



INFORMATION FOR APPLICANTS



MANAGER INFRASTRUCTURE SERVICES

Application Close – 4:00 pm **Friday 19 September 2025**

For more information please contact:

Alex Adams – Executive Assistant

shire@lakegrace.wa.gov.au

Tel No. (08) 9890-2500

Advertisement



Shire of Lake Grace Manager Infrastructure Services

About the Role

This is an outstanding opportunity to secure a Senior Management role with a progressive Shire situated in WA's South-East Wheatbelt region. The Shire of Lake Grace has undergone a strong period of growth in the past few years and there are several exciting projects underway that will provide further opportunities. The Shire of Lake Grace is searching for a Manager Infrastructure Services to join our team to lead the Shire's Works & Services program and continue the good work.

What we offer

This position is offered as a 3 – 5 year contract, with an attractive remuneration package valued between \$178,000 – \$195,000 subject to experience and negotiation. Your package will include a base salary, superannuation, motor vehicle and ancillary allowances. The Shire will also provide a rent-free residence.

About you

We are looking for someone with strong time management skills, an established reputation for achieving results in a regulated financial environment, highly developed communication & people management skills, sound history of project management, previous experience in producing operational reports and applying for funding, a hands-on approach, and an ability to manage multiple and diverse tasks concurrently.

Ideally you will have a minimum of five years' experience in a Senior Management role in a similar position.

How to apply

To request an Application Package or for more information please contact Alexandra Adams, Executive Assistant, Shire of Lake Grace on (08) 9890 2500 or email ea@lakegrace.wa.gov.au.

The package is also downloadable from <https://www.lakegrace.wa.gov.au/employment/>

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package. This opportunity is open to new applicants only.

Applications close Friday 19 September 2025.

The Shire of Lake Grace is an Equal Opportunity Employer

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to ea@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will **NOT** be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criteria – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from past experience that might be similar or equivalent.

The Interview Process

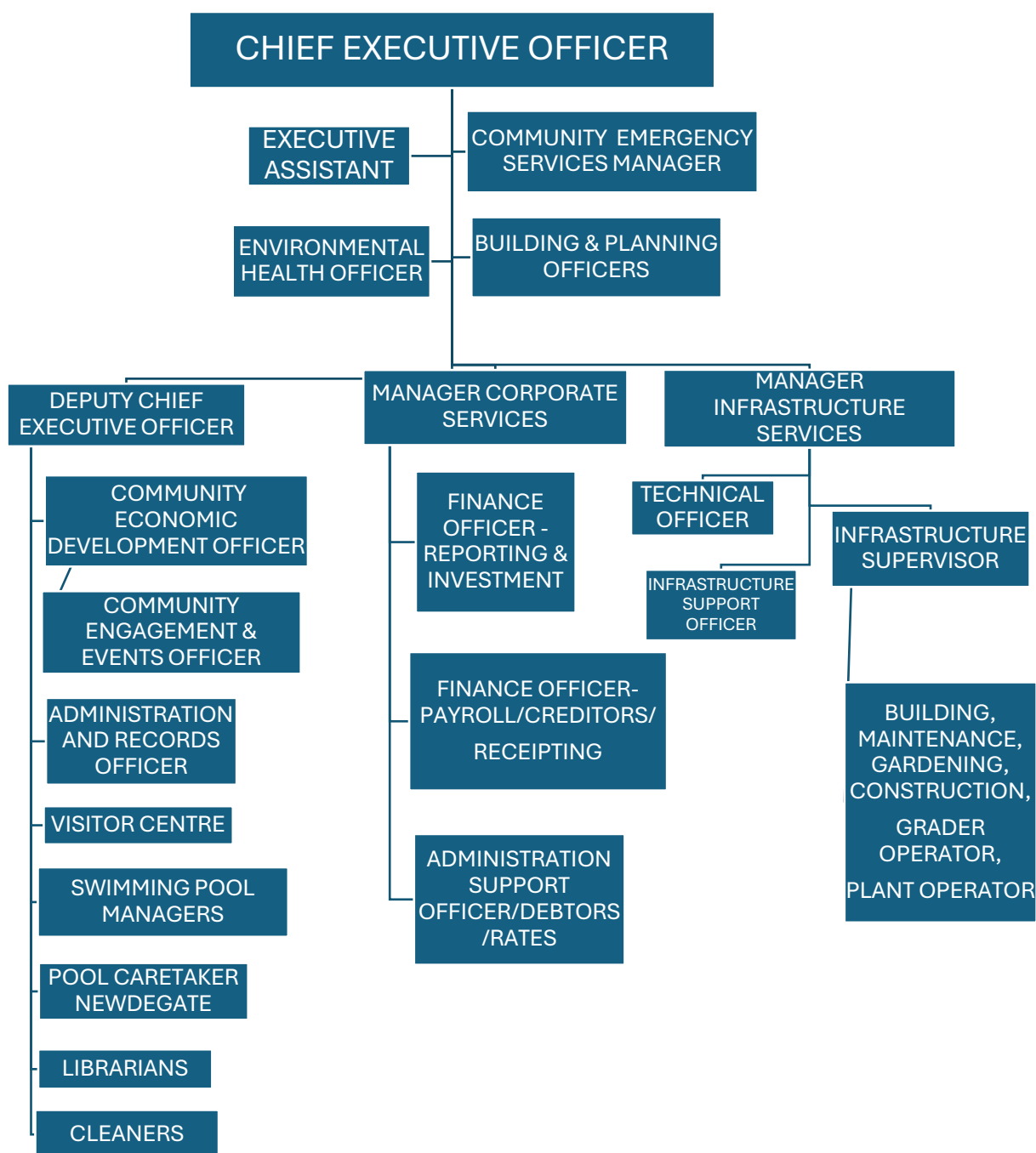
A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



SHIRE OF LAKE GRACE ORGANISATION CHART





Shire of Lake Grace

MANAGER INFRASTRUCTURE SERVICES

POSITION DESCRIPTION

Shire Values "A safe, inclusive and growing community embracing opportunity"

Position title	Manager Infrastructure Services
Department / service area	Infrastructure Services
Industrial award	Local Government Industry Award 2020 Industrial Agreement
Classification	Contract
Position reports to (role)	Chief Executive Officer This position operates under the limited direction of the CEO within established guidelines, delegations of authority, Council policies and procedures. The CEO will outline authorised delegations.
Position supervises / Manages (roles)	Technical Officer Infrastructure Support Officer Infrastructure Supervisor
Last date PD reviewed	7 May 2025

Links to Corporate Plan Objectives

Economic Objective - A prosperous economy supporting diversification of industry

Outcome 1 - An innovative, productive agriculture industry

- 1.1: Enhance and maintain transport network
- 1.2: Improve flood mitigation for transport infrastructure
- 1.3: Support and promote the agricultural productivity of the district
- 1.4: Maintain and provide water infrastructure and lobby to support drought-proofing and water-harvesting initiatives
- 1.5: Liaise with key stakeholders for the improvement of the agricultural industry
- 1.6: Develop, implement and maintain a gravel strategy

Outcome 3 - An attractive destination for visitors

- 3.2: Maintain and enhance tourism related infrastructure and attractions

Environment Objective - Protect and enhance our natural and built environment

Outcome 4 - A well maintained attractive built environment servicing the needs of the community

- 4.1: Maintain, rationalise, improve or renew buildings and community infrastructure
- 4.2: Maintain the integrity of heritage buildings and places

Outcome 5 - A natural environment for the benefit and enjoyment of current and future generations

- 5.1: Manage and preserve the natural environment
- 5.2: Support pest and weed control within the district
- 5.3: Provide an effective waste management service

Social Objective - A valued, healthy and inclusive community and lifestyle

Outcome 6 - An engaged, supportive and inclusive community

- 6.1: Maintain and enhance services and infrastructure that meets the needs of the community

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values

Outcome 8 - A strategically focused, unified Council functioning efficiently

- 8.1: Provide informed leadership on behalf of the community
- 8.2: Promote and advocate for the community and district
- 8.3: Provide strategic leadership and governance

8.4: Provide timely communications on all Council activities to community

Outcome 9 - An efficient and effective organisation

9.1: Maintain accountability and financial responsibility through effective planning

9.2: Comply with statutory and legislative requirements

9.3: Provide a positive and safe workplace

9.4: Establish and maintain community endorsed levels of service across all functions of Council

Position Certification Date: 7 May 2025

Position Summary

Job Purpose

The Manager Infrastructure Services is a member of the Shire's Senior Management team with the responsibility for the provision of quality service of organisational and infrastructure functions of the Shire incorporating engineering services, waste management services, parks and streetscapes, property management, construction plant, machinery and fleet management.

This position is also responsible in providing the Chief Executive Officer and the senior management team with timely and accurate information appropriate to the Infrastructure Services team.

As the leader of the Infrastructure Services team, the Manager Infrastructure Services will ensure that staff is suitably skilled, qualified, resourced and motivated towards achieving workplace tasks and delivery outstanding customer services to the community.

KEY DUTIES & RESPONSIBILITIES

Manage various programs supported by the Shire of Lake Grace

- Manage and oversee the Staff associated with the delivery of Infrastructure Services area, providing leadership, advice and direction to the satisfaction of the Chief Executive Officer.
- Responsible for the financial management, including the preparation, compilation and monitoring of annual and project budgets for all areas of the Infrastructure Services function.
- Active involvement in the development and implementation of the Shire's Strategic, Corporate and Policy Planning.
- Identify and implement quality management processes.
- Monitor best practice, management trends and issues, together with developments in the technical areas.
- Advise Council on relevant matters regarding the Shire's infrastructure and Plant.
- Ensure the Shire's compliance with statutory requirements including the Local Government Act and other relevant legislation.
- Development and implementation of Asset Management Plans.
- Communicate information to the Chief Executive Officer all matters generally affecting the operations and affairs of the Shire.

Service Area and Operations

- Maintain highly effective communications with Council, Staff, Community Organisations and Agencies.
- Monitor Staff performance and provide timely and appropriate feedback and advice to the Chief Executive Officer.
- Ensure compliance with the Occupational Safety and Health Act.
- Provide technical advice and professional support to Infrastructure Services' Staff where appropriate.
- Recommend purchase of and ensure all mechanical plant, vehicles and equipment are maintained.
- Monitor trends in the provision of Infrastructure Services to review and identify works and service delivery for the communities within the Shire.

- Attend seminars and conferences with Councillors and other Officers where this is deemed beneficial.
- Preparation of Plant, Annual Supply and Materials Tenders.
- Submission of work schedules for Government Grants and recoup of expenditure.
- Liaise with Corporate Services on accounts costing etc and coordinate job costing procedure.
- Monitor expenditure on all jobs and recommend approval of invoices and refunds for payment.
- Coordinate with the Environmental Health and Building Officer on matters relating to the Shire's waste disposal service.
- Ensure maintenance of the Shire's Road Asset Management Software.
- Responsible for issue of Heavy Vehicle Permits on Shire Roads and School Bus Routes as per the Shire's Policy Manual and Delegations Register.

Council and Chief Executive Officer Support

- Oversee preparation of Infrastructure Services' reports to Council.
- Implement decisions of Council and the Chief Executive Officer in a timely manner.
- Attend Council meetings and other meetings as requested by the Chief Executive Officer.
- Review new legislation for areas affecting the provision of Infrastructure Services and report as necessary.
- Other tasks/duties relating to Shire services either singularly or in co-operation with other service areas as proposed by the Chief Executive Officer.
- Represent the Shire or Chief Executive Officer when requested and liaise as necessary with other Local Authorities, the Department of Local Government and Communities and other State and Federal Government Ministers / Departments / Authorities and/or Institutions.

Customer Service

- Responsible to the Chief Executive Officer for the development and maintaining of high-quality customer service.
- Ensure that Infrastructure Services' advice to customers is accurate, timely and conveyed in an efficient, effective and friendly manner.
- Ensure efficient, effective and timely conveyance of Shire's decisions when relevant to applicant and the public.
- Promote public participation in the decision making and management process.
- Provide input to the Chief Executive Officer regarding public awareness of Shire activities.
- Ensure continuity of service by team members during Staff absences.

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

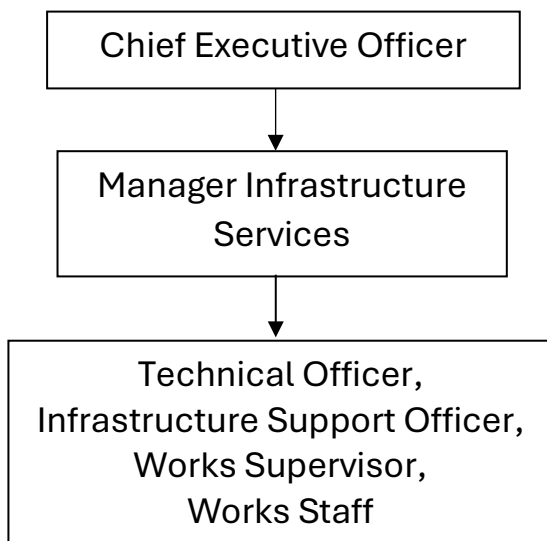
Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators	Performance Requirements
Timely and accurate monitoring and review of the Infrastructure Services works schedule including maintenance, budget review and works programs.	40%
Manage and efficient and effective Infrastructure Services department which delivers a high standard of customer service	25%
Timely and accurate preparation of Council Agenda items and preparation of all other reports	10%
Participate and promote programs that improve overall workplace health and safety	15%
Ensure the Shire's compliance from various legislative and corporate requirements	10%
<p>Work Health and Safety Statement of Outcome A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.</p> <ol style="list-style-type: none"> 1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace 2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation 3. Follow safety rules, procedures and standards at all times 4. Report ALL accidents, incidents and hazardous situations arising in the course of work <p>Equal Employment Opportunity Statement of Outcome 2023-2025</p> <ol style="list-style-type: none"> 1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment. 2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees 3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity 4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation. 	

Position Liaises with:

Organisational Relationship



Internal & External Liaison

SELECTION CRITERIA

ESSENTIAL

1. Highly developed managerial, planning and organizational skills including project management skills, with a proven ability to achieve results in a financially constrained environment.
2. Experience in successfully applying for funding.
3. Previous experience in asset management including the acquisition, disposal and ongoing maintenance of plant & equipment.
4. Strong leadership skills, with the ability to lead and direct employees, resolve conflict and manage disciplinary issues.
5. Extensive experience in identifying community and customer needs and leading the delivery of quality customer service.
6. Practical knowledge of the principles of road construction and maintenance.
7. Sound understanding of Awards, OSH, EEO and Worksafe legislation and a commitment to safe work practices.
8. Sound computer literacy skills and commitment to maintaining accurate electronic records.
9. A relevant tertiary qualification or relevant experience
10. Current West Australian 'HR' Class Drivers Licence
11. Current National Police Clearance Certificate, no more than 6 months old, or willingness to obtain
12. Completion of a pre-employment medical

PREFERRED

At least 5 years of senior management experience in a similar civil construction environment.

TRAINING

The Shire of Lake Grace will provide training and professional development opportunities to the successful applicant including the costs of attending appropriate training where opportunities are identified.

PERFORMANCE REVIEWS

Reviews shall be conducted annually.

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, twisting, and working with screen-based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.



Shire of Lake Grace

Application Form

MANAGER INFRASTRUCTURE SERVICES

PERSONAL DETAILS		
Full Name:		
Home Address:		Suburb:
State:		Postcode:
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details of your driver's licence below		
Place of Issue:		Licence type:
Drivers Licence Number:		Expiry Date:
Do you hold a valid police clearance check? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, would you be prepared to undertake this check if requested? Yes <input type="checkbox"/> No <input type="checkbox"/>		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, please state your nationality and confirm the details of your current visa		
Nationality:		Visa Type:
Details of Any Work Restrictions:		Visa Expiry Date:
Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institution	Qualification Obtained	Completion Date

Details of Any Other Relevant Skills or Qualifications:	
EMPLOYMENT HISTORY	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	

REFEREES	
Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the Shire of Lake Grace to contact my referees to carry out reference checks in support of my application Yes <input type="checkbox"/> No <input type="checkbox"/>	
HEALTH QUESTIONNAIRE	
Do you wish to make us aware of any thing that may impact your ability to carry out the tasks required for this role? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details: 	
<i>Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire of Lake Grace has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.</i>	

Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.

I understand and agree to these terms and conditions Yes ☐ No ☐

I agree to take part in a pre-employment medical and urine drug screening Yes ☐ No ☐

ADDITIONAL INFORMATION

How did you learn about this opportunity?

Are you currently employed by or have previously worked for the Shire of Lake Grace?

Yes ☐ No ☐

If yes, please provide further details below:

Dates employed from and to:

Position Held:

Line Manager Name:

Please confirm that you have attached the following supporting documents to this application form:

Resume

Yes ☐ No ☐

Covering Letter

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.

Applicant Name:

Signature:

Date: