



Shire of Upper Gascoyne

APPLICATION PACKAGE

Position Title: Works and Services Administrator

Position No.: 01/2023

Closing Date and Time: 4 pm Friday 11th July 2025 (WST)

Lot 4 Scott Street, Gascoyne Junction WA 6705

Phone: 08 9943 0988

Website: www.uppergascoyne.wa.gov.au



Position Title	Works and Services Administrator
Level	Negotiated Contract under Local Government Officers (WA) Award
Cash Component	Up to \$90,000.00 p/a (dependant on experience and qualifications)
Housing	Modern 2x2 House inclusive of rent and utilities
Division	Works and Services
Reports to	Manager of Works and Services

The Shire of Upper Gascoyne has an excellent opportunity for a highly skilled and experienced “**Works and Services Administrator**” to join our Works and Services department. The successful candidate will play a pivotal role assisting the Manager of Works and Services in delivering sound administration, particularly in the key areas of Procurement, Stocktakes, OH&S compliance and documentation, assist in the delivery of Shire Projects, Data Entry and prepare and submit of various permits and claim forms. The successful candidate will be required to work effectively and cohesively within a team environment, possess good time management and organisational skills, be focused and process driven and demonstrate a commitment to the Shire’s core values.

Key responsibilities of the position will include:

- Ordering, receiving parts and organising contract trades people to undertake works (mechanical, auto electrical, etc.)
- Stocktakes
- OH&S compliance and documentation – JSA’s SOP’s.
- Assist in the delivery of Shire Projects.
- Data Entry
- Prepare and submit of various permits and claim forms.
- Create Purchase Orders and monitor expenditure versus budget.
- Receive and record building applications and associated documents and fees.
- Assist with road closures / opening.

An attractive remuneration package will be offered including a **Modern 2x2 House** inclusive of rent and utilities.

To be considered for the position, you must be able to demonstrate your suitability for the role.

In addition to a resume, applications should include a covering letter which clearly outlines why you are interested in the position, local government or other relevant administrative experience, and other relevant skills and experience as requested in the application criteria.

An application package is available on the Shire’s website

<https://www.uppergascoyne.wa.gov.au/council/our-region/employment.aspx> or by contacting Jarrod Walker on 9943 0988. Applications close 4:00pm on Friday 11th July 2025, however the Shire of Upper Gascoyne reserves the right to close the advertising at an earlier date. Applications should be marked ‘Private & Confidential – Works and Services Administrator, addressed to works@uppergascoyne.wa.gov.au.

The canvassing of Shire Staff and/or Elected Members will disqualify potential applicants from this process.

The Shire of Upper Gascoyne is an equal opportunity employer.

If you have any queries relating to this role, please contact the Manager of Works & Services Jarrod Walker on (08) 9943 0988. Applications close 4pm on Friday 11th July 2025.

POSITION DESCRIPTION

Position Title	Works and Services Administrator
Level	Negotiated Contract under Local Government Officers (WA) Award 2021
Division	Works and Services
Reports to	Manager of Works and Services
Date Last Reviewed	28 August 2023

Chief Executive Officer

Manager of Woks & Services

Works and Service Administrator

Our Vision Statement	The Shire of Upper Gascoyne will be a sustainable service base supporting the pastoral, tourism and mining industries and the local community.
Our Mission Statement	To work with all sectors of the Upper Gascoyne community to retain and attract people and businesses to the district.
Our Core Team Values	<p>Humility</p> <p>Authenticity</p> <p>Professionalism</p> <p>Passion</p> <p>Integrity</p> <p>Excellence</p> <p>Respect, Inclusion and Cohesion</p>
By defining and communicating our values we will	<p>Be consistent in our customer service delivery.</p> <p>Have a shared agreement about our behaviour with each other and with our customers.</p> <p>Build on loyalty, trust and our reputation.</p> <p>Recruit the right people into our organisation.</p> <p>Promote, recognise and reward people who demonstrate these values.</p> <p>Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.</p> <p>We ask that all employees demonstrate these values in the work they do and in the way they do it. What we do is important and how we deliver our service is important.</p>

POSITION OVERVIEW

To assist the Manager of Works and Services with fulfilling the necessary day to day operations required of the Works and Services Department.

1. POSITION OBJECTIVES

1.1 Objective(s) of the Position

- Assist the MWS with preparation of the monthly agenda reports.
- Ordering, receiving parts and organising contract trades people to undertake works (mechanical, auto electrical, etc.)
- Prepare and submit legislative applications – Aboriginal Cultural Heritage / Clearing Permits, Water Allocations, etc.
- Create Purchase Orders and monitor expenditure versus budget
- Submit Regional Road Group claim forms
- Record equipment defects and arrange for their rectification
- Maintain accurate and compliant Record Keeping processes and procedures in line with all relevant Shire policies and Legislative requirements.
- Carry out inductions for new Works Staff and contractors
- Assist the MWS and other responsible officers in the delivery of Shire projects, including grant submissions, progress reports, acquittals, audits etc.
- Provide a high standard of Customer Service both internally to staff & councillors and externally to members of the public.
- Arrange staff training and medicals for new employees.
- Assist in record management and organising of training and development of works staff.
- Assist with DRFAWA (Disaster Recovery Funding Arrangements) documentation and data entry.
- Engine hour data collection, entry / service reminders.
- Assist with road closures / opening
- Doing stocktakes – fuel, oils, and consumables.
- OHS compliance and documentation – JSA's SOP's
- General Admin- phone calls, messages.
- Other functions as directed by the Manager of Works and Services.

1.2 Key Areas of Commitment within Organisation

- All staff are to be punctual, professional and presentable at work and during times of shire representation (i.e. at events or community engagements etc.).
- Always demonstrating the appropriate behaviours and attitudes reflective of the organisation's core values and code of conduct.
- Undertaking tasks and providing support for staff to achieve accurate and efficient customer service that meets the Shire's organisational, legislative and customer requirements.

	Work co-operatively with other team members on community development initiatives and projects.
	To provide a high standard of work ensuring that accurate and reliable information is provided whilst providing a helpful, efficient and courteous service.
2. REQUIREMENTS OF THE JOB	
2.1 Skills	Proven Business Administration Experience.
	A high level of computer literacy, and demonstrated knowledge of Microsoft based applications including but not limited to Word & Excel.
	Ability to effectively communicate in cross culture environments.
	Demonstrated ability and strong commitment to customer service.
	High level of verbal and written communication and public relations.
	Ability to be focused and pay attention to detail.
	Excellent problem solving, conflict resolution and decision making skills.
	High motivation and excellent time management and personal organisational skills.
	Have a demonstrated commitment to continuous improvements.
2.2 Knowledge	A sound understanding of the functions of a Local Government Authority.
	A developing knowledge of the local area (continuous self-development).
	Basic knowledge of vehicles and machinery
	Working knowledge of ordering, receivables, stock/inventory control, obtaining quotes.
	Working knowledge of Occupational Health & Safety Management.
3. KEY AREAS OF RESPONSIBILITY & PERFORMANCE EXPECTATIONS	
3.1 Outcome – Customer Service	Treat all persons with professionalism, courtesy and respect.
	Take initiative to attend to existing or potential needs of the position.
	Develop and maintain a sense of loyalty and team ownership between members of the Works and Services team.
	Promptly attend to enquiries in a courteous and effective manner.
	Assist in the day to day functions of delivering services for the Works and Services team.
	Operate equipment in accordance with demonstrated safety procedures and proper instruction.
	Comply with Occupational Health and Safety Standards.
3.2 Outcome - Safety & Health	Operate equipment in accordance with demonstrated safety procedures and proper instruction.
	Comply with safety and health instructions.
3.3 Outcome – Financial Control	Provide support when required, to other members of the Works and Services team in the delivery of sound financial management to the organisation.
	Ensure the purchasing policies of the organisation are complied with.

	Provide high level administration to the organisation.
3.4 Outcome – Administration	Demonstrated commitment to accuracy, efficiency, good presentation and professionalism.
	Promote the shire in a positive manner at all times when dealing with external contacts.
	Maintain good record keeping practices and governance in accordance with compliance and legislation
	Be a responsible officer and work with the financial budget for the organisation.
3.5 Outcome - Revenue	Be a responsible officer and work within the financial budget for the organisation.
4. ORGANISATIONAL RELATIONSHIPS	
4.1 Responsible to	Manager of Works and Services (Line Manager).
4.2 Supervision of	Nil.
4.3 Internal Liaison	Manager of Works and Services.
	Other members of the Works and Services Team.
4.4 External Liaison	Residents.
	Tourists/Visitors.
	Businesses.
	Suppliers.
	Members of the general public.
5. EXTENT OF AUTHORITY	
Extent of Authority	This position works under the direction of the Manager Works and Services.
	Solutions to problems are generally found in documented techniques, precedents, guidelines and instructions.
	Assistance is available when required
6. ANNUAL APPRAISAL & KEY PERFORMANCE INDICATORS	
KPI'S	Time management and efficiencies in delivery of work.
	Successfully meeting all legislative requirements.
	Relationships with Others.
	Overall effectiveness as a team member and contribution to collective team objectives and common goals.
	Safety Record.
	Initiative.
	Commitment, Conduct and Attitude.
7. SELECTION CRITERIA	
Essential Criteria	Demonstrated commitment to learn.
	Demonstrated high level analytical skills.
	Demonstrated problem solving skills.

	Demonstrated experience in effective management of key finance functions such as budgets and procurement.
	Demonstrated procurement experience
	Demonstrated experience in records management.
	Experience in working with and/or in culturally diverse communities.
	Excellent communication skills, both written and verbal.
	Excellent customer service and business management skills.
	Excellent working knowledge of the Microsoft Business Suite.
	Proven time management and organisational skills.
	Proven ability to work effectively in a team environment.
	Ability to demonstrate a commitment to the Shire's Mission Statement and Core Team Values.
	Understanding and experience in implementation of Occupational Health and Safety Regulations and Principles.
	National Police Clearance (less than 6 months old).
	Hold a current "C" class motor drivers licence.
Desirable Criteria	Relevant qualifications or equivalent experience (3+ years) in Administration and/or Finance (Cert III onward qualifications will be highly regarded).
	Knowledge of the regions that are located along the Upper Gascoyne border.
	Sound knowledge and understanding of Synergyssoft Accounting software or other Accounting Software
	Proven experience in working for a Local Government Authority in equivalent or similar position.
	Knowledge of the regions that are located along the Upper Gascoyne border.
	An understanding of the functions of a Local Government Authority.
	First Aid Certificate.

Important Notes for Applicant:

As mentioned in the beginning of this application package, to be considered for this role, all applicants **must** submit a covering letter addressing the selection criteria and an updated copy of their resume.

The selection criteria is contained within the Position Description for this role. Please apply by sending your cover letter addressing the selection criteria and resume to the email address:

works@uppergascoyne.wa.gov.au

If you have any queries relating to this role please contact the Manager of Works and Services Jarrod Walker on (08) 9943 0988. Applications close 4pm on Friday 11th July 2025.