

Candidate Information Package



The Shire of Irwin

Is a friendly coastal community with a population of approximately 3,800 residents located on the idyllic Batavia coast of Western Australia. The area comprises of 2,223km with a brilliant blend of coastal and rural landscapes.

Situated on Arurine Bay beside the Irwin River estuary are the twin towns of Dongara and Port Denison, forming the urban area of the Shire of Irwin. The village of Irwin is about 17 kilometres east of Dongara, and there are several tiny hamlets in the north and south of the **Shire**. The bustling City of Geraldton is 60 kms north with the capital city of Perth 360kms south..

The Shire of Irwin is truly an enviable lifestyle choice.



Find out more at www.irwin.wa.gov.au/

our vision - a safe place to live, an exciting place to visit and a progressive place to work
our mission - delivering excellence in service, driving growth and building strong relationships

Community



The Community is well equipped with a range of essential facilities including a public hospital facility which includes emergency services, a domiciliary care unit and a nurse home care unit, St John Irwin Ambulance, pathology, GP medical centre, district high school, transfer station and various local businesses.

There is an abundance of community and sporting groups who offer great opportunities for people of all ages to get involved and actively participate. The Shire has a modern recreation centre which offers multiple health and fitness options. A newly refurbished skate park and pump track for the youth. The Dongara Denison Drive-Ins offers hours of family time throughout the warmer months.

Events

A variety of events are held throughout the year including monthly town markets, Easter Races, Hanging of the Quilts, Port Denison Race Car Sprint and the Mid-West Show and Shine.

Tourism

With a wide range of caravan parks and camping grounds, the Shire of Irwin caters for tourist and locals alike with a brilliant blend of beautiful beaches and agriculture; there is a variety of activities including surfing; fishing; nature and heritage trails and a host of events from Easter and monthly markets; Easter Races; Mixed Lawn Bowls Carnival; Hanging of the Quilts; Moreton Bay Fig trees, Irwin River; Fishermen's Lookout; historic museum; marina and Kitestock. The Shire provides many other attractions in the region.

Industry

Known historically for its lobster fishing industry and broad acre farming, the area has developed to include oil and gas production/exploration and mineral sands extraction industries offering a range of employment opportunities.

Development

The Shire of Irwin is becoming a highly active environment due to the vested interest from the diverse industries with 'green' energy a primary focus. This is an exciting time to join the Shire with it positioned for growth in a sustainable environment.

Shire of Irwin Manager Operations

Dongara | Western Australia

3- 5 Years Employment Contract

The Position

The Shire of Irwin is seeking to appoint a suitable candidate to the position of Manager Operations who will provide visionary and effective high level strategic and operational leadership to the Shire's portfolio of Operations services. This position is responsible for the management and delivery of high-quality outcomes across the areas of Technical Services, Depot and Fleet, Operations Maintenance, Rural Road Maintenance, Parks and Gardens and Waste Management including the Shire of Irwin Transfer Station.

About You

The successful candidate will be a highly experienced, energized, and influential leader who can build and maintain relationships and contacts with key stakeholders and be a highly effective communicator. Someone who can deliver timely outcomes within budget constraints whilst demonstrating a high level of honesty and integrity. Your written communication skills will be of a high standard.

You will need to be comfortable with the hands-on delivery of major projects and in providing strong leadership to Operations team including consultants, and contractors. You will have extensive experience and skills necessary to ensure that all work specifications and contracts are administered professionally and in accordance with relevant standards and best industry practice.

Application

- 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.
- Candidates will need to include two recent referees.
- To view the Position Description, visit our website where you can find out more about the Shire of Irwin and the role.
- Applications from Australian citizens and residents or candidates who hold the relevant visa to work in Australia will be considered.
- Email your application to dsandhu@irwin.wa.gov.au
- **Canvassing Elected Members during the recruitment process will disqualify your application.**

Short listed candidates must be prepared to undertake pre-employment screening and to provide proof of qualifications.

Interested? Confidential enquiries can be made to Davina Sandhu on email: dsandhu@irwin.wa.gov.au

Applications close 5pm Friday 16 February 2024

Shane Ivers

Chief Executive Officer

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Making application

The Shire of Irwin has a variety of employment types including full and part time, casual, temporary (fixed term) contract, maximum term contract, apprentice, and trainee. All Shire's job opportunities are posted on our website.

Selection Process

The principles of merit and equity in our recruitment processes are applied to all applications... After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel of the required skills, experience and qualifications for the job advertised.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job you're applying for.

Be thorough in your research before making application and be sure to read through all the attachments so you have a clear understanding of the job requirements.

Your application will need to contain the following documents:

Covering Letter This is an opportunity to introduce yourself and highlight your capabilities and also your interest in this position.

Resume Your current Resume is to include your name, address and contact details, your work history, education, training achievements and most recent referees.

Essential Criteria Address each essential selection criteria set out in the Position Description providing relevant examples using the STAR method below. This is an important part of your application.

Situation Describe a work situation that you were faced with

Task Describe the task that you had to complete

Action Describe the action that you took to complete the task

Result Describe the result of your action

Closing Date Your application is to be received prior to the closing date in fairness to all applicants

Interview

If you are selected for interview you will be notified by telephone and a confirmation email will be sent after the call.

Unsuccessful candidates who were interviewed will be notified by telephone.

Good Luck in your Application.