

Application Package

Executive Manager Infrastructure Services

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program including free gym and pool admission

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shire of Boddington is seeking a professional and dynamic Executive Manager Infrastructure Services to join the Executive Leadership Team. Reporting to the Chief Executive Officer, this role provides strategic leadership to the Infrastructure Services Department, driving the delivery of initiatives aligned with the Shire's Integrated Strategic Planning Framework. The position oversees roads and drainage, waste management, parks and gardens, fleet, building maintenance, cemeteries, and a range of construction projects, programs, and operational activities.

Key responsibilities include:

- Providing strategic leadership across the organisation and taking responsibility for all outcomes associated with the Infrastructure Services Department.
- Attending Council and Committee meetings providing reports, as appropriate, on all aspects of programs, services and operations.
- Ensuring the maintenance, renewal and upgrade of all roads within the Shire are well planned and delivered effectively.
- Taking responsibility for service delivery planning and resource allocation in all functional areas within the Infrastructure Services Department.

The successful candidate will have strong leadership and organisational skills, experience in civil construction and maintenance, and expertise in capital works, contracts, and procurement.

The position offers:

- A three-to-five-year contract is offered, with a total remuneration package of up to \$197,543, including a cash component of up to \$130,000, plus a modern 4x2 bedroom house, and provisions of a fully maintained vehicle.
- Excellent superannuation benefits, offering up to 18% with a 6% employee contribution.
- 76 hours per fortnight working a 9-day fortnight. Flexibility is required and additional hours may be needed at times to achieve objectives.
- Additional benefits including salary sacrifice, free pool and gym access, and 2 extra days of annual leave.

An application package including the position description can be obtained from www.boddington.wa.gov.au. Applicants are requested to provide a cover letter, resume and a statement addressing the Selection Criteria (not more than three pages).

For further information about the position and application process, contact Amy Lazenby, Human Resources Officer, on 9883 4999 or via email to hr@boddington.wa.gov.au. Applications should be submitted to hr@boddington.wa.gov.au by **4.00pm on Monday, 23 March 2026**.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit		
Salary	\$115,000	\$130,000	Employment Basis	Permanent Full Time
Superannuation (12%)	\$13,800	\$15,600	Hours of Work	76 hours over a 9-day fortnight
Matching Superannuation (6%)	\$6,900	\$7,800	Additional Leave	Extra two (2) days per annum
Vehicle Provision (private use)	\$25,943	\$25,943	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
Housing Provision (\$400/week)	\$18,200	\$18,200	Superannuation	Guarantee 12%
TOTAL	\$179,843	\$197,543	Matching Superannuation	Employee superannuation contributions are matched by the Shire, up to a maximum of 6%.



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will close at **4.00pm, AWST on Monday, 23 March 2026.**

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted easily if you are invited for an interview, or there are queries regarding your application.

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

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Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role please contact Amy Lazenby, Human Resources Officer, on 9883 4999 or hr@boddington.wa.gov.au.



Position Description

Title

Executive Manager Infrastructure Services

Department

Office of the CEO

Salary & Conditions

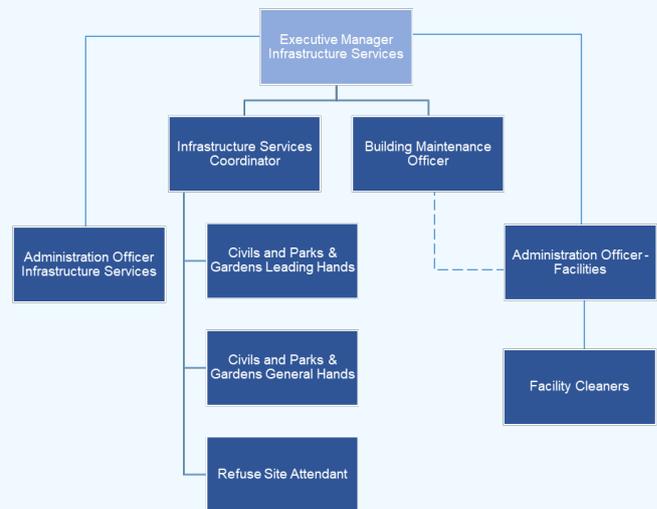
3–5-year contract | Local Government Officers' (WA) Award 2021

Organisational Relationships

Responsible to: Chief Executive Officer

Direct Reports:

- Infrastructure Services Coordinator
- Administration Officer – Facilities
- Administration Officer – Infrastructure
- Building Maintenance Officer



Key Responsibilities and Duties

Executive Leadership / Supervision

- Provide strategic leadership across the organisation and take responsibility for all outcomes associated with the Infrastructure Services Department.
- Undertake recruitment, training and development of staff in accordance with the relevant Awards, policies and procedures.
- Ensure staff are aware of organisational goals and objectives, and provide a framework to support the achievement of objectives.
- Ensure annual performance reviews are delivered on time and with key focus areas for each employee.
- Identify staff training needs and facilitate appropriate development opportunities.
- Ensure working conditions comply with work health and safety requirements.
- Ensure compliance with legislative requirements for all employee related issues.
- Foster a positive culture across the Department, ensuring staff and team leaders are appropriately supported, mentored and equipped to achieve service levels.

Administration / Budget

- Preparation of departmental budget, financial and non-financial documentation, including submissions, reporting and liaison for funding / service agreements.
- Attend Council and Committee meetings providing reports, as appropriate, on programs, services and operations.
- Monitor and control income and expenditure relating to Infrastructure programs and services.
- Ensure grant applications are developed, grant guidelines are met, and all acquittal procedures are followed in relation to works and asset grants.

- Take responsibility for service delivery planning and resource allocation in all functional areas within the Infrastructure Services Department.
- Develop appropriate scope of works documentation for contracts, and administer contracts to deliver best value for the Shire.
- Ensure the Department complies with all documentation and reporting requirements relating to projects, grants, database management and audit queries.
- Ensure the Department follows the necessary Work Health and Safety processes before undertaking works.

Policy Development and Planning and Investigation

- Development and implementation of policy for programs and services, including advice / recommendations to the Chief Executive Officer and Council.
- Ensure that stakeholders are provided with the opportunity to participate in decision making aspects of the infrastructure process, where appropriate.
- Ensure all policies and procedures relating to the Infrastructure Services Department are up to date and well communicated across the organisation.
- Coordinate and implement integrated planning and reporting documents relevant to the Infrastructure Services Department.
- Develop goals, objectives and performance indicators for programs and operations.
- Ensure long-term strategic initiatives and planning documents are appropriately researched and developed.

Asset Management

- Support the development and implementation of Asset Management Plans.
- Ensure the accuracy and completeness of Asset Management data required for the effective management of Shire facilities.
- Ensure plant and equipment is utilised appropriately, and managed in accordance with structured usage and replacement plans and policies.
- Apply appropriate forecasting and data analysis to reduce asset renewal and maintenance gaps.
- Work with the Corporate Services Department to ensure all asset revaluations are completed in line with legislative requirements.
- Effectively manage critical assets.

Works

- Ensure the maintenance, renewal and upgrade of all roads within the Shire are well planned and delivered effectively.
- Ensure the Shire delivers upon and meets all obligations relating to grant funded road and other works projects.
- Liaise with Main Roads and other key stakeholders in relation to Shire assets.
- Ensure footpaths, kerbing, drainage systems and other street or road related infrastructure are well managed.
- Forward plan the Shire's Infrastructure Programs in accordance with funding and long-term financial planning requirements.
- Ensure core infrastructure is well maintained, compliant and future capital needs have been addressed as part of Asset Management Planning.
- Ensure high quality horticultural works are delivered to parks, reserves and streetscapes.
- Manage projects in accordance with the Shire's Project Management Framework.

Business Improvement and Organisation Development

- Work with the Chief Executive Officer to define current and target levels of service.
- Develop and implement community engagement processes appropriate to infrastructure services.
- Implement continuous improvement strategies and targets, encouraging ideas and suggestions that promote service delivery improvements.
- Work closely with the CEO and other senior staff in identifying opportunities for productivity gains, workplace continuous improvement, performance enhancement and skill acquisition.
- Working closely with Team Leaders to provide direction, training and development within the team where required.

General Responsibilities

Organisational

- Undertake any other reasonable duties as requested by your supervisor.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.

- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture.

Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that you, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your Supervisor.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

Selection Criteria

Essential

1. Minimum of two years' experience in a similar role, with demonstrated experience in the successful delivery of civil infrastructure maintenance and construction projects.
2. Demonstrated leadership of multi-disciplined operational teams to achieve efficient and safe performance results, and drive a high performing culture.
3. Excellent interpersonal skills, with demonstrated ability to liaise with stakeholders to create positive outcomes.
4. Demonstrated experience in capital works programming, procurement and cost control.
5. Well-developed written and verbal communication skills.

Desirable Criteria

1. Qualifications such as Engineering//Project Management, or other qualifications relevant to the requirements of the role.
2. Sound knowledge and understanding of asset management principles.

