



Shire of **Ngaanyatjarraku**
ON A JOURNEY

Vacant Position

Manager Corporate & Community Services

Position Summary:

The Shire of Ngaanyatjarraku is seeking an experienced, dynamic management professional to join its Management Team as Manager Corporate & Community Services.

Pay:

This position has a total benefit package up to \$209,000 pro rata per annum.

About Us:

The Shire of Ngaanyatjarraku is dedicated to serving our community with integrity, innovation, and excellence. We are committed to fostering a culture of collaboration and inclusivity while striving for continuous improvement in all areas of operation.

Position Overview:

This pivotal role involves providing effective leadership to our Corporate and Community Services team, ensuring the smooth operation of administrative, financial, and community service portfolios in compliance with statutory requirements and Council Policy.

This is a full time position up to 5-year contract.

Key Responsibilities:

- Lead the delivery of high-quality, customer-focused corporate services to the community.
- Oversee operations in information technology, financial management, governance, corporate information, customer service, marketing and communications, as well as community and economic development initiatives.
- Provide strategic guidance and support to staff to ensure efficient and effective service delivery.
- Foster a positive and collaborative work environment that encourages innovation and continuous improvement.

Tjulyuru Cultural and Civic Centre
Warburton Community

PMB 87 via Kalgoorlie
Western Australia 6431

Phone: (08) 8956 7966

Fax: (08) 8956 7959

Email: mail@ngaanyatjarraku.wa.gov.au

www.ngaanyatjarraku.wa.gov.au



Shire of **Ngaanyatjarraku**
ON A JOURNEY

- Develop and maintain strong relationships with stakeholders, including council members, community groups, and government agencies.

How to Apply:

To be considered for this position, applicants must submit a current resume together with a covering letter outlining how you meet the key requirements of the role. The Position Description can be obtained from www.ngaanyatjarraku.wa.gov.au.

Please submit your resume and covering letter detailing your qualifications and relevant experience to humanresources@ngaanyatjarraku.wa.gov.au.

Application Deadline: Close of business 22 March 2024.

The Shire of Ngaanyatjarraku is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those shortlisted applicants will be contacted.

Tjulyuru Cultural and Civic Centre
Warburton Community

PMB 87 via Kalgoorlie
Western Australia 6431

Phone: (08) 8956 7966

Fax: (08) 8956 7959

Email: mail@ngaanyatjarraku.wa.gov.au

www.ngaanyatjarraku.wa.gov.au