



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

ESU Administration Officer

PART TIME (0.66FTE)

Applications will be accepted until Close of Business on **Friday 11 September 2026**.

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position, please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

ESU Administration Officer

PART-TIME

Come and play a critical role in the development and implementation of key management practices at the Shire of Bridgetown-Greenbushes. Provide high-quality administrative support across the Executive Services Unit and support the coordination of compliance related systems and processes through accurate record keeping, document control and workflow oversight.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact [Meredith Morrell, Manager Executive Services](#) on 9761 0822.

Applications close [on Friday 11 September 2026](#).

POSITION DESCRIPTION

1. **POSITION TITLE** ESU Administration Officer (Part-Time – 0.66 FTE)

2. **DEPARTMENT** Executive Services Unit

3. **AWARD COVERAGE AND CONDITIONS**

Local Government Officers' (WA) Award 2021

Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023, level 3.1 - 4.1.

4. **POSITION OBJECTIVES**

Core Objectives / Functions of Position

- Provide targeted, high-quality administrative support across the Executive Services Unit, responding to priorities across governance, regulatory services, WHS, corporate communications, grants and other unit functions as required.
- Support the coordination of compliance-related systems and processes through accurate record-keeping, document control and workflow oversight.
- Maintain fit-for-purpose, audit-ready registers and systems, ensuring accuracy, currency and reliability.
- Deliver timely and professional administrative support within a structured, prioritised workload appropriate to a part-time role.

Within Department

- Provide flexible administrative support across all functions of the Executive Services Unit, responding to changing priorities and workload demands as directed.
- Maintain and monitor key registers, systems and databases (including Skytrust), ensuring accuracy and currency across the Unit's functions.
- Manage shared inboxes and workflows across the Unit on allocated days, including task triage, action tracking and follow-up of priority matters.
- Support administrative processes across governance, WHS, regulatory services, corporate communications, grants and other Executive Services activities as required.
- Contribute to continuous improvement of administrative systems and workflows, with a focus on efficiency and usability.

Within the Organisation

- Support organisational compliance by maintaining accurate and reliable records within allocated areas of responsibility.
- Provide professional administrative and customer service support to staff, Councillors and stakeholders within the scope and availability of the role.
- Assist in ensuring information is accessible, reliable and audit-ready to support decision-making across the organisation.
- Contribute to a collaborative, responsive and service-focused organisational culture.

5. **KEY DUTIES & RESPONSIBILITIES**

- Provide flexible and prioritised administrative support across all areas of the Executive Services Unit, including governance, WHS, regulatory services, corporate communications and grants, as directed.
- Maintain and update key registers, logs and systems, ensuring essential compliance information is current and reliable.
- Support the administration of the Skytrust WHS system, including data entry, action tracking, document control and basic reporting support.
- Manage allocated workflows and shared inboxes during rostered days, ensuring timely handling of priority enquiries and clear audit trails.
- Assist with compliance processes and record management, ensuring documentation is accurate, organised and readily retrievable.

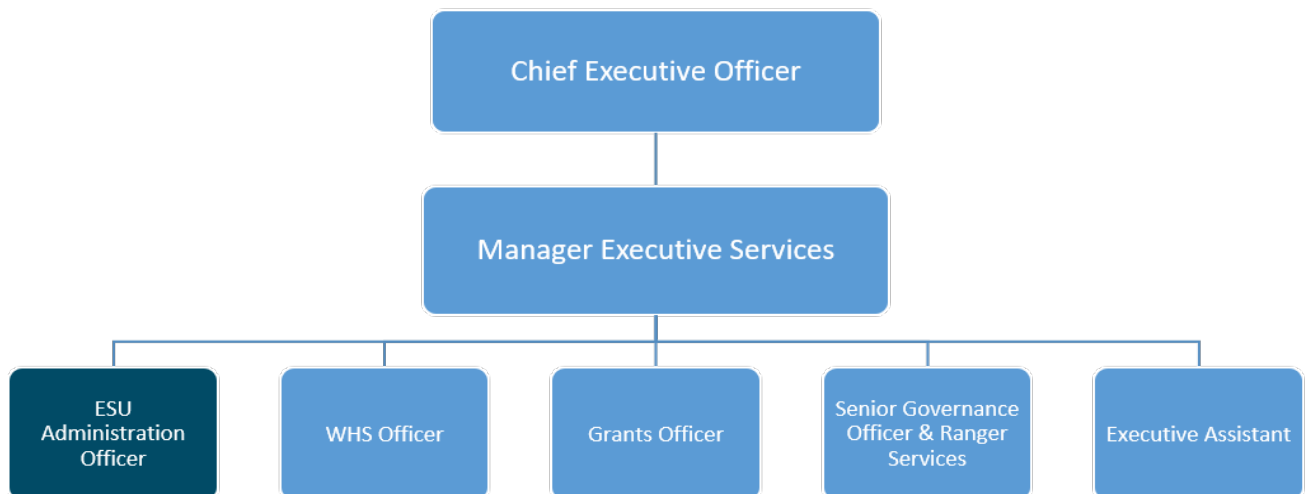
- Support action tracking across Ranger Services, WHS, governance and other Executive Services activities as required.
- Deliver responsive customer service to internal and external stakeholders within the scope and capacity of the role.
- Identify and escalate emerging risks, gaps or improvement opportunities within administrative systems supporting Executive Services functions.
- Undertake a broad range of administrative tasks to support the Executive Services Unit, with duties varying in response to operational priorities and organisational needs.

1.1.1 Work Health & Safety

- Comply with WHS legislation, policies and procedures.
- Report all hazards, incidents and injuries.
- Follow safe work practices and participate in required training.
- Contribute to a safe and healthy workplace.

6. ORGANISATIONAL RELATIONSHIPS

Reporting to:	Manager Executive Services
Supervision of:	Nil
Internal:	All Staff
External:	Councillors Government Departments Members of the public Guests and Visitors



7. EXTENT OF AUTHORITY

Operates under the supervision of the Manager Executive Services within the limits of statutory requirements, Council policies and delegated authority.

8. POSITION REQUIREMENTS / SELECTION CRITERIA

1.1.2 Skills and Experience

Desirable	Essential	
-	✓	Demonstrated experience in an administrative support role at an intermediate to advanced level, preferably within a compliance-based, regulatory, governance or WHS environment.
-	✓	Well-developed written and verbal communication skills, with the ability to prepare clear, accurate correspondence, records and supporting documentation.
-	✓	Strong organisational skills with the ability to manage competing priorities, monitor workflows and meet deadlines, particularly in a regulatory or compliance context
-	✓	Sound computer skills, including Microsoft Office applications and electronic records management systems, with the ability to maintain registers, logs and databases accurately
-	✓	Proven ability to exercise discretion and maintain confidentiality
-	✓	High attention to detail and accuracy, with a demonstrated ability to maintain audit-ready records and reliable information.
✓	-	Experience providing administrative support to regulatory services, WHS functions or compliance-based activities, including the use or support of systems such as Skytrust or equivalent WHS management systems.
✓	-	Experience working in local government or a similarly regulated environment with legislative, policy and compliance obligations.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. A brief summary addressing the selection criteria, focusing on skills and experience related to each component.
4. **Names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au