



# APPLICATION PACKAGE

**Infrastructure Services Administrator**

**Contact:**

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Executive Manager Infrastructure Services  
Shire of Narembreen  
9064 7038**

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# Advertisement



## Infrastructure Services Administrator

### *A new key role in a friendly team environment*

Are you ready to contribute to a thriving community in a dynamic and rewarding role? The Shire of Narembeen is seeking a proactive and skilled Infrastructure Services Administrator to join our team.

The ideal applicant will be well presented, self-motivated and energetic with a friendly personality, attention to detail and the ability to work autonomously as well as part of a team.

In this position, the successful candidate will provide high-level administrative and technical support to the Executive Manager Infrastructure Services. Responsibilities will include coordinating asset and property management, assisting with plant and equipment programs, and ensuring compliance with risk and workplace safety frameworks.

This full-time role offers an above award salary with additional employee benefits including housing allowance, Council matching of additional superannuation contributions (up to 5%) and free gym membership to the Narembeen Community Gym. **While this is a full-time role, we are willing to consider part-time hours for the right candidate.**

An application package outlining duties and responsibilities is available from the Shire's website [www.narembeen.wa.gov.au](http://www.narembeen.wa.gov.au).

Confidential enquiries concerning the position can be made by contacting Ken Markham, Executive Manager Infrastructure Services at [emis@narembeen.wa.gov.au](mailto:emis@narembeen.wa.gov.au) or during office hours on 9064 7308.

Applications are to be submitted by 4pm Thursday 17<sup>th</sup> October 2024. Applicants are required to include a current resume and covering letter of application, clearly marked "Private & Confidential – Infrastructure Services Administrator" and addressed to [emis@narembeen.wa.gov.au](mailto:emis@narembeen.wa.gov.au).

# Position Description

<b>POSITION TITLE</b>	Infrastructure Services Administrator
<b>DIRECTORATE</b>	Infrastructure Services
<b>AWARD</b>	Local Government Officers' (Western Australia) Award 2021
<b>LEVEL</b>	Level 4
<b>STATUS</b>	Full Time
<b>LOCATION</b>	Shire of Narembeen Administration Office 1 Longhurst Street

## POSITION OBJECTIVES

The objective of this position is to provide high-level administrative and technical support to the Executive Manager Infrastructure Services (EMIS). This includes assisting with the implementation of asset, property management, risk, and WHS frameworks, coordinating property maintenance and work schedules, overseeing asset and property databases, and offering operational support to the Management Team.

## DUTIES AND RESPONSIBILITIES

### Administrative Support

- Provide administrative support to the EMIS, including coordinating meetings and procurement, preparing permits and reports and managing correspondence.

### Asset Management

- Timely and accurate inspection, condition assessment, and data collection for all Council assets.
- Maintenance of asset inventory and registers.
- Production of accurate reports on asset location, condition, and maintenance needs.
- Development and ongoing review of Asset Management Plans and systems.

### Plant & Equipment Management

- Maintaining and updating the 10-year plant and equipment program.
- Accurate maintenance of Shire plant and equipment registers, including lease agreements.
- Improved internal and external processes for efficient plant and equipment servicing.

### Property Management

- Execution of annual and 10-year property maintenance programs, ensuring statutory compliance and efficiency.
- Effective coordination of routine, preventative, and urgent maintenance, as well as property inspections and rental reviews for Shire properties.

- Up-to-date property databases and document registers in accordance with record-keeping practices.

### **Risk Management**

- Comply with the Shire's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.

### **Workplace Safety and Health**

- Coordinate the Shire's WHS framework to ensure compliance with safety regulations and best practice.
- Collaborate with the CEO and EMIS to implement and monitor WHS policies and procedures.
- Coordinate regular risk assessments and audits to identify potential hazards and recommend corrective actions.
- Ensure incident reporting and investigation processes are followed and ensure compliance in liaison with the EMIS.
- Work with the Shire's Risk Coordinator and WHS contractor to maintain and improve WHS systems and controls through a coordinated approach.
- Maintain WHS records and prepare reports for management review and continuous improvement.
- Assist in developing WHS strategies and action plans for long-term risk management.

### **Risk Management**

- Comply with the Shire's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.

### **Workplace Safety and Health**

The following are your responsibilities as an employee to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act 2020, WorkCover Code of Practice and Shire's Policies and Procedures.
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with who you work, and any other person at the worksite.
- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Use personal protective equipment as directed by the employer.

## RELATIONSHIPS

**Reports to:** Executive Manager Infrastructure Services

**Internal Liaison:** Councillors and Shire Staff

**External Liaison:** Contractors, general public, residents, and ratepayers

## EXTENT OF AUTHORITY

Works under the direct supervision of the EMIS, exercising a degree of autonomy within the limits of budget constraints, policies, and role responsibilities.

## DISABILITY AND INCLUSION PLAN

The Shire is committed to furthering the principles and objectives of the Disabilities Service Act 1993 and its 2004 amendments as well as meeting the seven standards in the Disabilities Services Regulations 2013.

## EQUAL EMPLOYMENT OPPORTUNITY

The Shire of Narembeen and all its employees must treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect in accordance with the Staff Code of Conduct.

All employees must undertake equal employment opportunity training provided by the Shire.

## EMPLOYMENT CONDITIONS

A pre-employment medical and current National Police Clearance Certificate is required.

Prior to commencement, a signed declaration that the incumbent has read the Shire of Narembeen's Induction Manual and Employee Code of Conduct.

## Position Details & How to Apply

If you decide to apply for this position, please include a cover letter outlining your relevant skills and experience and a copy of your resume.

The Shire is an equal opportunity employer and applies merit-based selection techniques. Please read these notes carefully as they are designed to help you understand the Shire of Narembeen's selection process.

### **Application Checklist**

Your application should include:

1. A cover letter introducing yourself
2. A current resume with the details of your experience
3. Names and contact details of at least 2 recent employment references.

### **Further Information**

For further information please contact:

Ken Markham, Executive Manager Infrastructure Services

E: [emis@narembeen.wa.gov.au](mailto:emis@narembeen.wa.gov.au)

T: (08) 9064 7308

### **Closing Date**

Closing date for applications – **4:00pm Thursday 17<sup>th</sup> October 2024.**

# Skills & Experience

## 1. Desirable

- 1.1 Time management and project planning skills
- 1.2 Excellent verbal and written communication skills and presentation skills
- 1.3 Well-developed problem solving and analytical skills
- 1.4 Developed skill using software such as Microsoft Office Suite (particularly Excel)
- 1.5 Working knowledge of Risk and WHS frameworks
- 1.6 Working knowledge of asset and property management principles and processes
- 1.7 Knowledge of office administration
- 1.8 Demonstrated ability to manage multiple tasks while maintaining a high standard of accuracy

## 2. Bonus

- 2.1 Experience in Local Government
- 2.2 Experience in coordinating maintenance programs for building infrastructure and plant
- 2.3 Experience in a similar administrative role



## Remuneration Information

The position offers a remuneration package based on the successful candidate's experience and skills, within the following salary bands:

Item	\$30.23/hour	\$40.00/hour
Cash Salary*	59,734	79,040
Superannuation Guarantee (11.5%)	6,869	9,090
Superannuation Matching (up to 5%)	2,987	3,952
Leave loading (17.5%)	804	1,064
Housing Allowance	5,200	5,200
Uniform Allowance	500	500
<b>Total</b>	<b>\$76,094</b>	<b>\$98,746</b>

\*Cash salary by negotiation with successful candidate

### Annual Leave

Entitled to 4 weeks paid annual leave each year.

### Flexible Working Arrangements

Option for flexible working arrangement by mutual agreement between the successful applicant and the Executive Manager Infrastructure Services.

### RDO

Option for Rostered Day Off by mutual agreement between the successful applicant and the Executive Manager Infrastructure Services.

### Ordinary Hours

76 hours per fortnight.