

Strategic Projects Officer Regional Development

(Position Reference: VAC18/08)

Applications Close: 5:00pm Wednesday, 4 July 2018

Our Vision

*To be a responsive and innovative leader in assisting Perth's
Eastern Region to be a great place to live, work, play and do
business.*



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5 % annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



About the Position Vacancy

Strategic Projects Officer

- Remuneration package up to \$64,874
- Package inclusive of up to 14.50% superannuation and 17.5% leave loading
- 19 day month
- Belmont based location

The Eastern Metropolitan Regional Council (EMRC) is a Perth-based Regional Local Government providing services in waste management, regional economic development and environmental management for Perth's Eastern Region.

An exciting opportunity has arisen for an enthusiastic and highly self-motivated Strategic Project Officer to join the EMRC's Regional Development team.

Reporting to the Director Regional Services, the successful candidate will be responsible for the coordination of a range of projects related to economic development and regional transport.

To be successful in this role you will have a can do attitude, experience managing projects, excellent written and oral communication skills, the ability to effectively liaise with stakeholders and experience preparing funding submissions. Experience in Local and State Government will be considered favourably.

Apply online <http://www.emrc.org.au/employment/> or via post to Manager HR, VAC 18/08, Recruitment, PO Box 234, Belmont WA 6984

PETER B. SCHNEIDER
Chief Executive Officer

The information package can be obtained by visiting our website <http://www.emrc.org.au/employment/> or by contacting the Human Resources Department on (08) 9424 2222.

For a confidential discussion about this role please contact Wendy Harris, Director Regional Services (08)9424 2206.

APPLICATIONS CLOSE: 5:00pm Wednesday, 4 July 2018



POSITION DETAILS

POSITION TITLE:	Strategic Projects Officer
CLASSIFICATION:	Local Government Industry Award 2010 – Level 8
POSITION NUMBER:	A0075A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Regional Services
BUSINESS UNIT:	Regional Development

POSITION OBJECTIVES

- To progress projects identified in the Regional Integrated Transport Strategy, the Regional Economic Development Strategy, and the Regional Advocacy Strategy; and
- Undertake research, prepare detailed reports, feasibility studies, grant applications, award nominations, submissions, marketing and promotion to support regional economic development, and regional integrated transport initiatives.

POSITION REQUIREMENTS

Competencies

- Highly developed project planning, coordination, evaluation and management skills;
- Highly developed analytical and problem solving skills;
- Highly developed written and verbal communication including high level report writing;
- Ability to prepare grant applications, acquittals;
- Ability to prepare award nominations and regionally significant submissions;
- Ability to manage consultants and contractors;
- Ability to undertake research and produce timely and professionally competent and balanced reports;
- Ability to liaise with member councils and other key stakeholders to meet project objectives;

- Ability to work with minimal supervision, prioritise workloads, meet deadlines and maintain a consistent level of professionalism;
- Ability to undertake marketing and promotion activities as required; and
- Ability to work within allocated budgets.

Knowledge

- Of regional economic development and regional integrated transport;
- Of state and local government processes; and
- Knowledge and use of QGIS, In Design and/or REMPLAN will be highly regarded.

Experience

- In all facets of project development and management;
- In research, analysis, preparation and writing of professional reports and proposals;
- In marketing and promotion;
- In developing project plans and reviewing strategies;
- Preparing funding submissions;
- Preparing awards nominations and strategic regional submissions;
- With stakeholder liaison and negotiation including meeting facilitation;
- In developing professional presentations for key stakeholder groups;
- In areas of regional transport and economic development; and
- In the suite of Microsoft Office products.

Qualifications

- Tertiary qualification in a related discipline highly desirable;
- Project Management qualification highly regarded; and
- Current unrestricted WA 'C' class Motor Driver's License (or equivalent).



KEY DUTIES/RESPONSIBILITIES

Position Responsibilities

- Project manage the implementation, reporting and evaluation of actions associated with the Regional Integrated Transport Strategy, the Regional Economic Development Strategy and the Regional Advocacy Strategy;
- Monitor regional issues, opportunities and emerging trends that align with the organisation's strategies;
- Undertake research to provide guidance to member councils on planning and management of regional projects related to integrated transport and economic development;
- Prepare advocacy information and materials that support regional priorities on behalf of member councils;
- Liaise with key stakeholders to develop partnerships and secure grant funding for projects;
- Review and prepare submissions or reports on policies and strategies released by external organisations relating to planning, transport, and industry, business and economic frameworks having regard for the implications for the EMRC and member councils;
- Acquit grants and prepare reports associated with projects;
- Coordinate meetings, events and tours;
- Assist with the preparation of agendas, minutes, presentations, information and reports for the Regional Integrated Transport Strategy Implementation Advisory Group and the Economic Development Officer Group, Regional Event Planning meetings and Regional Youth meetings; and
- Represent Perth's Eastern Region on various working and advisory groups.

Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times;

- Ensure correct use is made of all equipment provided for safety and health purposes;
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative; and
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

Organisational Responsibilities

- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements;
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents;
- Actively seek and report on methods of improving systems of work to ensure continuous improvement;
- Respond to organisational initiatives and assist in the development of the EMRC as directed;
- Represent the EMRC in a responsible and professional manner at all times;
- Comply with the policies and procedures of the organisation at all times;
- Properly organise and manage working time to ensure efficient productivity; and
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

ORGANISATIONAL RELATIONSHIPS

Responsible to

- A0071A – Director Regional Services

Supervision of

- Contractors and/or consultants

Internal and External Liaison

Internal: All EMRC management and staff



External: Member councils
 Funding bodies
 Key regional stakeholders
 Not for profit organisations
 Relevant state and federal departments and agencies
 Consultants and contractors

- Tertiary qualifications in a relevant discipline will be highly regarded.

EXTENT OF AUTHORITY

- This position operates under the limited supervision of the Director Regional Services. The successful applicant is required to exercise a high degree of initiative and judgement and has the authority to act within predetermined Council guidelines/policies and as delegated.

SELECTION CRITERIA

Essential

- Knowledge/experience in Regional Economic Development and Regional Integrated Transport;
- Highly developed project management, planning, coordination, implementation and evaluation skills;
- Highly developed verbal communication, negotiation and interpersonal skills including an ability to communicate with a diverse range of stakeholders;
- Highly developed analytical and problem solving skills;
- Experience with research, analysis, preparation and writing of professional reports and submissions; and
- Advanced Microsoft Office skills.

Highly Desirable

- Demonstrated knowledge/understanding of State and Local Government processes;
- Experience in marketing and promotional activities and grant writing;
- Experience in preparing materials for meetings including agendas, minutes, presentations and reports;
- Experience in QGIS, In Design and/or REMPLAN will be highly regarded;
- Qualification in Project Management will be highly regarded; and



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA
Hours of work	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.