



**Employment Application Pack  
Executive Manager, Works and  
Technical Services  
September/October 2025**



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## **Employment Advertisement September/October 2025**

Want to fast track your career in a challenging local government role?

Want to live and work in a community boasting an enviable lifestyle, opportunity and natural attractions?

The Shire of Northampton is seeking people to fill the following role:

### **Executive Manager, Works and Technical Services (1.0 FTE) –**

- Negotiable salary up to \$170K per annum (dependent on skills & experience);
- Fixed 3 – 5 year contract;
- Fully maintained Shire vehicle with private use within Western Australia;
- Housing and utilities included;
- 5 weeks annual leave;
- 12% superannuation
- A collaborative and forward-thinking leadership environment.

**To Apply:** Please visit [www.northampton.wa.gov.au](http://www.northampton.wa.gov.au) for information about the position and how to apply.

Personal enquiries about the position can be made to:  
Andrew Campbell (Chief Executive Officer) on (08) 99341202 or by email to [andrew.campbell@northampton.wa.gov.au](mailto:andrew.campbell@northampton.wa.gov.au).

### **Further Information:**

Please contact Michelle Allen on (08)99341202 or by email to [michelle.allen@northampton.wa.gov.au](mailto:michelle.allen@northampton.wa.gov.au).

**Closing Date: 4.00pm Friday 24 October 2025.**

## **WORKING AT THE SHIRE**

The Shire of Northampton employs approximately 41 (FTE) employees throughout the Shire district. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

## **ORGANISATIONAL VALUES**

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

- Honesty and Integrity
- Proactive Approach
- Dialogue
- Environmental Responsibility
- Diligence

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

## **ESSENTIAL SELECTION CRITERIA (EXECUTIVE MANAGER, WORKS AND TECHNICAL SERVICES)**

### Skills

1. Engineering design, construction and maintenance of roads and drainage systems.
2. Team development and leadership.
3. Organisational and time management.
4. Interpersonal communication, negotiation and conflict resolution.
5. Verbal and written communication.
6. Installation and maintenance of reserves and townscape works.
7. Utilisation of relevant computer software.
8. Civil Engineering budget preparation and management.

### Knowledge

1. Parks and Reserves maintenance.
2. Developed knowledge and extensive experience in Local Government structure and function.
3. Grant funding programs including but not limited to Roads to Recovery and Regional Road Group.
4. Operation and maintenance of heavy plant.
5. Budget preparation and management.
6. Computer based financial management systems.
7. Work Health and Safety Regulations and Equal Opportunity Legislation and Policy.
8. Relevant Awards and Industrial Relations.
9. Local Government Act and Regulations (desirable).

10. Design, construction and maintenance of roads and drainage systems (desirable).
11. Plant replacement programming and budgeting (desirable).

### Experience

1. Considerable experience at management level in design, construction and maintenance functions for Local Government.
2. Considerable experience in the management of large scale civil engineering projects.
3. Demonstrated experience of installation and maintenance of reserves and townscape works.

### Qualifications

1. Degree in Civil Engineering or other service discipline or substantive industry knowledge and experience in a relevant field.
2. Extensive Management Training.
3. Current "C" class drivers' licence.
4. National Police Clearance.

### Desirable

1. Tertiary qualification or substantive experience in Business Administration.

## HOW TO APPLY

### Preparing your application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview.

For your application to be considered it **must** include the following information:

#### 1. **Covering letter comprising:**

A short statement highlighting relevant experience and expertise that relates to the position.

#### 2. **Resume (curriculum vitae) comprising:**

- Contact Details - Name, address, email and telephone number.
- Your education and training achievements.
- Your work history - including employment dates, details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

#### 3. **A separate statement addressing the selection criteria:**

- This is the **most important** part of your application.
- Make sure that each criteria is addressed separately and the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.
- It is up to you to demonstrate to the interview panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience, and qualifications to successfully carry out the

duties.

- If you do not meet the requirements of a particular selection criteria, this may not necessarily exclude you from further consideration.

Only those applicants who best demonstrate they meet the competency requirements of the position will be interviewed.

#### **4. Referees**

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

#### **5. Other Documents**

- **Only copies** of supporting documents should be enclosed with your application.

#### **6. Council Endorsement of Senior Employee Appointments**

It is recognised that, in accordance with the provisions of the *Local Government Act 1995*, all appointments to Senior Employee positions are subject to Council endorsement.

## **Applications**

The closing date for applications is **4.00pm Friday 24 October 2025**.

Applications should be submitted online or sent, marked "Private & Confidential" to:

[michelle.allen@northampton.wa.gov.au](mailto:michelle.allen@northampton.wa.gov.au)

**OR**

Manager Corporate Services  
Shire of Northampton  
PO Box 61  
Northampton WA 6535

*In fairness to all applicants, late applications cannot be received by the Shire of Northampton unless permission has been sought from the Chief Executive Officer prior to the closing date. Canvassing of Councillors will disqualify an applicant.*

### **Prior to appointment:**

The Shire of Northampton will undertake / seek confirmation of one or more of the following pre- employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- Compliance with any State Government Directions for COVID-19
- Compliance with any Department specific COVID-19 policy requirements

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*The Shire of Northampton is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.*

*The Shire of Northampton is an equal opportunity employer and provides a smoke free work environment.*

*The Shire of Northampton complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).*