



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

## **RECRUITMENT INFORMATION PACKAGE**

**Senior Project Manager**

FULL TIME

## Senior Project Manager

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 Morgan Gillham - Director Projects & Environment on 0422 864 600.

# **VACANCY**

## **Senior Project Manager**

### **FULL TIME**

An exciting and rewarding career opportunity awaits an energetic person to fill this important management role within the Shire of Bridgetown-Greenbushes (the Shire).

As the Senior Project Manager, you will oversee a small project management support team, to deliver a range of capital works and other projects.

Negotiated total salary package of up to \$158,279 including base salary and superannuation is available, dependent upon qualifications, skills and experience of the successful candidate.

This role is offered as a full time, 5-year, performance-based contract, working a 38 hour week with an option to work a 40 hour week with a monthly RDO.

Applicants need to provide a Cover Letter & resume and must address the Selection Criteria contained in the Information Package.

For further information on this position, contact Morgan Gillham - Director Projects & Environment on 0422 864 600.

Applications close on Monday 20 October 2025.

## POSITION DESCRIPTION

1. **POSITION TITLE** Senior Project Manager

2. **DEPARTMENT** Projects & Environment

3. **AWARD COVERAGE AND CONDITIONS**

- Contract Position with a negotiated salary of up to \$158,279 including base salary and superannuation is available 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 the annual rate of pay.
- Full time, 38 hour working week with an option to work a 40 hour week with a monthly RDO.

4. **POSITION OBJECTIVES**

- To manage and successfully deliver a range of capital works and other projects by implementing practices that support a high standard of project planning, development, monitoring, reporting and implementation to ensure that projects meet completion targets and remain on budget.

5. **REQUIREMENTS OF THE POSITION**

5.1 Skills

- Highly developed interpersonal and communication skills
- Proven experience in supervising staff and contractors
- Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders
- High level of computer literacy and proficiency.
- Excellent report writing skills
- Strong analytical and numeracy skills
- GIS capability (desirable)
- AutoCAD capability (desirable)

5.2 Knowledge

- Working knowledge of the Local Government Act 1995 and associated regulations (desirable).
- Experience in interpreting a range of legislation that is complex in nature.
- Thorough knowledge of the principles and practise of Project Management.
- Specific knowledge of Project Management software applications.
- Working knowledge of risk management and work health and safety principles and practises.

### 5.3 Experience

- Substantial demonstrated practical experience in Project Management
- Experience in a similar position within local government or the public sector

### 5.4 Qualifications

- 'C' Class Drivers' Licence
- Completion of a recognised tertiary qualification in Project Management or an equivalent discipline or experience.

## 6. **KEY DUTIES/RESPONSIBILITIES**

- Provide leadership and direction in the successful delivery of multiple concurrent shire projects, as determined by the Director Projects & Environment.
- Provide strong leadership ensuring designated project teams work effectively.
- Budget preparation and management.
- Management of project implementation, ensuring best management and design practices with due regard to Shire standards, policy, legislative requirements, and good infrastructure construction practices.
- Have responsibility for control of designated projects and ensuring projects and tasks are completed on time and within budget.
- Provide information and advice to the Director on the progress of designated projects, including solutions to issues or challenges that may become evident in the delivery of projects.
- Production of quality reports and information to the Director and Council, including attending Council, Committee and public meetings and briefings as required.
- Represent Council in negotiations and reporting requirements with government, private industry bodies and working groups to facilitate major projects for the Shire in a professional manner.
- Management of stakeholder management plans and consultation strategies.
- Production, storage, and maintenance of project documentation in a disciplined, systematic fashion.
- Preparation of Risk Management Plans and risk status reports as appropriate.
- Overall responsibility for management of grant funding associated with designated projects.
- Development of tender or quotation documentation for designated projects as determined.
- Preparation, evaluation and award of commissions and contracts as per the Shire's policies and regulations and oversight of performance by contractors,
- Manage commission and contract payments, claims, variations and prepare expenditure reports.
- Ensure compliance with the Shire's policies, procedures, and safe work method statements, together with all legal requirements in relation to Work, Health, and Safety.

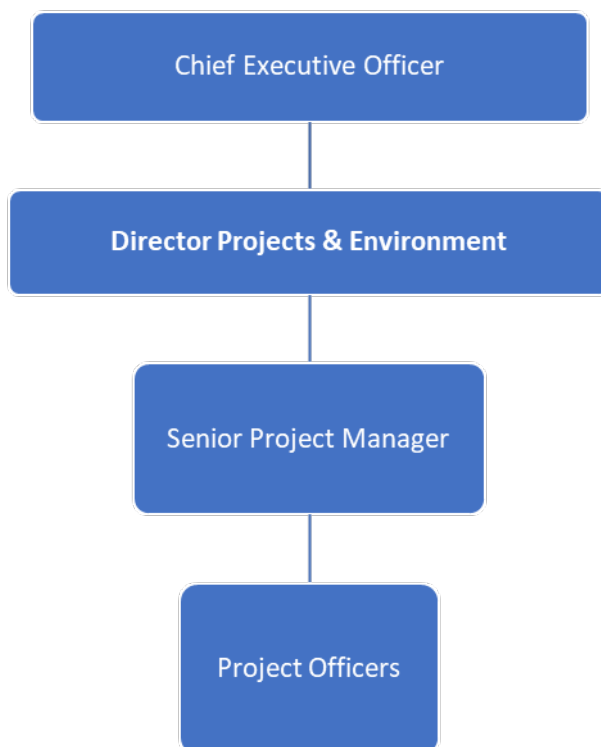
## 7. **WORK HEALTH & SAFETY**

- 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.

## 8. ORGANISATIONAL RELATIONSHIPS

Reporting to Director Projects & Environment

Supervision of Project Management Officers



## 9 EXTENT OF AUTHORITY

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

## 10 SELECTION CRITERIA

Criterion	Essential	Desirable
Relevant Tertiary Qualification in Project Management or related discipline (Engineering, Landscape Architecture) with a minimum of three (3) years in a similar role.	✓	
Specific knowledge of Project Management software applications	✓	
Demonstrated experience in project managing complex projects, delivered within scope, on time and on budget	✓	
Highly developed leadership, management and business planning skills	✓	
Strong working knowledge of legislative frameworks related to project management (including WH&S, relevant regs & standards) and how these are best applied	✓	
Demonstrated ability to exercise sound judgement and decision making in complex circumstances.	✓	
Demonstrated ability to build a team culture of exceptional customer services through procedures and processes that ensure timely outcomes	✓	
Current unrestricted C class driver's licence	✓	
Previous experience in a similar position within local government		✓
AutoCAD proficiency		✓
GIS proficiency		✓

## 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. 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.*

### Lodging your Application

Applications will be accepted Via SEEK

Or

Mailed hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255



## 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 [msymes@bridgetown.wa.gov.au](mailto:msymes@bridgetown.wa.gov.au)

For information on the Shire of Bridgetown-Greenbushes, visit our website [www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)