



RECRUITMENT INFORMATION PACKAGE

Director Project Management and Environment
Full Time – Contract

Applications will be accepted until **30 May 2025**



Director Project Management And Environment

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
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Erin or Sarah, Executive Assistant on (08) 9761 0800 or via email to careers@bridgetown.wa.gov.au.

Athanasios (Arthur) Kyron
TEMP CHIEF EXECUTIVE OFFICER

VACANCY



DIRECTOR PROJECT MANAGEMENT AND ENVIRONMENT

FULL TIME

Are you an innovative and strategic leader ready to shape the future of infrastructure and sustainability in one of WA's most unique and community-focused local governments?

The Shire of Bridgetown-Greenbushes is seeking an experienced and visionary executive to lead its newly created Project Management and Environment Directorate as part of a collaborative and forward-thinking Executive Leadership Team.

About the Role

Reporting directly to the Chief Executive Officer, this senior position holds overall responsibility for the strategic leadership, planning and operational management of the Shire's built and natural environments. This includes major infrastructure projects, environmental resilience, waste management, land optimisation, cultural engagement, and capital works delivery.

You will lead a high-performing team to deliver community-focused, sustainable outcomes while ensuring compliance, service excellence, and innovative approaches to future-proof the Shire's assets and environmental priorities.

What We're Looking For

We are seeking a future-focused, values-aligned leader with:

- Demonstrated success in senior leadership, ideally within local or state government
- Proven experience delivering major capital works, infrastructure and environmental projects
- Strong knowledge of project management methodologies, Local Government legislation, and environmental best practices
- Outstanding interpersonal, collaboration and stakeholder engagement skills
- A commitment to innovation, continuous improvement and organisational leadership

Progress towards tertiary qualification in a relevant discipline is desirable.

Why Join Us?

- Total package includes Housing, Car and Phone allowance plus Superannuation
- Drive high-impact, high-visibility strategic projects across the region
- Be part of a progressive, inclusive and community-minded organisation
- Help lead the long-term sustainability and resilience of a South West local government

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

You'll be part of creating a values-driven, forward-thinking leadership team committed to delivering excellent outcomes for our community, while enjoying the lifestyle benefits of working in the beautiful South West.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing careers@bridgetown.wa.gov.au. Applications will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

NOTE: Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate or pool is identified. You are therefore encouraged to submit an early application.

POSITION DESCRIPTION

1. **POSITION TITLE** DIRECTOR PROJECT MANAGEMENT AND ENVIRONMENT
2. **DIRECTORATE** PROJECT MANAGEMENT AND ENVIRONMENT
3. **VISION AND VALUES**

Vision *The heart and soul of the South West*

Values The Shires values are:

Welcoming	friendly and inclusive
Community Minded	showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
Creative	and innovative, being open to new ways of doing things.
Sustainable	and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
Cost effective	and accountable, providing good value for money

4. **AWARD COVERAGE AND CONDITIONS**
 - Contract Position with a negotiated salary in accordance with the provisions of clause 13.6 of the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement.
 - Reasonable overtime is an expectation of the role. The remuneration for which has been factored into your annual rate of pay.

5. **POSITION OVERVIEW**

The Director Project Management and Environment exercises overall management and responsibility for developing and driving the vision of the Shire's Project Management and Environment Programs, focussed on building, constructing and maintaining the Shire's natural and built environment.

Positioning the Shire as a leader through best-practice management of people and systems, ensuring the integrity of corporate knowledge and accountability, this role strategically delivers on major projects and the maintenance of existing infrastructure.

The Director ensures the Shire is governed in accordance with legislation, policy and best practice standards.

To achieve maximum efficiency, productivity and service excellence, the Director will provide leadership and direction to the Program functional area's delivering on the design, project management, contract management and construction of engineering projects, natural area management and conservation, and maintenance.

As a member of the Shires's Executive Leadership Team (ELT), the incumbent works collaboratively across the Shire's to lead the implementation of its strategic direction through the development of aligned strategic, corporate and operational plans and the delivery of innovative policy and strategy.

As a key leader, the incumbent is expected to promote and model entrepreneurial and innovative leadership that values people and fosters teamwork, innovation, openness and participation.

6. POSITION OBJECTIVES

- Develop and drive an innovative vision for the Shire's Project Management and Environmental responsibilities.
- To provide planning, project management and strategic support to the CEO and Council to achieve economic, cultural and community benefit through services, programs, projects, events and future development.
- Provide management and leadership for all functions within the Directorate. The position aligns the Directorate -related strategies to functional objectives.

6.1 Functions

- Project Management
- Environmental and Resilience Programs
- Aboriginal Cultural Engagement
- Capital and Maintenance Programs
- Facilities Master Planning
- Land and Asset Optimisation
- Waste management

7. REQUIREMENTS OF THE POSITION

7.1 Skills

- Well-developed interpersonal and communication skills.
- Proven experience in mentoring, guiding and supervising staff.
- Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders.
- Proficiency in developing and implementing work techniques, practices, and procedures as they relate to project delivery, infrastructure, environmental and waste functions/services.

7.2 Knowledge

- Thorough working knowledge of the *Local Government Act 1995* and associated regulations, with experience in interpreting a range of legislation that is complex in nature.
- Strong knowledge of position related laws.
- Strong knowledge of current trends in professional focus of position and related disciplines.
- Thorough knowledge of the principles and practise of Project Management.
- Understanding of Shire corporate policies, procedures, guidelines and standards.

7.3 Experience

- Substantial demonstrated practical experience at a leadership or management level.
- Experience in developing and implementing best practice principles in the achievement of continuous improvement in an organisation.
- Experience in a similar position within local or State government.
- Experience in managing/coordinating a multi - disciplined service organisation.
- Experience in managing/coordinating staff, consultants, contractors, and engaging with stakeholders.

7.4 Qualifications

- Completion of a recognised tertiary qualification in a relevant discipline and/or equivalent experience.
- Minimum of three (3) years' experience in leadership.
- Current C Class driver's licence.

8. KEY DUTIES/RESPONSIBILITIES

8.1 Strategic

- Responsible for the management and strategic coordination of the Directorate, providing clear direction to all functional areas to ensure delivery of Directorate project management and environmental outcomes.
- Provide expert technical and operational advice to the Chief Executive Officer and Executive Leadership Group on all functions within the Directorate.
- Develop and drive an innovative vision for the Directorates functions.
- Contribute to the strategic development and implementation of the Shire's integrated planning and reporting framework including the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Workforce Plan.
- Strategically lead the Project Management and Environment Program, to achieve maximum efficiency, productivity and service excellence.
- Establish, coordinate and maintain efficient and orderly financial and administrative procedures to effectively manage Council's projects and environmental services.
- Prepare agenda items for consideration by Council and attend Council and other meetings as necessary.
- Participate and contribute to the Shire's strategic outcomes as a member of the Executive Leadership Team (ELT).
- Provide information and advice to the CEO and Council on the progress of designated projects, including solutions to issues or challenges that may become evident in the delivery of projects.

8.2 Operational

- Develop and implement community and organisation performance frameworks to monitor, assess and report on operational performance and risks.

- Prepare high-level briefings, proposals and reports as required, drawing upon evidence-based research from feasibility studies, impact statements and internal or external reports.
- Takes full responsibility for the definition, documentation and successful completion of complex projects, ensuring that realistic project, quality, change control and risk management processes are maintained.
- Establish clear operational actions with staff that will guide day to day performance and decision making at an operational level.

8.3 People

- Consistently deliver outcomes agreed with Chief Executive Officer and, persist through challenges
- Follow appropriate and effective human resources management practices within the Directorate, to foster the building of trust, and to foster innovation and continuous improvement at all levels.
- Build partnerships with external agencies/organisations and work collaboratively across the organisation, including Elected Members, to deliver shared outcomes for the Shire and the local government sector.
- Provide leadership and direction in the successful delivery of multiple concurrent shire projects, as determined by the CEO.
- Ensure the ongoing quality of customer focussed Project Management and Environment Programs across the Shire by adopting a can do and continuous improvement culture.
- Empower staff to be self-directing & develop high performance teams.

8.4 Corporate Responsibilities

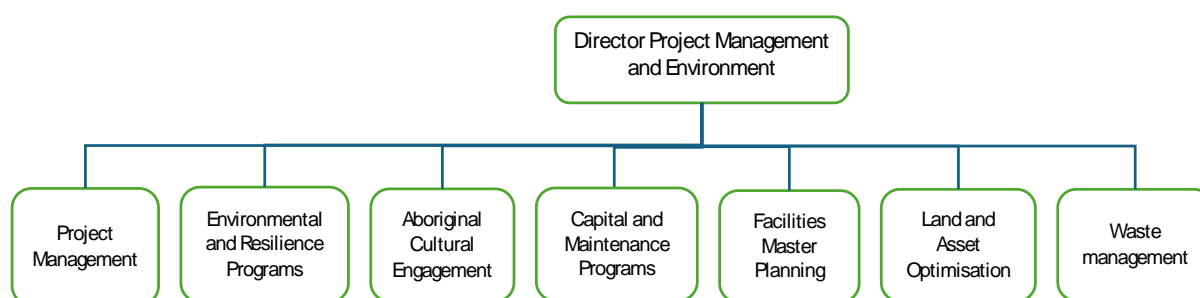
- Contribute to the development of corporate policies and procedures.
- Contribute to organisational performance including being a member of the Shire's Executive Leadership Team (ELT).
- Other Duties as directed
- Wherever possible advocate and promote the Shire of Bridgetown-Greenbushes strategic direction, values and achievements.

9. WORK HEALTH & SAFETY

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues, and the general public.

10. ORGANISATIONAL RELATIONSHIPS

Reporting to: Chief Executive Officer



11. EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council policies and delegated authority.

12. SELECTION CRITERIA

Criterion	Essential	Desirable
Tertiary qualification in a relevant discipline (or working towards) and/or equivalent industry knowledge and experience. A aster's qualification is desirable	✓	
Thorough working knowledge of the Local Government Act 1995 and associated regulations, with experience in interpreting a range of legislation that is complex in nature.	✓	
Demonstrated ability to effectively lead a multi-disciplinary team to develop and manage work plans and achieve agreed strategic outcomes.	✓	
Demonstrated experience in Local Government Integrated Planning and Reporting Framework.	✓	
Successful management of strategic projects within assigned timeframes and budgets, including negotiating contracts.	✓	
Demonstrated effective interpersonal skills to facilitate interaction, cooperation and trust with relevant groups and individuals to achieve desired outcomes and establish and maintain strong and productive working and community relationships.	✓	
Extensive research, problem solving and negotiation skills to deliver sustainable outcomes that are compliant with laws, regulations or standards.	✓	
Demonstrated ability to write reports and statutory documentation, influence and educate stakeholders and have an impact across the business.	✓	
Demonstrated ability to build a team culture of high performance and exceptional customer services through procedures and processes that ensure timely outcomes.	✓	
Current unrestricted C class driver's licence.	✓	

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 and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. Candidates will be required to provide a letter of application addressing why they should be recruited for the position.
3. 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.
4. The 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.

Acknowledgment of Applications

All applicants will be notified (after the closing period) that their applications have been received.

The Interview Process

If you are selected for an interview, you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- Produce a current **National Police clearance** (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary **proof of age** in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia.
- Produce **original or certified copies** of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's license (if relevant)

For information on the Shire of Bridgetown-Greenbushes, visit our website

www.bridgetown.wa.gov.au