

# Application Package

## Executive Manager Corporate Services (12 month Fixed Term)

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 an experienced, motivated, and results-driven Executive Manager to lead our Corporate Services team on a fixed-term 12-month contract during the secondment of the incumbent to a project role. As a member of the Leadership Team, the Executive Manager Corporate Services works closely with the CEO and fellow Executive Managers to support organisational planning, service delivery, governance, and the responsible management of public resources.

This position is responsible for the operational leadership of Corporate Services, including governance, procurement, compliance, human resources, payroll, work health and safety, records management, contracts, insurance, and day-to-day finance operations. Strategic finance functions, including the Annual Budget, Budget Review, Annual Financial Report, monthly financial reporting, and Strategic Resource Plan, will remain with the seconded officer, with support provided through coordination, information provision, and operational financial oversight.

The role supports executive leadership through:

- Contributing to organisational strategy, performance, and service delivery.
- Participating in decision-making relating to organisational priorities, risk management, and resource allocation.
- Providing strategic advice that supports effective governance, accountability, and organisational outcomes.
- Leading a positive organisational culture that reflects the Shire's values and promotes collaboration, accountability, safety, and high performance.
- Driving a customer-focused approach across services, systems, and community interactions.

The successful candidate will have experience in a similar leadership role and demonstrate strong organisational, analytical, and interpersonal skills, with a commitment to delivering high-quality outcomes. Experience in local government will be highly regarded.

The position offers:

- A 12-month fixed-term contract with an attractive remuneration package of up to \$165,200, including a cash component of up to \$140,000, a modern 4x2-bedroom house, and a fully maintained vehicle.
- 32 - 38 hours per week, working an 8 or 9 day fortnight, with flexible working hours
- Excellent superannuation benefits, offering up to 18% with a 6% employee contribution.
- 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](http://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 Megan Moore, People and Culture Coordinator, on 08 9883 4999 or [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).

Applications should be submitted to [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au) by **4.00pm, AWST on Monday, 27 July 2026**.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people regardless of 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	\$130,000	\$140,000	Employment Basis	Fixed term – 12 months
Superannuation (11.5%)	\$15,600	\$16,800	Hours of Work	32-38 hours per week
Matching Superannuation (6%)	\$7,800	\$8,400	Additional Leave	Extra two (2) days per annum
<b>TOTAL</b>	<b>\$153,400</b>	<b>\$165,200</b>	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
			Superannuation	Guarantee 12%
			Matching Superannuation	If you choose to make additional superannuation contributions, the Shire will match your contribution up to 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](mailto:hr@boddington.wa.gov.au).**

Applications will close at **4.00pm, AWST on Monday, 27 July 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

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

## Websites

The Shire's website [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au) contains substantial information about the Shire.

## Further enquiries

For further information about the role please contact Megan Moore, People and Culture Coordinator, on 9883 4999 or [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).



# Position Description

## Title

Executive Manager Corporate Services  
(12 month Fixed Term)

## Department

Corporate Services

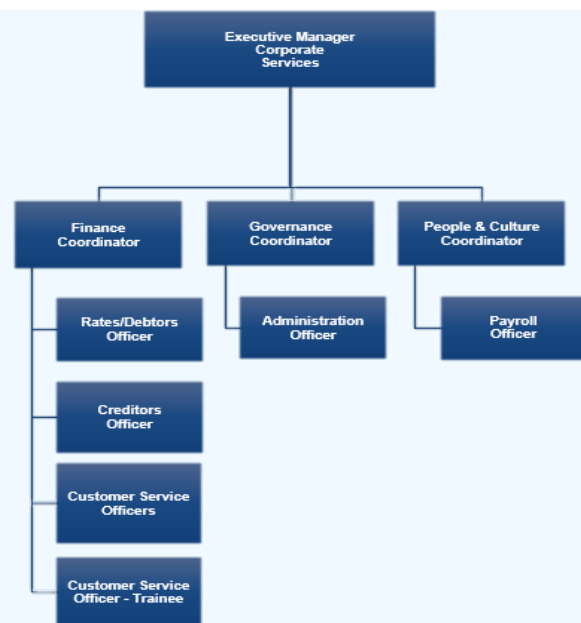
## Salary & Conditions

Contract | Local Government Officers Award WA 2021

## Organisational Relationships

Responsible to: Chief Executive Officer

Direct Reports: Finance Coordinator  
People and Culture Coordinator  
Governance Coordinator



## Key Responsibilities and Duties

### Governance

- Oversee the development, review and implementation of Council and operational policies, and provide timely advice to the Chief Executive Officer and Council on relevant governance and compliance matters.
- Provide professional advice to the Executive Leadership Team and staff on governance, legislative compliance, procurement, contract management, risk, records management and organisational capability.
- Monitor relevant legislative and regulatory changes, assess organisational impacts and coordinate implementation of required changes within the position's areas of responsibility.
- Oversee the creation, completion, accuracy and maintenance of governance registers, including statutory and operational registers.
- Coordinate administration and reporting requirements for the Audit, Risk and Improvement Committee, including agenda preparation, follow up actions and compliance matters relevant to the Committee's functions.
- Oversee contract management processes to support compliance with Council policy, legislative requirements, delegations and sound probity standards.
- Manage the Shire's insurance portfolio, including renewals, claims coordination and ensuring appropriate levels of cover are maintained.
- Oversee all governance registers and related governance processes to support compliance with internal requirements and external funding obligations.
- Ensure records are created, captured, maintained and disposed of in accordance with legislative requirements, the Shire's Recordkeeping Plan, Council policies and operational procedures.

### Human Resources and Work Health and Safety

- Lead and support the human resources and payroll functions to ensure services are delivered accurately, confidentially, consistently and with a strong customer service focus.
- Oversee the delivery of human resources and payroll services, including recruitment, onboarding, employment conditions, payroll administration, performance support, employee records and workforce reporting.
- Provide guidance to managers and employees on human resources matters, ensuring advice is consistent with legislation, industrial instruments, Council policies and contemporary people management practices.

- Support workforce capability, performance development, employee wellbeing and positive organisational culture across the Shire.
- Promote fair, respectful and inclusive workplace practices, including compliance with equal opportunity, anti-discrimination, bullying and harassment, and Code of Conduct obligations.
- Oversee the implementation, monitoring and promotion of Work Health and Safety systems, procedures and obligations across the organisation.
- Support a proactive safety culture by promoting hazard identification, incident reporting, risk control, consultation, training and continuous improvement in both physical and psychosocial safety.
- Assist in the development, review and monitoring of human resources, payroll and Work Health and Safety policies, procedures and performance measures.
- Ensure human resources, payroll and Work Health and Safety records are maintained in accordance with legislative, industrial and organisational requirements.

## Finance

- Provide day to day leadership of corporate financial operations, including accounts payable, accounts receivable, rates, receipting, payroll interface, cash handling, reconciliations and financial administration.
- Maintain effective financial controls, delegations, reconciliations and financial processing to support compliance, accuracy and sound financial management practices.
- Coordinate operational finance inputs required by the Manager Strategic Finance and ERP Implementation for the annual budget, budget review, Annual Financial Report, monthly financial reports and Strategic Resource Plan.
- Support audit, acquittal and internal reporting processes by ensuring financial records, reconciliations and supporting information are accurate, complete and timely.
- Work collaboratively with the Manager Strategic Finance and ERP Implementation, Finance Coordinator, auditors and internal stakeholders to support compliant and efficient financial administration and service delivery.

## 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. Relevant senior management experience in local government or a similar environment, with demonstrated understanding of corporate services obligations.
2. Sound experience in managing corporate services functions, including governance, compliance, procurement, records, human resources, payroll, work health and safety and operational finance.
3. Highly developed leadership skills and experience, including the ability to establish and maintain effective working relationships with internal and external stakeholders.

4. Demonstrated ability to apply contemporary management practices, including sound judgement, process improvement, organisational change and practical problem solving in a complex operating environment.

#### Desirable Criteria

1. Qualifications in a discipline relevant to the position
2. Experience utilising SynergySoft software

