

SHIRE OF JERRAMUNGUP



INFORMATION PACKAGE

ADMINISTRATION OFFICER

Thank you for your interest regarding the position of **Administration Officer** with the Shire of Jerramungup.

As the Chief Executive Officer and employing authority, I am pleased to provide the following information to assist in the preparation of your application:

- Copy of advertisement
- Shire profile
- Position description (***including selection criteria which is required to be addressed when submitting your application***)
- General conditions of employment information
- Guidance notes for prospective applicants
- Application form
- Application checklist for your use prior to submitting your application

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application.

Please read these guidelines carefully and follow all instructions.

Should you have any further queries, please contact Noel Myers, Manager of Development on 0499 351 108.

Yours sincerely

Martin Cuthbert
Chief Executive Officer
Shire of Jerramungup

20 January 2025



Administration Officer

Full-Time Position

Salary: \$64,754 - \$67,184 per annum (pro rata)

The Shire of Jerramungup is seeking an enthusiastic, motivated and customer-focused individual to fill the full-time position of Administration Officer, based in Jerramungup.

The successful applicant will provide a high level of internal and external customer service and administrative support to Executive Staff, and help facilitate operational needs for the Development Services Unit, Finance team, or other areas as required.

The position offers great benefits, including:

- Staff housing allowance;
- 11.5% employer contributed superannuation;
- A personable team environment;
- Training and development opportunities; and,
- A great employee Health and Wellbeing Program including flu shots, skin cancer checks and an Employee Assistance Program.

Dependent on qualifications, skills and experience, a salary of \$64,754 - \$67,184 per annum (pro rata) will be offered to the suitable applicant.

Conditions of employment are in accordance with the Local Government Industry Award 2020.

PROSPECTIVE APPLICANTS

A copy of the information package and position description must be obtained to assist in preparation of your application. The information package and position description is available by visiting the website www.jerramungup.wa.gov.au or contacting the Shire Administration Office on (08) 9835 1022. For further job specific enquiries please contact Noel Myers, Manager of Development on 0499 351 108.

APPLICATIONS

Applications close **12pm Monday, 3 February 2025** and are to be addressed to the **Chief Executive Officer, Shire of Jerramungup, PO Box 92, JERRAMUNGUP WA 6337**. Applications must contain all requirements listed in the information package. They may be submitted in hard copy or by email to hr@jerramungup.wa.gov.au.

The Shire of Jerramungup is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

A handwritten signature in black ink, appearing to read 'Martin Cuthbert', with a long horizontal flourish extending to the right.

Martin Cuthbert
Chief Executive Officer

20 January 2025

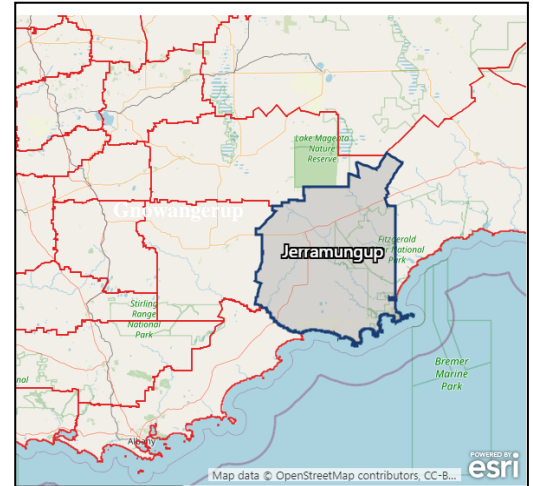
GENERAL INFORMATION

SHIRE OF JERRAMUNGUP:

The Shire of Jerramungup is located within the Great Southern Region, 180 kilometres north east of Albany and 440 kilometres south east of Perth. The Shire covers an area of 6,507 square kilometres and has a population of approximately 1,133.

The area is recognised as a strong agricultural region for grain and livestock production, with high biodiversity values, strong tourism potential and various mining prospects. The Shire is recognised internationally for its biodiversity and human interaction with the landscape.

The Shire includes pristine beaches, two towns, as well as smaller communities. The town of Jerramungup is an established rural community 440 kilometres south east of Perth via Katanning and Gnowangerup, and 180 kilometres north east of Albany on the South Coast Highway. Bremer Bay is 505 kilometres from Perth and 180 kilometres from Albany on the south coast and is developing rapidly with a growing aquaculture industry and attracting increased tourism activity. The communities of Gairdner and Boxwood Hill are also within the Shire.



The Shire of Jerramungup offers the following:

Shopping Facilities

Jerramungup: IGA supermarket, newsagency, chemist, roadhouse, 24hr fuel, stock and rural supplies agents, Post Office with some banking facilities, hotel, caravan park, electrician, community resource centre and library.

Bremer Bay: IGA supermarket, chemist, Post Office with some banking facilities, ATM, roadhouse, motel/resort, caravan parks, hairdresser, tyres and batteries, electrician, plumber, mechanic, coffee shops and cafes, community resource centre and library.

Sporting Facilities

Jerramungup: Indoor multipurpose Entertainment Centre with courts and stage facilities. Excellent grassed playing surface for football, cricket and hockey. Other competitive sports include bowls, golf, tennis, netball, basketball, darts and motocross. Newly redeveloped swimming pool.

Bremer Bay: Active tennis, bowls and golf clubs.

Boxwood Hill: The Sports Club is home to football, hockey, netball, tennis and golf.

The Jerramungup, Bremer Bay and Boxwood Hill Sports Clubs provide excellent facilities for the public to enjoy and relax after their recreational pursuits.

Education

Jerramungup: A District High School provides schooling from kindergarten to Year 10. Schooling is available for Year 11 and 12 through Schools of Isolated and Distance Education.

Bremer Bay: The Primary School provides schooling from kindergarten to Year 6. A bus transports older students to the District High School in Jerramungup.

Health & Wellbeing

Jerramungup: GP practice two days per week, Nursing Post, pharmacy and St John Ambulance. Visiting services include chiropractor, podiatry, and child health nurse.

Bremer Bay: GP practice two days per week, Nursing Post, pharmacy and St John Ambulance. Visiting services include chiropractor and child health nurse.

Television

Digital television reception via satellite.

General

The community is active, progressive, friendly and enjoys a sports orientated lifestyle. District tourist attractions include:

- Fitzgerald River National Park
- Fitzgerald Biosphere Garden
- Clear water and clean beaches along the Shire's coastline
- Excellent fishing, surfing, orca whales and Bremer Canyon

The Shire enjoys a temperate climate throughout the year and the cooling sea breeze makes it ideal during the summer period for living comfort.

GENERAL CONDITIONS OF EMPLOYMENT

SALARY	This position attracts an annual salary of \$64,754 - \$67,184 per annum (pro rata), dependent on qualifications and experience as per the Local Government Industry Award 2020.
SUPERANNUATION	Council currently contributes 11.5% to the Statutory Occupational/Guarantee Fund.
VEHICLE USE	N/A
HOURS	76 hours per fortnight 8.00am to 4.30pm Monday to Friday
REPORTING	The Administration Officer will be required to report to the Deputy Chief Executive Officer, Manager of Development and Finance Manager at the Shire of Jerramungup.
UNIFORM ALLOWANCE	As per Council Policy.
ANNUAL LEAVE	4 weeks leave per annum in accordance with the Local Government Industry Award and National Employment Standards.
LONG SERVICE LEAVE	In accordance with the Local Government (Long Service Leave) Regulations.
RESIDENCY	Shire Housing Allowance available as per Council Policy.
EMPLOYMENT MEDICAL	The successful applicant will be requested to undertake a pre-employment medical, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.
POLICE CLEARANCE	Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
SUPPORTING DOCUMENTATION	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
STUDY ASSISTANCE	Employees who have enrolled for technical or further education relevant to their position may have a portion of enrolment fees paid upon successfully completing each nominated subject (subject to CEO approval).

Guidance Notes for Prospective Applicants

The following notes are provided to assist in the preparation of your application and to help the Selection Panel assess your suitability for the position and prospective interview. Also enclosed is a copy of the respective Advertisement and Position Description, which includes the Selection Criteria.

APPLICATIONS	<p>The Shire is pleased to accept all applications whether handwritten or typed, providing they are neat and legible in presentation.</p> <p>All information, including a completed Application Form, should be stapled/secured in the top left hand corner. Please do not submit your application bound or in folders. Only <i>copies</i> of supporting documentation should be enclosed so as to avoid loss or damage to originals.</p> <p>All submissions must be received by the nominated closing date – hard copy, emailed or faxed applications are accepted. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from this office under restricted circumstances.</p>	
APPLICATION FORM	<p>All applicants are required to complete and sign the application form. When filling out the form applicants should remember to nominate whether relevant information can be found within the attached CV/Resume (you do not need to list relevant work history, qualifications etc. twice). Please provide a convenient <u>daytime contact number</u> so that we may contact you should you be invited for an interview or if there are any queries regarding your application.</p>	
CURRICULUM VITAE / RESUME	<p>A CV/Resume outlining current contact details, previous employment history and qualifications should be provided.</p>	
SELECTION CRITERIA	<p>A written application of no more than three (3) pages demonstrating your experience and how you are able to perform the role in the context of the essential and desirable criteria as detailed in the SELECTION CRITERIA of the Position Description.</p> <p>Please note: Applications that fail to address all of the selection criteria will not be considered.</p>	
ASSESSMENT	<p>The selection panel will assess your suitability to and understanding of the requirements of the position, and whether you possess the knowledge, experience and qualifications required to successfully carry out the duties of the position. It is impractical to interview all applicants and therefore only those who best meet the criteria will be considered for interview.</p>	
CLOSING DATE	<p>Applications close 12pm, Monday 3 February 2025</p>	
REFERENCES	<p>You are required to nominate at least two contactable employment referees within your application. These referees should be able to comment on your recent work experience, skills and knowledge in relation to the selection criteria. Please provide names, relationship to you (eg. Supervisor), company name and daytime telephone numbers. If you do not wish current work referees to be contacted initially, please advise of this.</p>	
SENDING IN YOUR APPLICATION	<p>Applications should be clearly marked:</p> <p>“CONFIDENTIAL – Application Administration Officer”</p>	<p>Applications should be addressed to:</p> <p>Mr Martin Cuthbert Chief Executive Officer Shire of Jerramungup PO BOX 92 Jerramungup WA 6337 Email: hr@jerramungup.wa.gov.au</p>

INTERVIEWS / FINAL RECRUITMENT PROCESS	Applicants nominated for interview will be <u>personally contacted</u> as soon as practical after the advertised closing date. Those unsuccessful in progressing their applications further will be advised in writing at the conclusion of the recruitment process.
EQUAL OPPORTUNITY	<p>The Shire of Jerramungup is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.</p> <p>People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.</p> <p>We strongly encourage people from diverse backgrounds to apply. Council maintains an equal opportunity policy in assessing all applications for any advertised position.</p>

Administration Officer Application Form
PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION

POSITION DETAILS	
Position Advertised:	Administration Officer
Location:	<input checked="" type="checkbox"/> Administration <input type="checkbox"/> Planning and Development <input type="checkbox"/> Works
Reference:	

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	<i>Are you a permanent resident of Australia, or have your been granted permanent residence?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, please attach copy of a Visa validating permission to work in Australia
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
<i>Please provide details of at least two contactable work-related referees:</i>	
(Referee 1)	(Referee 2)
Name:	Name:
Position Held:	Position Held:
Company:	Company:

Contact No:

Contact No:

How soon would you be able to commence work?

How did you find out about the position (i.e. facebook, newspaper)?

EDUCATION / TRADE DETAILS

Refer to attached CV / Resume for complete details (please tick if attached)

Highest Level attained (e.g. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year	Name of School / Institution	Details

Other Qualifications / Training (e.g. Trade details, Certificates / Licences held, or other relevant information):

SUPPLEMENTARY DETAILS – HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: Excellent Good Average Fair
Are there any reasons you may be unable to fulfil the requirements of this position? No Yes

Please provide details:

Are you currently receiving or have you made a claim for and received Workers Compensation or Insurance benefits for any reason? No Yes

Please provide details (e.g. Year of injury, Company worked for, Period of time off work):

SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You need to give details of any conviction that has been declared spend under the *Spent Convictions Act 1988*). No Yes

Please provide details:

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate, and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statement will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation prior to commencement date.

Signature of Applicant: _____

Date: _____

ADMINISTRATION OFFICER
APPLICATION CHECKLIST

- Application Form
- Covering Letter
- Statement addressing the Selection Criteria
- Resume
- Copies (not originals) of supporting documentation
- Full application has been proofread prior to submitting
- Application has been photocopied for personal reference