

COMPLIANCE AND EXECUTIVE
SUPPORT OFFICER
Application Package

Contact

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COMPLIANCE AND EXECUTIVE SUPPORT OFFICER

ABOUT THE ROLE

An opportunity exists for an experienced, self-motivated individual to join our administration team as a Compliance and Executive Support Officer. Reporting to the Governance Coordinator, this position is responsible for delivering efficient, effective coordination, implementation and promotion of Council's Safety Management objectives. The role is responsible for the administrative management of Local Emergency Services, and ensuring the organisation remains compliant with Work, Health, and Safety regulations.

ABOUT THE SUCCESSFUL CANDIDATE

You will undertake key responsibilities in a professional, efficient, and timely manner, and contribute to Council's aim of being a high performing organisation. You are passionate and multi-skilled and able to consistently deliver high quality results. You will competently coordinate the operation of the Shires' Safety Management and play a key role in driving the promotion of Work, Health & Safety across the organisation.

WHAT WE OFFER

This permanent position offers employment terms and conditions in accordance with and above the *Local Government Officers' (WA) Award 2021*.

ADDITIONAL DETAILS

The position description is available on the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Kahli Rose, Governance Coordinator, on 9631 1202 or via email to kahli.rose@dowerin.wa.gov.au.

TO APPLY

Applications marked 'Private & Confidential - Compliance Officer' and should be submitted via email to ceo@dowerin.wa.gov.au or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461. Applications must be received by **4.00pm Monday 11 November 2024**. Late applications will not be accepted.

Manisha Barthakur
CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the *Local Government Officers' (WA) Award 2021* Level Four (4) - Five (5), dependent upon skills and experience.

Classification	Level Four (4) to Five (5)
Annual Salary	\$60,327 to \$65,208 per annum dependent on experience.
Hourly Rate	\$30.53 to \$33.00 per hour dependent on experience.
Industrial Allowance	As per Local Government Officers' (WA) Award 2021.
Superannuation	11.00% as per Superannuation Contribution Guarantee.
Leave Loading	17.5%
Housing	Housing as determined by the CEO.
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	9 day / 76-hour fortnight.
Location	Shire Administration Office - 13 Cottrell Street Dowerin.

Industrial Agreement

Employment conditions are in accordance with the *Local Government Officers' (WA) Award 2021*.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from your supervisor.

Annual Leave - Pro Rata

20 annual leave days per year as per the *Local Government Officers' (WA) Award 2021* with an additional 17.5% leave loading.

Personal Leave - Pro Rata

10 personal leave days per year as per *Local Government Officers' (WA) Award 2021*.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Compliance and Executive Support Officer

Created August 2023



Department	Office of the CEO
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Four (4) to Five (5)
FTE	Full time

POSITION OBJECTIVES

- To assist the Governance officer and the Works and Services team in coordinating, promoting, and implementing of Council's Safety Management System and Compliance in accordance with legislative requirements and Council Policies.
- To assist in identifying and analysing risks as well as potential risks, and develop, assess, and administer policies, procedures, and work practices to meet Council's legislative requirements and relevant Australian Standards.
- To assist in providing quality confidential secretarial and administrative services to Council and the Chief Executive Officer.
- To support the front of office operations by delivering positive and professional customer service to internal and external customers, via telephone, or email, providing accurate information and effective assistance in a timely manner

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Governance Coordinator
Liaison with:	Shire Staff and Management, Community Members and Organisations, Contractors and Suppliers

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

ADMINISTRATION AND GOVERNANCE

- Assist in confidential secretarial services for Council and the Chief Executive Officer which includes correspondence, calendar management and records management
- Prepare, maintain, and distribute action sheets for Senior Management Meetings.
- Arrange advertising of Council matters as required.
- Manage and maintain the Tenders, Contracts, Grants and Agreements in both hard copy and electronic format.
- Assist with the implementation and ongoing management of Council's Communication and Engagement Framework.
- Maintain the compliance calendar and assist in preparing reports for projects tracking and compliance tracking.
- Any other duties directed by the supervisor and the Chief Executive Officer.

OPERATIONAL

- Provide timely and accurate advice, guidance, and support to staff in Work Health and Safety (WHS).
- Consult and coordinate with all areas of the Council to inform of WHS activities, programs, policies, and procedures.
- Assist in leading and coordinating programs to ensure Council and employee compliance with WHS management system and legislative requirements.
- Provide timely and accurate information for the purpose of planning and policy development, evaluation of programs and safety management system and the assessment of legislative impacts of work health and safety.
- Assist management in developing WHS related policies and procedures.
- Maintain the organisation's WHS management system.
- Conduct audits of the WHS management system.
- Implement policies and procedures identified within the WHS Audit.
- Administer and coordinate WHS Committee meetings.
- Administer and coordinate Toolbox meetings.
- Maintain the administration of accidents/near misses/hazard reports and associated claims.
- Assist the Governance Coordinator with the preparation of compliance reporting requirements.
- Coordinate activities of Bush Fire Brigades including meetings, applying for grants, gazettal of FCO's, compilation of Firebreak Orders, submission of reports.
- Coordinate the Local Emergency Management Committee, participating in the review of Local Emergency Management Arrangements and compiling the legislative reporting requirements.
- Produce and disburse agendas & minutes for the LEMC.
- Any other duties as directed by Governance Coordinator or Chief Executive Officer.

HUMAN RESOURCES

- Administer and facilitate employee, contractor, and volunteer inductions.
- Plan and coordinate the organisation's WHS training plan.

WORKPLACE HEALTH AND SAFETY

- Regularly inspect the workplace areas they represent at agreed timeframes and frequency.
- To immediately, investigate any incident in conjunction with relevant management.
- To keep up to date with workplace safety and health information provided by the employer and consult with government bodies.
- To report hazards in the workplace to the employer.
- To refer any matters that you think should be considered by the WHS Committee.
- To consult and cooperate with the employer on safety and health matters.
- To liaise with the employer and workers about safety and health matters.

RISK MANAGEMENT

- Conduct safety inspections.
- Assist in ongoing development, updating and dissemination of emergency procedures.
- Coordinate emergency drills.
- Responsible for performing risk assessments and investigating risks associated with operational procedures as reported by staff.
- Comply with the Shire's risk management policies and procedures.
- Coordinate and execute the WHS Audit in conjunction with stakeholders.

CUSTOMER SERVICE

- Deliver positive and professional customer service to internal and external customers, via telephone, in-person, or email, providing accurate information and effective assistance in a timely manner
- Provide support to front of office team by attending and processing licensing inquiries and transactions accurately and efficiently in busy hours and when other staff are unavailable.
- Perform end of day tasks when working at the front counter such as reconciliation and maintaining cash in appropriate manner.

REQUIREMENTS OF THE JOB

ESSENTIAL

- Working knowledge of administration and office procedures.
- Computer skills with proficiency in Microsoft word.
- Ability to research, analyse and evaluate information.
- Excellent customer service skills.
- Well-developed verbal and written communications skills including the ability to prepare reports, policies, and procedures.
- High level of computer skills and Microsoft Office Suite.
- Completed compulsory schooling with competency in English and Maths.

DESIRABLE

- Ability to interpret legislation and apply it to an organisation setting to ensure compliance.
- Innovative approaches to problem solving and decision making.
- Knowledge of work health and safety systems.
- Previous experience in a similar role or a similar environment.
- Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
- Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community and stakeholders.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Actively promote safety projects and participate in Injury Management Programs as required.
- Ensure workers, contractors and volunteers have a safe place of work in which to work.
- Ensure all hazards are identified, assessed, and eliminated or controlled.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.
- Current "C" class drivers' licence.
- Current, or ability to obtain, a Working with Children Check.

CERTIFICATION

Authorised by Chief Executive Officer

Signature

Date Reviewed 24 October 2024

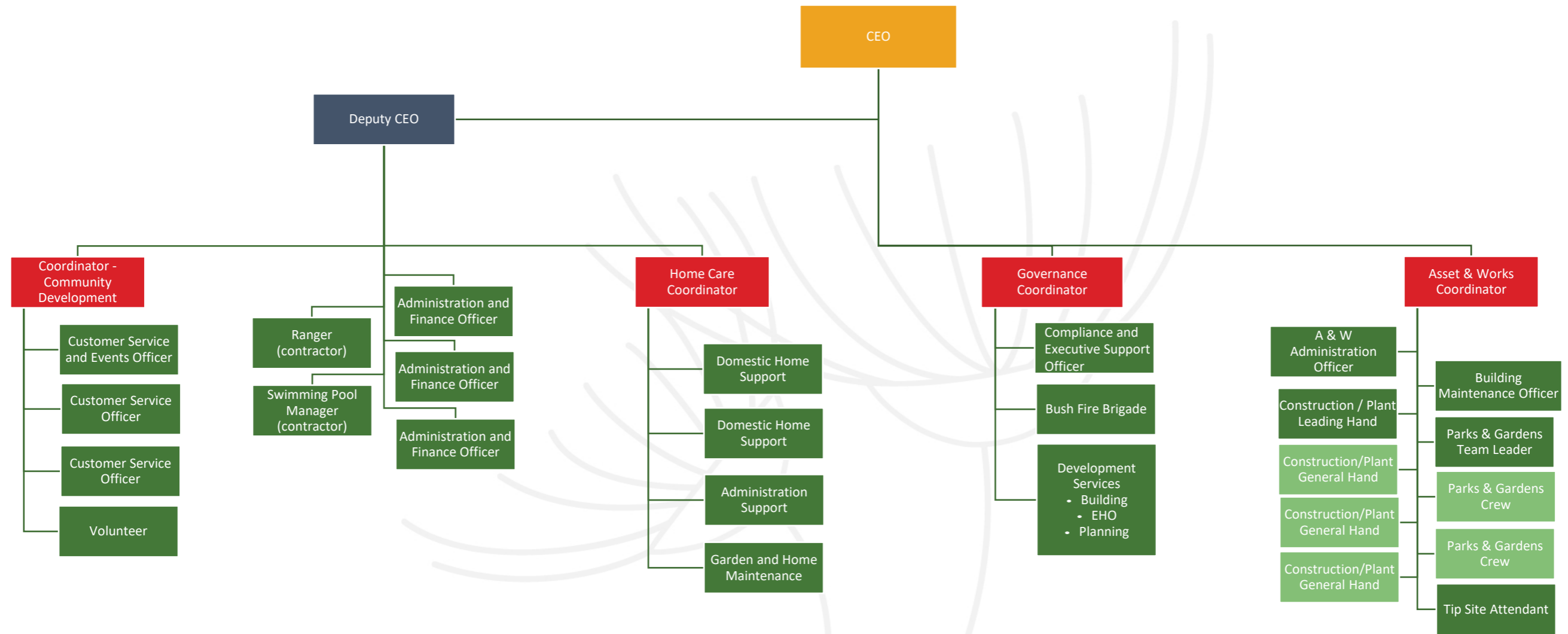
INCUMBENT ACKNOWLEDGEMENT

Employee

Signature

Date





APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. 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. 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.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. 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 Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

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

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.