Desirable	<ul style="list-style-type: none">• Formal Management, Business, Engineering, Asset Management, Building Surveying, Architectural, Project Management or other relevant Qualification• Sound knowledge of community need identification and service provision.• High level conceptual, analytical, and strategic thinking skills• Proven ability to develop others• Knowledge of rural road conditions and requirements• Experience delivering upon requirements linked to grants• Experience in implementing system improvements and developing a continuous improvement culture



ORGANISATION STRUCTURE





MANAGER WORKS & SERVICES

The Shire of Morawa is seeking a motivated and suitably qualified and/or experienced Manager Works & Services.

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The position takes responsibility for several of the Shire's critical assets including the Sewerage System, Landfill, Road Network, and Aerodrome. The role oversees approximately 15 employees and several service delivery areas in both the townsite and other areas across the district.

To be successful in this role you will need to be highly motivated and self-driven, flexible, composed, and capable of drawing information from multiple sources to determine the best course of action to deliver a quality outcome.

Reporting to the CEO, this senior employee position will be responsible for the planning and facilitation of all the operations of the Works and Services divisions. Tasked with developing the Shire's key asset management plans and implementing efficient works schedules, this role will play a key part in ensuring the Shire's future prosperity.

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An application package containing the position description for the role can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au Further information can be obtained by contacting the Chief Executive Officer, Michael Cole on (08) 9971 1204.

Applications should include a covering letter outlining their interest in the position and their alignment to the selection criteria, as well as a current resume detailing qualifications, experience, and at least two trade references, marked "Private and Confidential" and be forwarded via email to ea@morawa.wa.gov.au by

4pm on Friday 21 February 2024.

Interviews and appointment may be made prior to the closing date.

Michael Cole
Chief Executive Officer