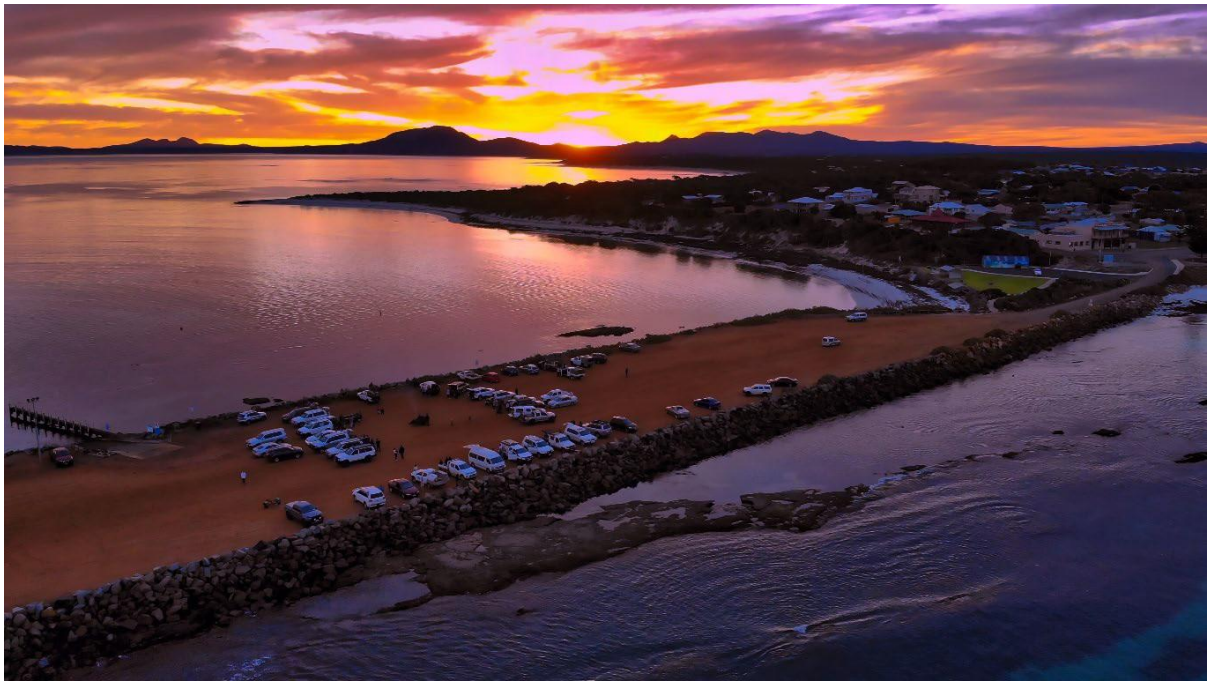
Shire of Ravensthorpe

Development Services Manager



Information Package

For information on the Shire of Ravensthorpe, please visit our website at

www.ravensthorpe.wa.gov.au

Prospective Applicants Information

Thank you for your interest in the position advertised by the Shire of Ravensthorpe. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:
The Shire of Ravensthorpe is family friendly and equal opportunity employer.

Queries:
If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement.

Completing your Application:
Your application should include the following:

1. **Covering letter:** Addressed to the Chief Executive Officer, stating why you are interested in applying for the position and giving details of how you may be contacted during office hours (Monday-Friday 9.00am to 4.00pm). It is recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.

2. **Resume or curriculum vitae:** Must be current and include your relevant personal details, qualifications, work history plus relevant 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. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development.

3. **Statement of claims against the selection criteria:** usually a 1-2-page document that demonstrates how your skills, experience and qualifications directly align with the selection criteria for a role. The selection criteria can be found under point 8 of the position description.

4. **Referees contact details:** Your Resume or Curriculum Vitae must include the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Please do not submit original references as these will not be able to be returned.

5. **Qualification(s):** Certified copies of your qualification(s) or academic records of current studies must be attached to your application. Please do not submit original certificates of your qualifications or academic records as these will not be able to be returned.

6. **Certification form:** Please ensure the certification form is signed and submitted with your application.



Lodging your Application

1. Your application must be marked **"Confidential – quoting the Position you are applying for"**.

   Submitting Application: Applications must be emailed to recruitment@ravensthorpe.wa.gov.au.

2. Applications must reach the Shire of Ravensthorpe Office before the specified closing date and time.
3. Applications must have all the required documentation to be considered.

4. Please note all applications received will be acknowledged and all applications received will become the property of the Shire of Ravensthorpe and cannot be returned to unsuccessful applicants.

Interview Process

If you are shortlisted for an interview, you will be contacted by telephone or email during office hours to arrange your participation in the process. The Interview Panel will generally consist of at least three people.

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.

Initially, the reference checks will be limited to your nominated referees, and you should ensure they are aware that contact may be made with them to confirm your employment history. The Shire of Ravensthorpe reserves the right to make reference checks of the preferred applicants but will not contact any current employer unless your prior approval has been obtained.

Preferred Applicant

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

- Obtain a satisfactory Pre-employment Medical Report, Clear Drug and Alcohol Test results from the Shire of Ravensthorpe's nominated Medical Practitioner (at the Shire of Ravensthorpe's expense).
- Produce a National Police Clearance not more than 3 months old. 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 a current Western Australian motor driver's license.
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant).
- Produce original or certified copies of all relevant qualifications and licences.

Unsuccessful Applicant

All applicants will be notified of the outcome of the recruitment process once it has been finalised.



Certification Form

Applicants Declaration, Authorisation and Waiver

As the applicant I certify that:

The information contained in my application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire of Ravensthorpe reserves the right to verify all information in my application and if any material or statements are deemed false or misleading this will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Ravensthorpe, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained within my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

I acknowledge and understand that, if I'm successful in gaining employment with the Shire of Ravensthorpe, I'm required to sign and/or have witnessed the following documents:

- Acceptance of the Shire of Ravensthorpe Contract of Appointment;
- Shire of Ravensthorpe Code of Conduct;
- Position Description for the appointed position;
- Secondary Employment Declaration; and
- Memorandum of Understanding in relation to current Drivers Licence (if relevant).

……..
Signature of Applicant

……..
Printed Name of Applicant

……
Date

Please Note:

The Shire of Ravensthorpe undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the Application and determining the Applicant's suitability for the position.

Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.

Development Services Manager

3 -5 Year Contract Position- Total salary package up to $159,100pa

About the role

The Shire of Ravensthorpe has an exciting opportunity for a highly motivated and professional individual to fill the position of Development Services Manager within our Regulatory Services Team.

This position is responsible for coordinating and supporting the delivery of the Shire's planning, building and environmental health functions, ensuring services are provided in accordance with relevant legislation, statutory obligations, Council policies and operational requirements.

As the Development Services Manager, you will provide professional and technical support to the Director Regulatory Services, Chief Executive Officer, staff, contractors and the community on matters relating to planning, building and environmental health. The role is responsible for managing development services programs, processing applications and approvals, supporting regulatory compliance activities, liaising with contractors and stakeholders, and ensuring accurate records and reporting requirements are maintained.

The successful applicant will preferably have a qualification in Planning, Building, or Environmental Health, a qualification and/or experience in business administration and possess excellent organisational and communication skills, a strong customer service focus, and the ability to manage multiple priorities while maintaining a high level of accuracy and professionalism.

Potential applicants are encouraged to contact Stephen Cope, Director Regulatory Services by calling (08) 9839 0000 to further discuss the opportunities and requirements for this position

Conditions

Applicants must have or be willing to successfully obtain:

- Current C Class Driver's Licence.
- Demonstrated experience in administration, coordination or regulatory services.
- Strong organisational skills and the ability to manage competing priorities.
- High level of proficiency in Microsoft Office applications.
- Experience in local government Planning, Building, Environmental Health or a related field (desirable).
- Relevant qualifications in Planning (desirable), Building, Environmental Health, Business Administration or a related discipline.
- Pre-employment medical including drug and alcohol screening.
- National Police Clearance.

What's in it for you?

This position is being offered under a 3- or 5-year contract. Dependent on qualifications, skills and experience an attractive remuneration package up to $159,100pa will be offered, which includes a cash component commensurate with qualifications and experience plus up to 17% superannuation (conditional), housing provisions and other non-cash benefits.

Location

The Shire of Ravensthorpe encompasses the settlements of Ravensthorpe, Hopetoun, Jerdacuttup, Munglinup and Fitzgerald and is located within the picturesque Fitzgerald Biosphere Coast region. Located five hours southeast of Perth, two hours west of Esperance and three hours east of Albany, the Shire of Ravensthorpe is nestled amongst the spectacular Fitzgerald River National Park, the Ravensthorpe Range and stunning coastline.

A beautiful and family friendly place to settle that offers a healthy lifestyle, the Shire of Ravensthorpe is made up of strong communities, with locals who are passionate about agriculture, art, wildflowers, history, the environment, sport, fishing and recreation. The primary industries include mining, farming and tourism.

How to apply for this position

Applicants are encouraged to apply online and must provide:

- A current resume outlining your employment history and professional learning summary relevant to this position
- A covering letter outlining your suitable experience for the position and why you are interested in this field of work.
- A statement of claims against the selection criteria. The selection criteria can be found within the Information package on our website, under the position description.
- A copy of any qualifications or certificates to support your application
- The contact details of two (2) work related referees who can attest to the claims made in your application. It is preferable for one of your referees to be your current Supervisor or Manager.

Applications can be emailed to recruitment@ravensthorpe.wa.gov.au or posted to PO Box 43, Ravensthorpe WA 6346, addressed to the Chief Executive Officer, Shire of Ravensthorpe and marked Confidential – Development Services Manager no later than 4pm AWST, Friday 11th December 2026.

Supporting a diverse workforce

The Shire of Ravensthorpe is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Nicole O'Neill
Chief Executive Officer

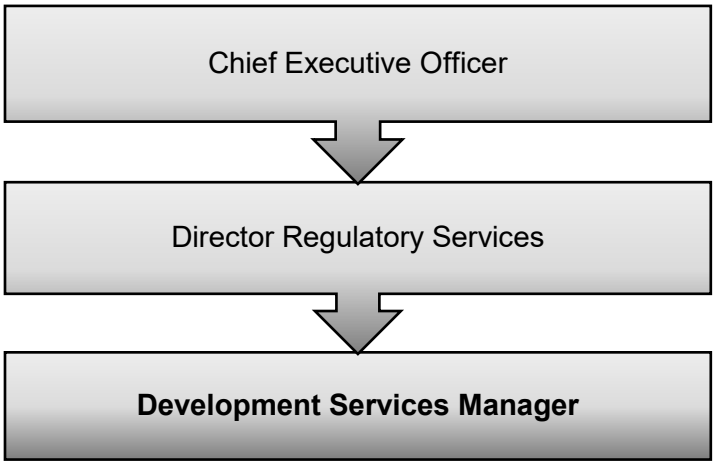
SHIRE OF RAVENSTHORPE

Position Description



Position Title:	**Development Services Manager**		**No: 64**
Directorate:	Regulatory Services		
Reporting to:	Director Regulatory Services		
Award:	Local Government Officers' (Western Australia) Award 2021		
Award Level	Status	Hours per week	FTE
Contract	Full Time	38	1.0
Workplace Address:	(a) Shire Administration Office 65 Morgans Street, Ravensthorpe. (b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.		
Probationary Period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).		
Performance Review:	Conducted annually or as determined by Shire policy/procedure.		

1. Reporting Organisational Structure



2. Organisational Values

Honesty- We are upfront, sincere and open in all our actions.
Communication- We share information clearly, so everyone knows what is happening.
Respect- We treat everyone with fairness and value their contribution.
Integrity- We do the right thing and stand by our commitments.

3. Position Purpose and Objectives

To manage and maintain various development service programs and projects which ensure a high standard of planning, building and environmental health is provided in accordance with statutory obligations, business plans, operations procedures and council policies. To provide professional and technical assistance, information, advice and reports to the community, Chief Executive Officer, and Directors on all matters related to planning, building and environmental health in the Shire.

4. Principle Responsibilities and Duties

Corporate / Organisational

- Possess a good understanding of local government functions and Shire policies.
- Display a high degree of initiative, adaptability, discretion and confidentiality while prioritising multiple tasks.
- Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role.
- Assist with procurement and release of requisitions and purchase orders relating to the development services area.

Regulatory Services

- Coordinate the processing of applications for planning, building and environmental health approvals.
- Undertake various inspections as necessary in accordance with statutory obligations and operational procedures.
- Maintain current and accurate records of approvals, inspections and activities.
- Assist in the preparation of various reports and provision of advice to outside agencies under the supervision of the Director and/or Chief Executive Officer.
- Coordinate Planning, Building and Environmental Health compliance in consultation with contract professionals including the development of a program preventative education for applicants and the community
- Support and assist on special projects as directed by the Director or Chief Executive Officer.
- Coordinate the processing of applications for septic system installation
- Report to the state government for the Building and Construction Training Fund (BCITF) and Building Services Levy (BSL).
- Support the environmental health officer with annual renewals, filing for registered food businesses and caravan parks and extractive industry permits.

- Support the implementation of various monitoring and sampling activities in accordance with statutory requirements.
- Arrange for public notices to be advertised and media releases dispersed in accordance with Shire procedures and with approval from the chief executive officer.
- Arrange all travel and accommodation requirements for the planning, building and environmental health contractors as required for Shire business.
- Assist with the development of general administrative procedures related to this position.
- Assist the Director and Chief Executive Officer with the development, implementation and review of policies, procedures and SOPs as required.

Customer Interface

- Maintain effective and cooperative communication with businesses, ratepayers and other major stakeholders.
- Respond to written and verbal customer enquiries as per the Shire Customer Services Charter and within statutory timeframes
- Ensure ethical and transparent working relationships are maintained in carrying out Shire business with respect to relevant overarching legislation, regulations, policies, procedures, bylaws and guidelines.
- Provide information to the general community and Shire staff in a positive and helpful manner.

Other

- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services.

5. General Accountabilities

Work Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all Work Health and Safety Laws, Policies, Procedures and Practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Observe National Privacy Principles and privacy legislation.
- Ensure all work is carried out in accordance with the Shire's Safety and Risk Management Framework.
- Create and submit SiteDocs forms as directed by the Shire to ensure Regulatory compliance

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Always be supportive of management policies and procedures with regards to Shire's vision, goals, interpersonal relationships and Shire's Code of Conduct.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other Shire services.
- Exercise a high level of interpersonal skills in dealing with the public and others.

- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

Human Resources
- When required and/or directed, relieve positions within the directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's performance review policy / procedure.

Compliance adherence
- Comply with all relevant legislation, policies, procedures, including the Shires Code of Conduct.
- Ensure all documentation is appropriately recorded and stored in accordance to the *State Records Act 2000* and the Shire's record management systems.

6. Organisational Relationship

Reporting to:
- Director Regulatory Services

Internal Stakeholders
- Executive Management;
- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders.

External Stakeholders
- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.

7. Judgement and Delegation

Judgement
- This position reports directly to the Director Regulatory Services.
- This position is under the supervision of the Director Regulatory Services.
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrates a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.
- Demonstrates a high degree of judgement, initiative, confidentiality and sensitivity.

Delegation
- Administer Shire Policy as per Delegation.
- Adhere to Shire Local Laws as per Delegation.
- Purchase goods and services as directed as per Council Policy Delegation.
- Any other Delegations as per the Delegation Register.

8. Selection Criteria

Qualifications

Desirable

- Tertiary Qualification or working towards a formal qualification in Planning, Building or Environmental Health.
- Qualification in Business Administration or demonstrated equivalent experience in Local Government, Planning, Building and Environmental Health administration activities.
- Current “C” Class Drivers Licence.
- Current National Police Clearance.
- Current Senior First Aid Certificate.

Knowledge and Experience

Demonstrated experience:

- Sound understanding of planning, building and environmental health regulations;
- Substantial experience in business administration and/or a senior administration role;
- Substantial knowledge and experience in customer service;
- Demonstrated ability to write cohesive and concise reports, letters, correspondence and agendas/minutes of meetings;
- Demonstrated ability to handle confidential and highly sensitive material with discretion and be able to perform multiple tasks in times of pressure;
- Demonstrated experience in negotiation and conflict resolution; and
- Substantial experience in interpersonal, verbal, written and electronic communication.

Demonstrated knowledge:

- Awareness of local government legislation relating to planning, building and environmental health;
- Advanced computer skills, including word processing, spreadsheets, database, presentation software, email, social media and internet;
- Experience in assisting and supporting members of a board;
- The important of record keeping, timely and efficient responses to stakeholders; and
- Working as a team member and leading by example.

Skills

- Effective interpersonal, verbal and written communication.
- Effective time management.
- Excellent customer service.
- Well-developed negotiation and conflict resolution skills.
- Well-developed decision making and problem solving skills.
- Advanced skills using information technology products.

Essential

- Undertake and pass a full medical including drug and alcohol testing.