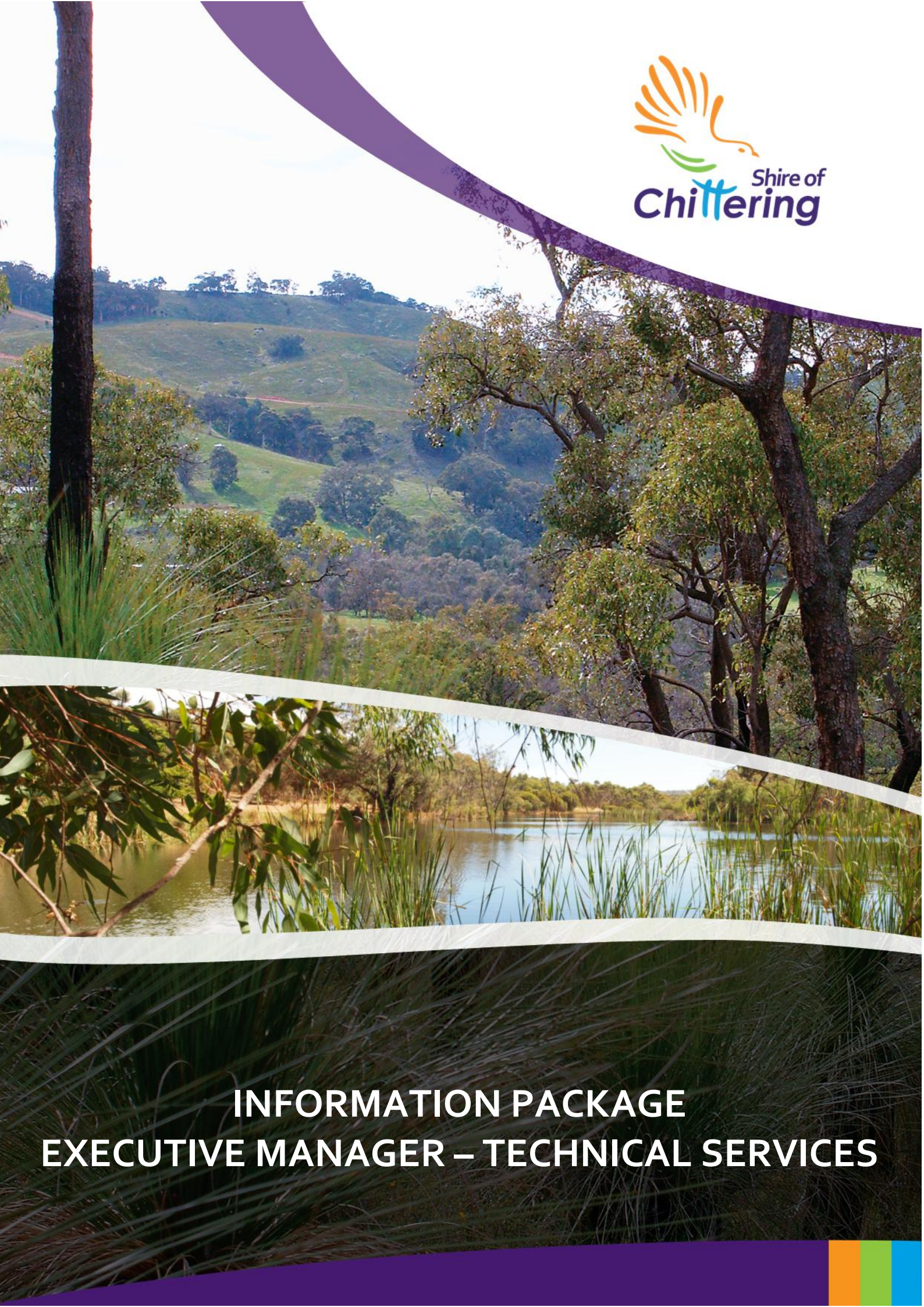




INFORMATION PACKAGE EXECUTIVE MANAGER – TECHNICAL SERVICES

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ADVERTISEMENT

EXECUTIVE MANAGER – TECHNICAL SERVICES

Full-Time | 9-Day Fortnight | Three-year contract with opportunity for renewal
Salary (Cash component): \$130,000 - \$145,000 (depending on your experience)

Additional Benefits include:

- 12% Guaranteed superannuation
- Up to an additional 6% matching employer contribution
- Vehicle Allowance \$24,400 per annum
- Professional development membership + State Conference per annum (after one full year of service)
- Full time, 76 hours per fortnight
- Five weeks annual leave plus two additional Public Service Holidays
- \$400 annual uniform allowance
- Flexible working arrangements
- Employee Assistance Program
- Mobile phone and Laptop/iPad
- Relocation expenses (up to a \$5,000) payable after your 6 months' probation.

About the Shire of Chittering

Located in Bindoon, just 30 minutes from Ellenbrook and approximately one hour from Perth, the Shire of Chittering offers the perfect balance of career opportunity and rural lifestyle. As a growing local government, the Shire is experiencing increasing development activity and is committed to delivering high-quality services to its community.

About the Position

The Shire is seeking a highly motivated, experienced Executive Manager, with excellent leadership and communication skills. The preferred candidate will have an authentic commitment to continuous improvement and a minimum of five years' experience in local government management, or equivalent experience in the private or public sectors with a comprehensive understanding of Local Government process and procedures. A recognised qualification in Engineering/Technical fields, or a related discipline is highly desirable.

About You

To be successful in this role you will demonstrate:

- Proven executive leadership experience within local government, engineering, infrastructure or technical services environments.
- Strong strategic planning and organisational leadership capabilities.
- Extensive experience managing infrastructure assets, capital works programs and operational services.
- Demonstrated success leading multidisciplinary teams and driving organisational performance.
- Strong financial management and budgetary oversight skills.
- Highly developed stakeholder engagement and political awareness.
- Excellent communication and report writing skills, including experience presenting to Council.

How to apply

To apply, please submit a cover letter (maximum two pages) outlining your suitability for the position, together with a current resume and completed Employment Application Form. Applicants should refer to the selection criteria contained within the Position Description when preparing their application. Applications close at 9am on 2 November 2026 however, we may commence interviews upon receipt and reserve the right to close this vacancy earlier than advertised.

The Shire of Chittering is committed to creating a diverse, inclusive and accessible workplace where everyone is treated fairly, respectfully and with dignity. As an equal opportunity employer, we encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally and linguistically diverse backgrounds and people of all ages.

Late applications will not be accepted. For further information, please contact Human Resources on (08) 9576 4600 or via email at chatter@chittering.wa.gov.au.

Melinda Prinsloo
Chief Executive Officer

EMPLOYMENT CONDITIONS

Position	Executive Manager – Technical Services
Location	Shire of Chittering Administration Office, Bindoon
Industry Award	Local Government Industry Award 2020 – Industrial Agreement
Classification	Executive Contract Position
Salary (Cash component)	\$130,000 - \$145,000 per annum, plus superannuation
Employment Type	Permanent / Full-Time
Hours of Work	76 hours per fortnight with a 9-day fortnight arrangement, flexible working conditions
Superannuation	12% Superannuation Guarantee plus up to an additional 6% employer matching contribution in accordance with the relevant Shire Directive
Leave Entitlements	Five (5) weeks annual leave per year
	Two additional Public Service Holidays each year, generally taken between Christmas and New Year
	Personal and other leave provisions in accordance with the applicable Award and Industrial Agreement
Uniform	\$400.00 annual allowance
Professional Development	Access to mentoring, training and professional development opportunities to support your career growth
Probationary Period	A six-month probationary period applies
Pre-Employment Medical	Candidates may need to complete a health assessment as part of their selection process
National Police Clearance	Required (dated within 3 months of the position closing date)

WHY WORK FOR THE SHIRE OF CHITTERING?

At the Shire of Chittering, we are proud to serve a vibrant and growing community while fostering a workplace culture founded on a positive attitude, respect, accountability and teamwork. We believe our people are our greatest asset and are committed to creating an environment where employees feel valued, supported and empowered to succeed. With opportunities for professional growth, flexible working arrangements and a strong focus on wellbeing, you'll be part of a team dedicated to making a positive and lasting impact on our community.

POSITION DESCRIPTION

Executive Manager - Technical Services

Department:	Technical Services
Reports To:	Chief Executive Officer (CEO)
Level Classification:	Executive Contract Position
Employment Type:	Full-time
Award:	Local Government Industry Award 2020 – Industrial Agreement

Position Purpose

The Executive Manager Technical Services is responsible for leading and managing the Shire's technical services functions, including roads, parks, reserves, infrastructure, buildings, fleet and capital works. The position provides strategic leadership and support to ensure the effective and efficient delivery of services, projects and maintenance programs in accordance with legislative requirements, Council policies and adopted plans. As a member of the Executive Management Team, the role supports the CEO in delivering Council's strategic and operational priorities, provides professional advice to Council and Executive Management, and promotes a positive, high-performing organisational culture.

Key Responsibilities

Executive Leadership, Management and Engagement

- Contribute to the strategic leadership of the organisation, support corporate decision-making and assist the CEO in achieving Council's strategic objectives.
- Support the CEO in implementing Council decisions and strategic objectives.
- Adhering to the Shire's Code of Conduct, Values, Operational Directives, Policies and Procedures as amended from time to time.
- Providing leadership, oversight and outcome management for the Division's activities which include:
 - Roads, Building and Parks Construction and Maintenance (including the management of grant funding)
 - Fleet Management
 - Asset Management for roads, footpaths, drainage, bridges, landfill, buildings and parks
 - Depot management and operations
 - Development, delivery and management of infrastructure and capital works projects.
 - Waste management
 - Cemetery activities and practical completion of sub-divisions

- Ensuring the attainment of the relevant departmental business goals, objectives and key performance indicators.
- Commitment to a positive workplace culture and team environment by delivering on and fostering the Shire's Workforce Vision and Values.
- Lead workforce planning, succession planning and capability development initiatives across Technical Services to ensure long-term organisational sustainability.
- Developing and fostering a client/customer focus for the provision of services to the organisation, stakeholders and to the community including monitoring performance and fostering continuous improvement.
- Ensuring employees understand and fulfill their responsibilities, exercise authority in an even, reasonable and fair manner and are accountable for their actions.
- Developing and implementing a training program for the Department which provides the necessary skills for individuals and the department as a whole.
- In conjunction with the Executive Manager Development Services, assessing and advising Council on Extractive Industries Licenses with due reference to Local Laws.

Strategic Planning & Policy

- Overseeing the development and implementation of policies and strategies in relation to the Technical Services responsibilities and provide timely advice to the CEO and Council on issues that are the responsibility of this position.
- Assisting the CEO with the strategic development and management of the Technical services functions, including the interface between administration and elected members, the community and other stakeholders.
- Commitment to the highest standards in human resources and financial management are practices within the Technical Services division and contribute to the promotion of a safe working environment.

Financial Management

- Responsibility and accountability on the departmental budget including maintaining accurate records of expenditure on all projects and activities at all times including:
 - Draft Annual Budget Preparation
 - Annual Budget Review processing
 - Annual Statutory Reporting
 - Oversee the tender process and ensure tender compliance is met
- Monitor expenditure and ensure responsible use of resources.
- Monitor contract performance and procurement activities.
- Preparation and management of the Division's operating and capital budgets.
- Long Term Financial Plan input.

- Asset Management Planning.
- Contract management.
- Procurement governance.
- Grant identification, application and acquittal.
- Financial reporting and budget monitoring.
- Overseeing the preparation of Grant applications in liaison with the Executive Manager Development Services and the CEO.
- Assess applications for subdivision approvals and provide advice to Council in respect to engineering conditions that should apply.

Strategic Infrastructure and Asset Management

- Lead the development, implementation and review of the Shire's Asset Management Plans, asset management systems and associated strategies.
- Ensure that asset condition data, lifecycle planning, renewal forecasting and long-term infrastructure investment strategies support sustainable service delivery and informed financial decision-making.
- Oversee long-term infrastructure planning to ensure the sustainable management and renewal of community assets.
- Ensure the effective management of the Shire's fleet, plant and equipment assets.

Capital Works and Project Delivery

- Manage the planning, maintenance and renewal of the Shire's roads, footpaths, bridges, drainage systems and transport infrastructure.
- Lead the planning and delivery of the Shire's capital works program in accordance with Council priorities and budget allocations.
- Ensure road and bridge inspection programs, condition assessments and RAMM data are maintained and utilised to support infrastructure investment decisions, risk management and grant funding opportunities.
- Manage external funding programs and grant opportunities, including Regional Roads Group, Roads to Recovery, Black Spot and other State and Commonwealth infrastructure funding programs.

Works and Operational Services

Through the Works Supervisor, Waste Supervisor, Building Coordinator and Project Officer, ensure the effective delivery of:

- Road maintenance and construction
- Civil infrastructure maintenance
- Parks, gardens and public open spaces
- Streetscapes and town maintenance
- Workshop operations
- Plant and fleet management

- Waste and environmental services
- Building maintenance and public facility upkeep
- Roads and Transport Infrastructure
- Oversee the delivery of waste management services and associated infrastructure.
- Support emergency management, disaster recovery and business continuity activities in accordance with the Shire's responsibilities.

Stakeholder Management

- Develop productive relationships with Council, government agencies, Main Roads WA, WALGA, contractors and community stakeholders.
- Represent the Shire at regional forums and industry groups.
- Prepare reports, provide technical advice and attend council meetings and team meetings.
- Respond to infrastructure and service delivery issues in a professional and timely manner.

Administration, Records Management and Governance

- Maintaining accurate records and manage documents relevant to the department in accordance with Council's record keeping policy
- Preparing and providing reports and advice to Council and Staff
- Preparing and presenting written reports to Council as required and as directed by the CEO.
- Preparation of Council reports, agenda items and strategic recommendations.
- Provision of expert technical advice to Council and the CEO.
- Ensuring compliance with the Local Government Act, procurement legislation and relevant standards.
- Provide strategic oversight of infrastructure, operational and asset-related risks and ensure mitigation strategies are developed, implemented and reviewed.
- Monitor and report on infrastructure risks, asset condition trends and service delivery risks to support informed decision-making by the CEO and Council.
- Monitoring delivery of strategic and operational objectives.

General

- Provide strategic leadership and direction to the Technical Services Department.
- Monitor service delivery outcomes and undertake annual performance review of staff.
- Drive continuous improvement initiatives.
- Foster a high-performance culture aligned with the Shire's values.

Other Duties

- Any other duties as directed by the CEO subject to the Award Provisions of the Local Government Industry Award 2020.

Extent of Authority

The position operates under the general direction of the CEO and is required to work within established Shire policies, procedures, budgets, delegations and legislative requirements.

Key Working Relationships

Staff positions supervised directly: Works Supervisor, Building Coordinator, Waste Supervisor, Support Officers and Project Officer.

Staff positions supervised indirectly: Contractors, Works Crews, Landfill Employees (20 employees approximately)

Internal: Chief Executive Officer, Executive Managers, Elected Members and staff.

External: Ratepayers, General Public, Government Departments and Contractors.

Corporate Accountability

- Support and contribute to achieving the Shire's Vision, Mission and Council Plan objectives.
- Uphold and demonstrate the Shire's Values of Positive Attitude, Respect, Accountability and Teamwork in all interactions and work practices.
- Comply with the Shire's Code of Conduct, operational directives, policies, procedures and relevant legislative requirements.

Work, Health and Safety

Workers have a responsibility to:

- Ensure toolbox meetings are held at least once a month.
- Take reasonable care for their own health and safety and that of others in the workplace.
- Identify, report and assist in managing workplace hazards, incidents, injuries and risks.
- Follow all Work Health and Safety legislation, policies, procedures, instructions and safe work practices.
- Cooperate with the Shire in meeting its Work Health and Safety obligations.
- Protect the public, the environment and Shire assets from injury, loss or damage arising from work activities.
- Report hazards, incidents, injuries and illnesses as soon as practicable to their supervisor.

Key Selection Criteria

Essential

Qualifications

- Tertiary qualification in Civil Engineering, Infrastructure Management, Project Management, Asset Management or a related discipline and 5 years minimum experience.

Licenses

- White Card.
- WA "C" Class Driver's License.

Experience

- **Demonstrated senior management or executive leadership experience within local government, infrastructure, engineering or technical services environments.**
- **Extensive experience in the strategic planning, delivery and management of infrastructure, asset management, roads, drainage, capital works and maintenance programs.**
- **Demonstrated experience managing significant operating and capital budgets.**
- **Demonstrated experience managing major infrastructure assets and capital works programs.**
- Experience in budget management, financial planning and resource allocation.
- Experience in rural or regional local government environments.
- Proven experience in contract management, procurement and tender processes.
- **Demonstrated success in leading, mentoring and developing multidisciplinary teams.**
- **Experience in preparing grant applications and securing external funding for infrastructure projects.**
- Experience in long-term asset management planning and the preservation of local government infrastructure assets.
- Demonstrated success in obtaining external grant funding in excess of \$200,000.
- Experience working within a local government environment or a similar public sector organisation.

Knowledge and Skills

- Sound understanding of local government legislation, governance frameworks and statutory obligations.
- Strong understanding of Work Health and Safety legislation, risk management and safe work practices.
- Demonstrated ability to provide strategic advice and leadership to the CEO and Council.
- Highly developed financial management, project management and analytical skills.
- Sound knowledge of road design, construction, maintenance, traffic management, road safety and signage standards.
- Demonstrated experience in the use of RAMM or similar infrastructure asset management systems.
- High-level communication, report writing and presentation skills.
- Exceptional stakeholder engagement, negotiation and conflict resolution skills, particularly within politically sensitive environments.

- **Demonstrated ability to influence outcomes, build productive relationships and lead organisational change.**
- Ability to identify opportunities for continuous improvement and implement innovative service delivery solutions.
- Strong knowledge of local government legislation and governance.
- Advanced understanding of asset management principles and infrastructure lifecycle planning.
- Demonstrated strategic planning and project management capabilities.
- High-level communication, consultation and report-writing skills.
- Strong leadership and people management capabilities.
- Sound understanding of procurement, contract management and risk management.
- Strong commitment to workplace health and safety.
- Demonstrated ability to effectively prioritise resources and deliver community outcomes within budget constraints.
- Intermediate to advanced proficiency in Microsoft Office applications.
- Commitment to collaboration, continuous learning and fostering a positive organisational culture.

Desirable

Professional membership with Engineers Australia, IPWEA or similar.

- Postgraduate qualifications in Management, Business, Engineering, Local Government or a related discipline.
- Experience within a rural or regional local government environment.
- Certificate IV in Work Health and Safety, Leadership, Project Management or Asset Management.
- Experience with RAMM, Synergysoft and local government management systems.
- Knowledge and experience in GIS, asset management and integrated planning systems.
- Demonstrated knowledge of Integrated Planning and Reporting requirements under the Local Government Act 1995.
- Experience overseeing emergency management, disaster recovery or infrastructure resilience programs.

Personal Attributes

- Strong work ethic
- High attention to detail and sound judgement.
- Discretion in handling sensitive or confidential information.
- Adaptability and resilience under pressure.

APPLICATION GUIDELINES

1. HOW TO APPLY

To apply for this position, please submit:

- A cover letter of no more than three pages addressing the key selection criteria listed in **bold** within the Position Description.
- A current resume.
- A completed Employment Application Form.

Applications close at 9am, Monday, 2 November 2026.

The Shire may commence interviews upon receipt of applications and reserves the right to close the recruitment process prior to the advertised closing date. Late applications will not be accepted unless prior arrangements have been approved by the Shire.

2. APPLICATION REQUIREMENTS

Cover Letter

Your cover letter provides an opportunity to demonstrate your suitability for the position and should address the selection criteria outlined in the Position Description. Applicants are encouraged to provide examples of their skills, knowledge and experience relevant to the role.

Resume

Your resume should include:

- Personal and contact details
- Employment history (current position listed first)
- Key duties and responsibilities for each role
- Relevant qualifications, licences and certifications
- Details of at least two work-related referees, including their position, organisation and contact details (Referees will not be contacted without notifying shortlisted applicants.)

Employment Application Form

A completed Employment Application Form must accompany your application. The form is available on the Shire's Employment webpage.

3. WORKPLACE ACCESSIBILITY AND ADJUSTMENTS

The Shire of Chittering is committed to creating an accessible, inclusive and supportive workplace.

Applicants who require adjustments during the recruitment process, interview stage or throughout employment are encouraged to discuss their requirements with the Shire. Reasonable adjustments will be considered in accordance with operational requirements and all requests will be treated confidentially.

Examples of adjustments may include:

- Modifications to equipment or workspaces
- Flexible work arrangements
- Adjustments to work practices or duties
- Additional support during the recruitment process

4. SUBMITTING YOUR APPLICATION

Applications should be submitted electronically wherever possible and include all relevant supporting documentation.

Applications may be submitted via:

Online:

Applications can be submitted online via the Shire's Website

<https://www.chittering.wa.gov.au/forms/employment-application-form/52>

Email

chatter@chittering.wa.gov.au

Post

Shire of Chittering
PO Box 70
BINDOON WA 6502

In-Person

Shire of Chittering
6177 Great Northern Highway
BINDOON WA 6502

Opening hours 8.30am to 4.30pm Monday to Friday.

Please provide copies of any licences, qualifications, certifications or other documentation relevant to the position. Application documents submitted to the Shire will be retained for recruitment and record-keeping purposes and will not be returned.

5. EMPLOYMENT INFORMATION

Employment with the Shire of Chittering is subject to the successful applicant satisfying all position-specific pre-employment requirements, which may include:

- Evidence of the right to live and work in Australia
- National Police Clearance
- Pre-employment medical assessment
- Verification of qualifications, licences or certifications

Applicants should refer to the position advertisement and Position Description for specific requirements applicable to the role.

6. INCLUSION AND DIVERSITY

The Shire of Chittering is committed to creating a diverse, inclusive and accessible workplace where everyone is treated fairly, respectfully and with dignity. We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people with disability, people from culturally and linguistically diverse backgrounds and people of all ages. We are committed to providing a workplace where all employees feel valued, supported and able to contribute their best.

7. CONTACT INFORMATION

For further information regarding the position or recruitment process, please contact the Human Resources team during office hours:

Phone: (08) 9576 4600

Email: chatter@chittering.wa.gov.au

8. APPLICATION CHECKLIST

Before submitting your application, please ensure you have included:

- ☐ Cover letter addressing the selection criteria
- ☐ Current resume
- ☐ Completed Employment Application Form
- ☐ Copies of relevant qualifications, licences and certifications
- ☐ Contact details for two work-related referees
- ☐ Submitted application prior to the closing date and time