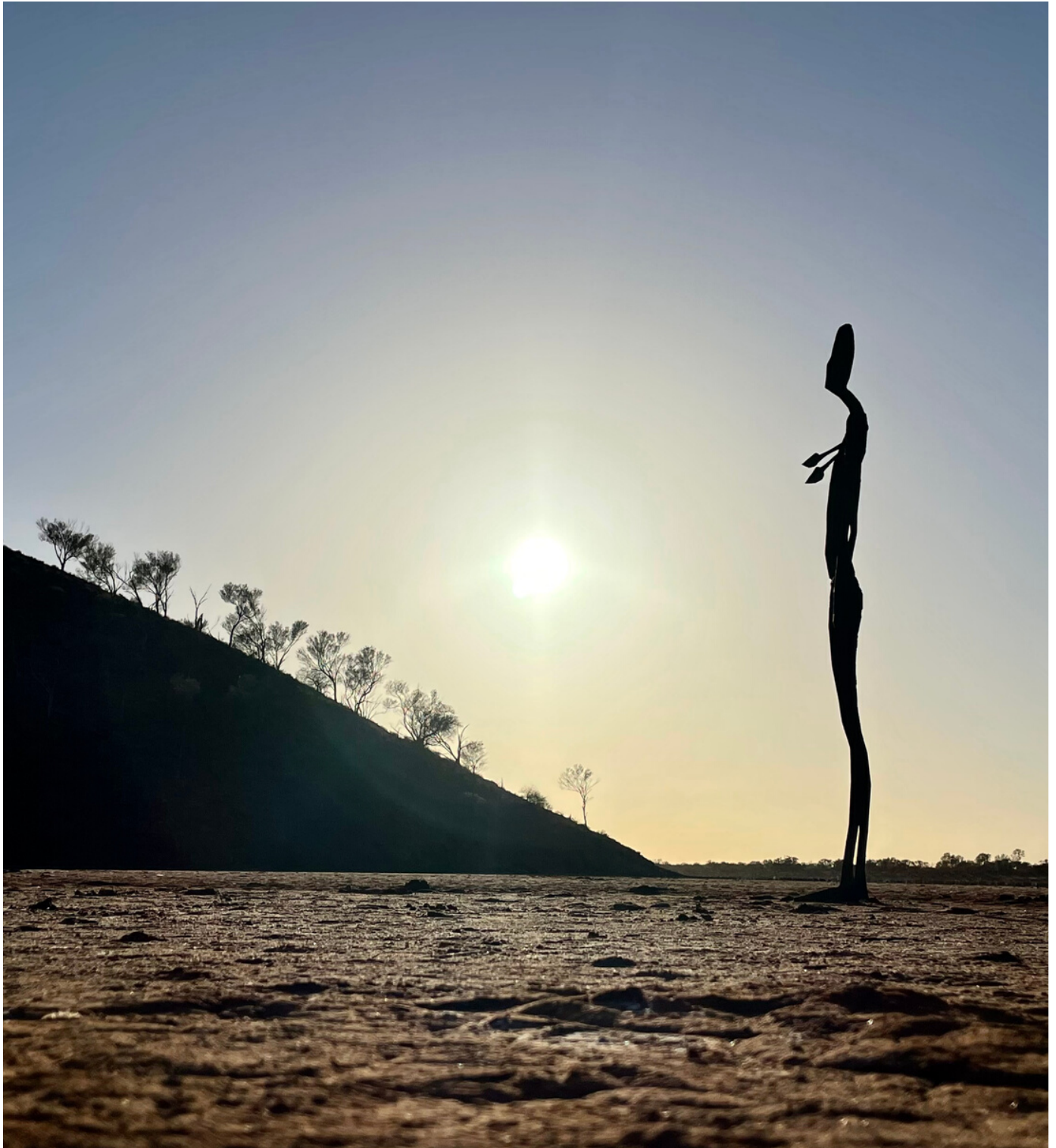


Candidate Information Pack





About the Shire of Menzies

Steeped in rich history, Menzies and the surrounding communities are packed full of hidden gems. For the adventurous (or adventurous at heart) the opportunity to live and work in the Menzies shire opens a door to many a lifestyle and career experience and opportunities that are unique to the golden outback.

Taking your career regional offers development opportunities and career acceleration that just can't be achieved in metropolitan local government organisations.

As a small organisation, Office based employees can expect to gain exposure to all facets of the inner workings of local government, not to mention building the business acumen required to lay the foundations for future leadership roles.

When it comes to building your knowledge, capability and understanding of the machinations of government, small regional shires offer exposure to unparalleled learning opportunities.

Works based employees work across the Shire maintaining infrastructure, camping destinations and airstrips. These roles will have you close to nature; red dirt underfoot and the crisp Goldfields blue skies touching the horizon.



We live our values of honesty, integrity, respect and consideration towards all employees, Councillors and the community of the Shire of Menzies. We hold each other to them, they guide what we do, how we do it and who we employ

They set the standard for our interactions with others and we want to see our values reflected in your behaviours

About Our Employee Benefits



We value our people and that's why we work hard to create a workplace that attracts, retains and rewards the best talent. But we understand that living in regional WA can be challenging for some employees, that's why we offer a suite of employee benefits to make the move to Menzies as comfortable and as rewarding as possible.

Relocation Assistance

You may be eligible for financial assistance to assist with your relocation to Menzies. If you are unsure if the position you are applying for offers relocation assistance please do not hesitate to reach out to us.

Highly Competitive Remuneration

The Shire of Menzies uses a transparent approach to setting and reviewing employee remuneration to support attracting and retaining the best people. Our base salaries are set well above the Award rate and are reviewed regularly to ensure we remain competitive.

Subsidised Housing

Eligible employees can access subsidised housing and utilities to support their living expenses whilst living in our community.

Professional Development Allowance

Employees can access our Professional Development Allowance to engage in career development activities that support their role and the overall strategic objectives the Shire.

Additional Superannuation

The Shire offers a superannuation matching arrangement where the employee voluntarily contributes a portion of their salary to superannuation.

Rostered Days Off (RDO)

Full-time, permanent employees are entitled to an RDO once every four weeks based on hours worked.

Lifestyle Friendly Provisions

Flexible working arrangements are available (where practical) to support your desired lifestyle.





About Our Region

Of course, embracing the career move does come with its challenges. With the population of Menzies town site and pastoral surrounds at 108 people (2016 Census data) and a further 150 people (approximately) residing in the Tjuntjuntjarra Community near the South Australian border our community amenities and services are limited.

A Community Nurse is stationed here three days a week with the Flying Doctor visiting monthly. Leonora (100 kms north) is home to the closest pharmacy, but medications can be ordered and delivered via the Community Resource Centre (CRC) or purchased in Kalgoorlie which is located 130 kms south.

We are a small town with a combined primary and high school, Post Office/ Visitor Centre/ Community Resource Centre; Caravan Park; Art Centre; Café and a Hotel that carries some basic essentials. Leisure time can be spent at the water park; tennis and basketball courts; Youth Centre; a developing Senior Citizens Centre or exploring the walking trails surrounding town.

Weekends are for taking advantage of the spectacular scenery within the region and there is a reason why the golden outback is referred to as road trip country.

Take a day trip to Lake Ballard to view Inside Australia - Antony Gormley Sculptures. Set over 10 square kilometres the 51 sculptures represent the residents of Menzies whose bodies were scanned for casts. The art installation forms part of the Golden Quest Discovery Trail which takes in the ghost towns and historic sites north of Kalgoorlie. But perhaps Lake Ballard is at its most spectacular when the sun sets and the absence of light pollution enables amazing star gazing opportunities surrounded by the eerie shadows of the sculptures.

Niagara Dam & Kookynie, located to the north of Menzies is a popular weekend destination with its iconic pub and township ruins to explore. With a population of just 13, visitors can call into the Grand Hotel Kookynie for a cold drink, hot meal and history.

Kalgoorlie is our closest major regional centre, and the hub of the region, located 130 kms to the south. Kalgoorlie is home to major supermarkets, national retail chains, cosmopolitan pubs, restaurants and cafes. Perth is a short 1 hour flight from Kalgoorlie for those trips to the city.



Application Process

Thank you for your interest in the advertised vacancy.

This documentation provides information to assist you in preparing your written application and to plan for the selection interview.

Selection involves a written application, an interview and reference checks. The essential selection requirements (Selection Criteria) are described in the Position Description Form, this can be found on our website under the position vacancy.

Please ensure the Shire of Menzies receives your application by the closing date in the advertisement.

Late applications will not be accepted unless prior arrangements have been made with the Chief Executive Officer.

Your application should comprise of the following documents.

Covering Letter

A summary of your background and suitability for the position should be addressed in the covering letter. The Covering Letter should be relatable to all of the selection criteria outlined in the Position Description document.

Resume (Curriculum Vitae)

A Resume/Curriculum Vitae should comprise at least:

- A summary of your employment history starting with the most recent position. Please include dates, name of employer, position title and give brief details of the tasks that were required in each position.
- Include any relevant training courses you have attended in the last 2 to 3 years.
- A photocopy of any relevant qualifications.
- Any activities you have undertaken outside of work which are relevant to the position you are applying for.

- Clearly outline your qualifications and skills
- Provide details of your previous employment & education experience (most recent going back)
- Provide details of your personal particulars including contact details

Selection Process

Application Review and Shortlisting

After the advertising period, a shortlist of candidates is produced based on the information supplied about your skills and experience in your application. Initial screening may involve phone / video interviews, to clarify detail and compile a more comprehensive profile of your application.

Applicants will be contacted if they have made it to the next stage of the recruitment process.

Interviews

If selected for interview, you will be contacted in advance to arrange a suitable time to attend.

Preparing for the Interview

The interview is our opportunity to get to know you better, we will ask you questions to understand your skills and capability. We are looking for specific examples of your experience and achievements in your previous roles.

To prepare yourself for the interview questions consider the following:

- Re-read the Position Description Form and the selection criteria.
- Focus on the Selection Criteria and think of examples of work situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and think about how you would carry them out. Think about any problem you might encounter and how you would resolve them.
- If the position has a supervisory role, think about your leadership and coaching experience.

- Prepare! Research our organisation, write down some questions to ask us, practice responses to some common questions that may be asked
- Don't assume that panel members know your suitability for the job even though you may have worked with them or have previous experience in the position you have applied for
- Relate your answers to direct experiences you have had – this is the best way for us to gain insight into your skill & capability
- Don't forget to let your personality shine through

Medical and Background Checks

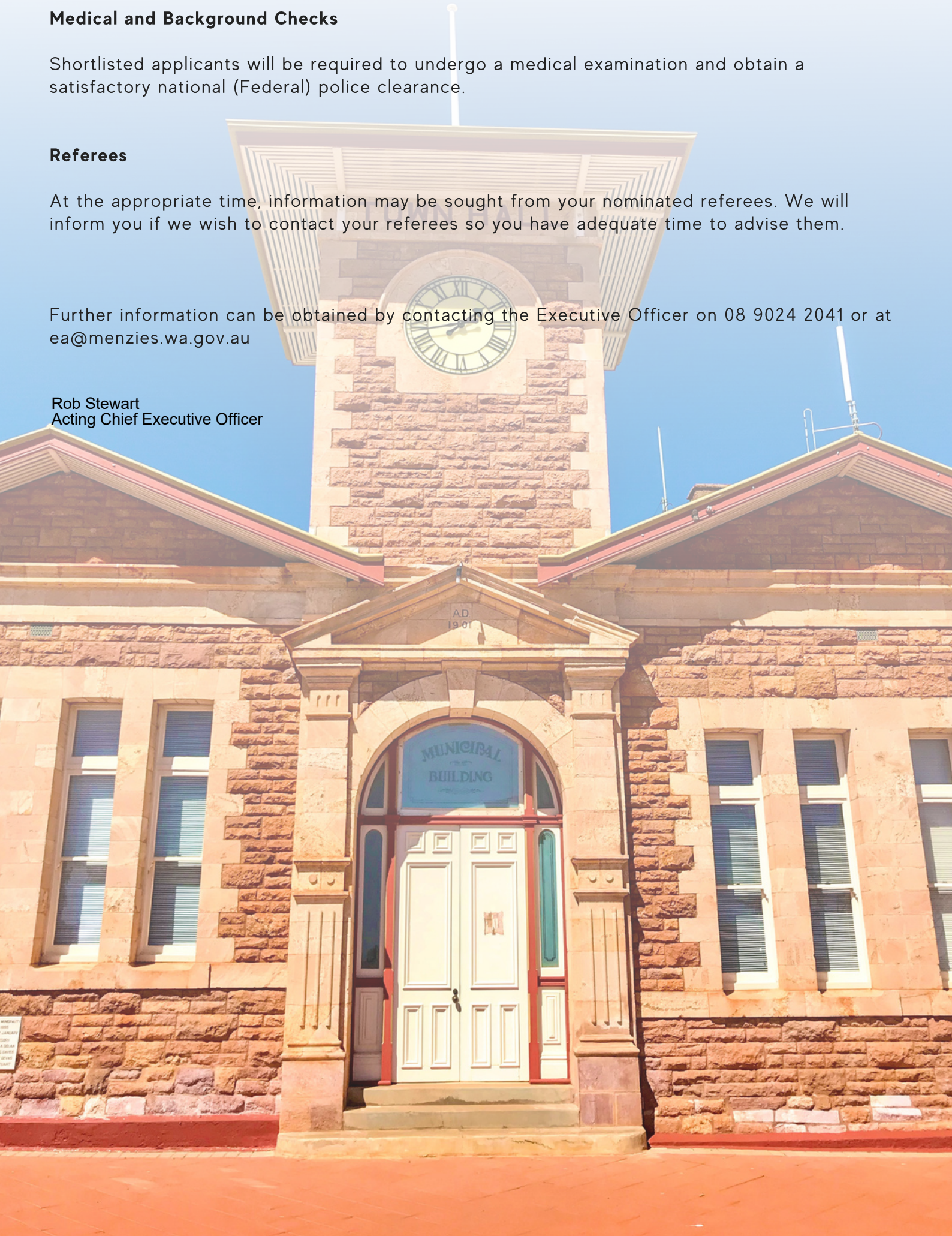
Shortlisted applicants will be required to undergo a medical examination and obtain a satisfactory national (Federal) police clearance.

Referees

At the appropriate time, information may be sought from your nominated referees. We will inform you if we wish to contact your referees so you have adequate time to advise them.

Further information can be obtained by contacting the Executive Officer on 08 9024 2041 or at ea@menzies.wa.gov.au

Rob Stewart
Acting Chief Executive Officer





Amy Hallam



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The People & Culture Office



@thepeopleandcultureoffice