

# Application Package

## Project Officer

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

## Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program including free gym and pool admission

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



# Advertisement

The Shire of Boddington is seeking a professional, dynamic and hardworking Project Officer to join our team, on a permanent basis. This newly created role will plan, coordinate, and deliver key projects aligned with the community's vision and the council's strategic priorities. Responsibilities include procurement, stakeholder engagement, and project management, ensuring initiatives are delivered on time, within budget, and to a high standard. The role also supports sustainable development and improved community services while overseeing the delivery of minor projects.

Key responsibilities include:

- Planning, coordinating and delivery of small to medium projects
- Assist project leads in developing and documenting project specific content aligned with Project Management Framework
- Facilitate effective reporting of project progress to relevant stakeholders
- Prepare and manage grant applications
- Carry out end to end procurement activities including preparation of tender documents
- Perform project and contract administration tasks

The successful candidate will have experience in a similar role and/or demonstrate sound transferrable skills with outstanding project administrative abilities. Producing high quality work and having a keen eye for detail. Previous experience in local government would be advantageous, and the individual must exhibit strong organisational skills along with excellent customer service skills.

The position offers:

- Salary package between \$102,891 and \$107,341 including superannuation, with a cash component of up to \$96,270
- 32 – 38 hours per week, working an 8 or 9 day fortnight, with flexible working hours
- Up to 17.5% superannuation if you join the Council's matching scheme of 6%
- Additional benefits, including salary sacrifice, free pool and gym access and 2 extra days of leave annually.

An application package including the position description can be obtained from [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au). Applicants are requested to provide a cover letter, resume and a statement addressing the Selection Criteria (not more than three pages).

For further information about the position and application process, contact Renee Sarich on 08 9883 4999 or [renee.sarich@boddington.wa.gov.au](mailto:renee.sarich@boddington.wa.gov.au).

Applications should be submitted to [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au) by 4.00pm on Wednesday, 9 April 2025.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

## The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit	Employment Basis	Part-time or Full-time
Salary	\$92,279	\$96,270	Hours of Work	64 hours to 76 hours
Superannuation (11.5%)	\$10,612	\$11,071	Additional Leave	Extra two (2) days per annum
Matching Superannuation (6%)	\$5,536	\$5,776	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
<b>TOTAL</b>	<b>\$108,427</b>	<b>\$113,117</b>	Superannuation	Guarantee 11.5%
			Matching Superannuation	If you choose to contribute additional superannuation the Shire will match your contribution up to 6%



# Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

## Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

**To be eligible for consideration, it is important to address all of the above items.**

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

**To apply please email [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).**

Applications will close at **4.00pm, AWST on Wednesday 9 April 2025.**

## Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

## Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted easily if you are invited for an interview, or there are queries regarding your application.

## Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

## Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

## Equal opportunity

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## Websites

The Shire's website [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au) contains substantial information about the Shire.

## Further enquiries

For further information about the role please contact Renee Sarich, Human Resources Officer, on 9883 4999 or [renee.sarich@boddington.wa.gov.au](mailto:renee.sarich@boddington.wa.gov.au).



# Position Description

## Title

Project Officer

## Department

Office of the CEO

## Salary & Conditions

Level 8 | Local Government Officers Award WA 2021

## Organisational Relationships

Responsible to: Chief Executive Officer

Direct Reports: Nil



## Key Responsibilities and Duties

### Project Management

- Plan, coordinate and deliver key projects that align with the community's vision and the council's strategic priorities.
- Ensure adherence to the application of the Project Management Framework for projects across the business.
- Assist project leads in developing and documenting project-specific content aligned with the Project Management Framework, fostering the enhancement of project management practices across the organisation and all project classes.
- Prepare tender and contract documentation, ensuring consistent standards across the organisation.
- Guide the effective identification, assessment and management of project risks in accordance with the Shire's risk Management Framework.
- Implement effective monitoring tools to track progress, budget and quality, ensuring prompt identification and resolution, or escalation of issues as required.
- Facilitate effective reporting of project progress to relevant stakeholders (internal and external), ensuring clarity and alignment with project objectives.
- Coordinate small to medium projects within allocated time, quality and budget constraints and in line with the Project Management Framework and council standards, policies, relevant codes and industry practice.
- Prepare and manage grant applications and associated requirements, including communications and acquittals.
- Carry out end-to-end procurement activities.
- Participate in tender and quotation Assessment Panels.
- Creation, reviewing, monitoring and implementation of stakeholder communication plans and strategies.
- Support sustainable development and improved services for the community.

## Project Administration

- Perform project and contract administration tasks.
- Administer regular Project Team meetings, including agendas, minutes, and action register and following up resulting actions.
- Track project expenditures to support acquittal processes, sharing of asset data and reporting requirements.
- Oversee and report on project progress against timelines and milestones.
- Maintain and update comprehensive project documentation as required.
- Undertake archiving and document control, including formatting of documents for distribution.
- Assist with drafting reports and presentations to support project communication and decision-making.
- Contribute to the development of standardised documentation for new projects as required.
- Develop project scopes, technical specifications and contract documentation.
- Technical aspects of project and contract management including variations, progress claims, Council reports, Bulletins, internal memos and other relevant documentation for use in both internal and external forums.
- Monitor and report on project performance to various stakeholders and via different mediums.

## General Responsibilities

### Organisational

- Undertake any other reasonable duties as requested by your supervisor.
- Ensure records are managed according to legislative requirements.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture.

### Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that yourself, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your line manager.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

### Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

## Selection Criteria

### Essential

1. Demonstrated experience in managing or supporting projects from initiation to completion.
2. Experience in project administration.
3. Demonstrated experience in procurement and contract management.
4. Excellent communication skills, both written and verbal.

### Desirable Criteria

1. Experience in the preparation of grant applications and acquittals.
2. Previous experience in local government.