



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

RECRUITMENT INFORMATION PACKAGE

Development Services & Projects Administration Officer

FULL TIME

Applications will be accepted until Close of Business on **Friday 3 October 2025.**

Development Services & Projects Administration Officer

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 Meg Symes - Human Resources on (08) 9761 0800 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Development Services & Projects Administration Officer

FULL TIME

Do you enjoy working in a happy and friendly collaborative team environment?

The Shire of Bridgetown – Greenbushes is looking to appoint a dynamic administration officer to assist with the day to day functions of both the Projects & Environment and Development Services directorates.

What's on Offer:

- 12% Superannuation plus 3% when an employee contributes 5% (Total of 15% by Shire)
- 50% membership discount at the Bridgetown Leisure Centre
- Salary Packaging available to all employees
- Work from home available to the right candidate
- Monthly RDO

Key Responsibilities Include:

- Undertake routine administrative tasks for the Development Services Directorate
- Assist in document control for the Development Services delivery area
- Registering, tracking, and preparing the relevant applications, approvals and documents related to environmental health and planning.
- Provide executive support to the Director Projects & Environment
- Develop and collate Directorate monthly reporting for Council Connect and Shire Connect
- Provide support to the Senior Project Manager to enable the successful delivery of multiple concurrent shire projects.
- Maintain project documentation in a disciplined, systematic fashion.
- Take carriage of applications, reporting and acquittals of grants associated with the Projects Team
- Development of tender and quotation documentation
- Develop Contract documentation
- Assist in budget preparation for designated Shire projects.

Skills & Knowledge:

- Well developed interpersonal and communication skills
- Highly developed self-organization and time management skills
- Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders
- High level of proficiency in administrative software systems
- Proficiency or willingness to train in Geographical Information Systems (GIS) would be highly regarded.
- Knowledge of the Local Government Act and its regulations

Qualifications & Experience:

- Current 'C' Class Driver's License (Essential)
- Experience working as part of a multi-disciplinary team with a desirable background in the local government or the public sector
- At least one (1) years of experience in an office administration role or related position
- Previous experience in a similar role (Desirable)

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's [website](#)

Your confidential application must be addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, and be received by close of business, **Friday 3 October 2025**.

To be part of our committed team, please apply via:

- SEEK
- Email: careers@bridgetown.wa.gov.au
- In person: Shire Administration building -1 Steere St, Bridgetown
- Mail: PO Box 271, Bridgetown 6255 - addressed to the Chief Executive Officer and marked:
"Confidential – Human Resources"

NOTE: Late applications will not be accepted, therefore you are encouraged to submit your details early.

POSITION DESCRIPTION

1. **POSITION TITLE** Development Services & Projects Administration Officer
2. **DEPARTMENTS** Projects & Environment and Development Services
3. **AWARD COVERAGE AND CONDITIONS**
 - Level 4.1 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023 (\$36.84 / hour).
 - Full time
4. **POSITION OBJECTIVES**
 - Provide effective 'shared' administrative support to the Directorates of Development & Regulatory Services & Director Projects & Environment
5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - Well developed interpersonal and communication skills
 - Highly developed self-organization and time management skills
 - Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders
 - High level of proficiency in administrative software systems
 - Proficiency or willingness to train in Geographical Information Systems (GIS) would be highly regarded.
 - Knowledge of the Local Government Act and its regulations
 - Knowledge of the principles and practice of Project Management (desirable)
 - Proficiency in Project Management Software Applications (desirable)
 - 5.2 Experience
 - Experience working as part of a multi-disciplinary team with a desirable background in the local government or the public sector
 - At least one (1) year of experience in an office administration role or related position
 - 5.3 Qualifications
 - Certificate IV in Project Management or Diploma of Project Management (highly desirable)

6. KEY DUTIES/RESPONSIBILITIES

Development Services Directorate

Work closely with and provide support to the Development Services Administration Officer in the delivery of assigned and routine administration tasks for the development services directorate that includes but not limited to:

- Data input and maintenance of registers and program
- Recording documentation in the Shires central records system
- Assisting with telephone and front counter general enquiries on planning and environmental health related matters
- Assisting in document control for the Development Services delivery area
- Registering, tracking, and preparing the relevant applications, approvals and documents related to environmental health and planning.
- Liaising with residents, landowners and officers of the Shire and State Government departments
- Assisting in urban and rural street numbering
- Assisting in maintenance and updating of the health, town planning records and information systems
- Ensure the raising of health and planning related licence fees, approval fees and administration charges from applicants

Project & Environment Directorate

- Provide executive support to the Director Projects & Environment
- Develop and collate Directorate wide monthly reporting for Council Connect and Shire Connect
- Provide support to the Senior Project Manager to enable the successful delivery of multiple concurrent shire projects.
- Maintain project documentation in a disciplined, systematic fashion.
- Take carriage of applications, reporting and acquittals of grants associated with the Projects Team
- Development of tender and quotation documentation
- Develop Contract documentation
- Assist in budget preparation for designated Shire projects.

7. Work Health & Safety

- Ensure compliance with WHS legislation and Council policies.

8. ORGANISATIONAL RELATIONSHIPS

Reporting to Director of Projects & Environment

Supervision of None

Internal Liaison

- Principal Planner
- Principal Environmental Health Officer
- Building Surveyor Technician
- Development Services Administration Officer
- Senior Project Manager
- Manager of Works & Services
- All staff

External Liaison

- Government departments and statutory authorities
- Planning consultants, surveyors, real estate agents, developers, small businesses
- Talison Lithium
- Landowners, ratepayers, community groups and general public

9 EXTENT OF AUTHORITY

To act within the confines of established standards, procedures, guidelines, and pre-determined budgetary limits and expenditure, and in accordance with statutory provisions of the Local Government Act 1995 and other relevant legislation, under the regular supervision of the Executive Manager Planning and Development.

10 SELECTION CRITERIA

Criterion	Essential	Desirable
Experience in business services of office administration	✓	
Good written and verbal communication skills	✓	
Good customer service and interpersonal skills	✓	
Excellent computer/keyboard skills	✓	
Experience in the preparation of Agendas and minute taking	✓	
Experience in working with computer systems such as basic GIS packages, and record keeping software		✓
Plan and map reading skills		✓
Knowledge of local government structure and functions	✓	

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. 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. 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.**
4. **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.

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 Confidentiality Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Meg Symes Human Resources on (08) 9761 0800 or careers@bridgetown.wa.gov.au

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