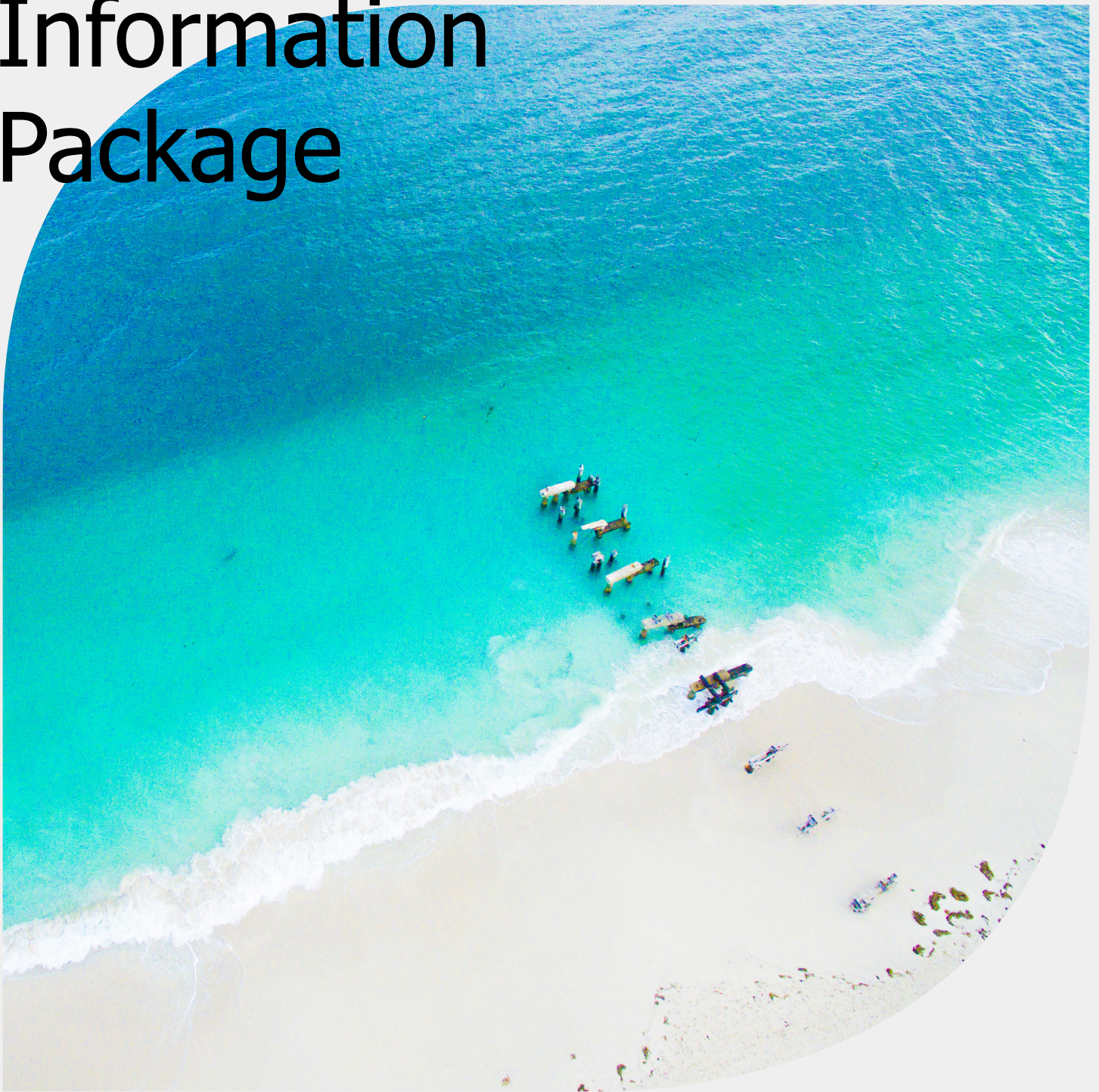


Employment Information Package



ADMINISTRATION OFFICER POOL

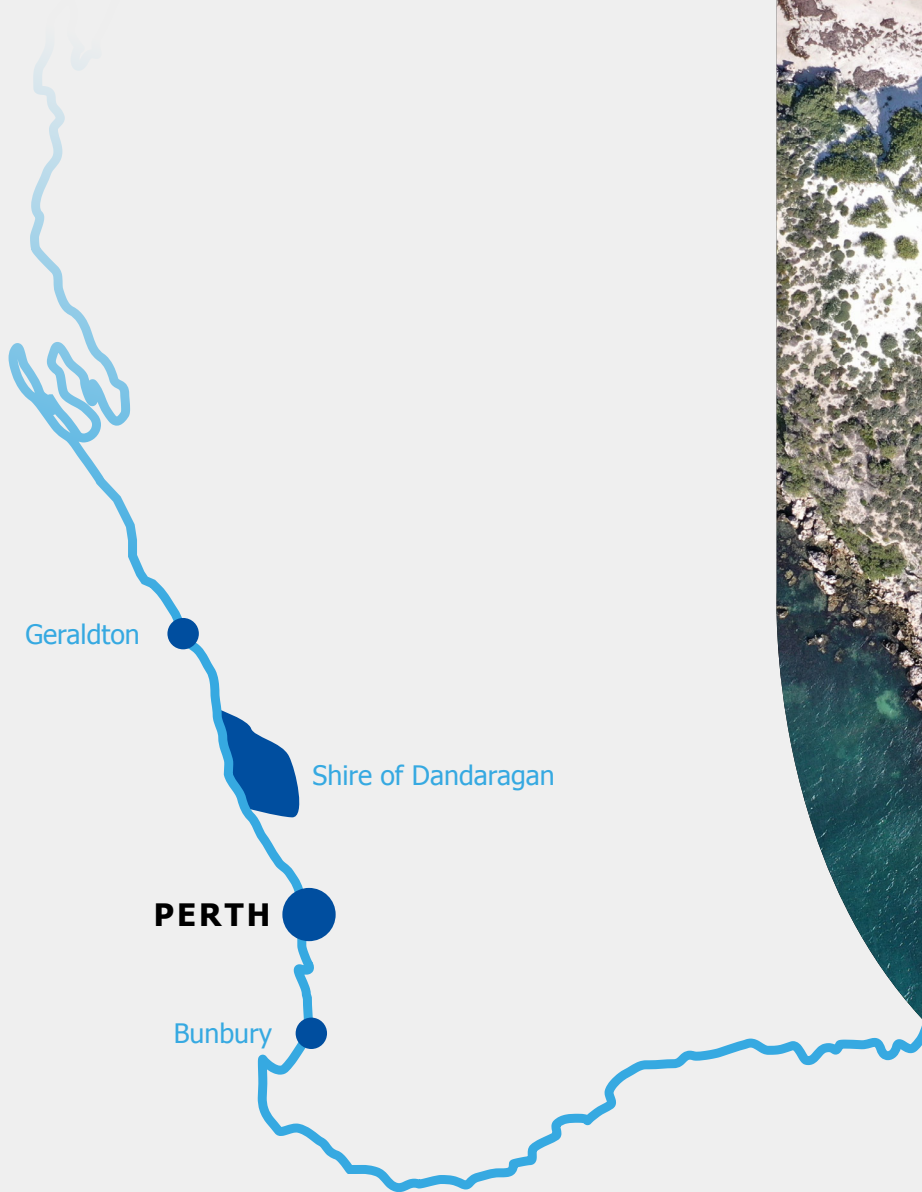
Enquiries:

Lauren Miles
Human Resources Coordinator
08 9652 0800
hr@dandaragan.wa.gov.au

10 September 2025 - 31 December 2025

The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.

Introduction



Just 2 hours
from Perth



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at visitturquoisecoast.com.au

What makes Dandaragan a great place to work?



Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.



The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



ADMINISTRATION OFFICER POOL (FULL-TIME / PART-TIME)

The Shire of Dandaragan is seeking motivated and community-minded individuals to join our Administration Officer Talent Pool. This pool will support a range of administrative functions across the organisation, with opportunities arising within Community services, Corporate Services, Infrastructure, and Development Services.

About the Role

Administration Officers play a vital role in delivering high-quality customer service and administrative support. Successful candidates will be adaptable, professional, and committed to contributing to the Shire's vision of a dynamic, diverse and desirable region delivering sustainable growth and socially connected communities.

Key Responsibilities

An Administration Officer's responsibilities include responding to telephone and counter enquiries, referring matters as necessary and initiating appropriate action. The role provides administrative support across various departments. Reviewing and updating process manuals, call flow databases, and website content to ensure accuracy and relevance. The successful candidate will collaborate within multi-disciplinary teams, while maintaining a strong focus on delivering quality customer service. Participation in Occupational Safety & Health practices and contributing to a safe and supportive workplace are also essential aspects of the role.

How to Apply

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter** - outlining how you meet the requirements of the role
2. **A current resume**
3. **A completed application form** - found within this Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website www.dandaragan.wa.gov.au/employment or contact Lauren Miles HR Coordinator hr@dandaragan.wa.gov.au or on (089652 0800).

Applications close at 4:00pm 31 December 2025

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey
CHIEF EXECUTIVE OFFICER

JOB SPECIFICATIONS / DUTY STATEMENT

Position Title	Administration Officer
Tenure	Full time / Part time
Primary Place of Employment	Shire Administration Centre, 69 Bashford Street, Jurien Bay
Award	Level 3 of the Local Government Industry Award Industrial Agreement (formerly the Local Government Industry Award 2020 as at 1 January 2023)
Department	Various
Accountable to	Department Executive Manager
Accountable for	N/A
Internal Liaison	Shire of Dandaragan staff
External Liaison	General public Ratepayers Guests and visitors

POSITION OBJECTIVES:

To provide high-quality administrative and customer service support across various Shire departments. The role involves front-line customer interaction, clerical duties, and support for community, infrastructure, and development services. Administration Officers will facilitate all aspects of customer service, ensuring stakeholders are engaged with professionalism and efficiency, while consistently upholding the Shire's reputation and standards.

REQUIREMENTS OF THE POSITION:

Skills	Essential	Desirable
Highly developed written and oral communication skills	✓	
Highly developed numeracy skills	✓	
Knowledge	Essential	Desirable
Developed knowledge of general office procedures and practices	✓	
Experience	Essential	Desirable
Experience in customer service	✓	
Experience in working with Microsoft Office products	✓	

**Shire of Dandaragan
Administration Officer Pool**

Qualifications and Training	Essential	Desirable
Completion of Year 10 Certificate	✓	
National Police Clearance (not more than 3 months old)	✓	
Hold a current 'C' class licence		✓

KEY DUTIES / RESPONSIBILITIES:

- Respond to all telephone and counter enquiries and where necessary, refer to the relevant officer and initiate appropriate action.
- Provide administrative support to the Community, Corporate, Infrastructure and Development Services teams, as and when required.
- Ensure tasks, procedures and process manuals are frequently reviewed and updated, as required.
- Review and update call flow practices database, as required.
- Review and edit website to ensure content and information is still relevant and correct, as necessary.
- As a service industry, a major focus must be the quality of customer service. This position must at all times endeavour to answer all telephone and counter enquiries.
- Work within a multi-disciplinary team, in particular with customer and community services staff on projects, as needed.

Occupational Safety & Health

- Participate in the development of a safe and healthy workplace.
 - Comply with instructions given for your own safety and health and that of others, in adhering to safe work procedures.
 - Co-operate with management in its fulfilment of its legislative obligations.
 - Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation.
 - To report any injury, hazard or illness immediately, where practical to your supervisor.
 - Not place others at risk by any act or omission.
 - Not wilfully or recklessly interfere with safety equipment.
-

EXTENT OF AUTHORITY:

Works within confines of standards and procedures, under regular supervision of the Executive Manager of the department.

TRAINING, CONFERENCES, SEMINARS:

The Shire provides a range of in-house and external training opportunities to develop staff skills and knowledge.

AWARD:

General conditions of employment are offered on the basis of the Local Government Industry Award Industrial Agreement (formerly the *Local Government Industry Award 2020* as at 1 January 2023)

Equal Employment Opportunity and Diversity Position Statement:

The Shire will ensure equal employment opportunity for all its employees and applicants for employment.

Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position).

The objectives of the Shire are to:

- *ensure fair treatment and non-discrimination in hiring and employment; and*
- *ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.

APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS	
Position Advertised:	
Location:	Jurien Bay

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach copy of a Visa validating permission to work in Australia.
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.	
(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:

Contact No:	Contact No:
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How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:
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EDUCATION / TRADE DETAILS

☐ **Refer to attached Resume for complete details (*please tick if attached*)**

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year Commenced	Name of School / Institution	Details

Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: ☐ Excellent ☐ Good ☐ Average ☐ Fair
 Are there any reasons you may be unable to carry out the full requirements of this position? ☐ No ☐ Yes, please give details:

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SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). ☐ No ☐ Yes Please provide details:

--

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie Facebook, Seek, Shire website, local paper etc)

CHECKLIST

<input type="checkbox"/> Application Form Completed	<input type="checkbox"/> Cover Letter
<input type="checkbox"/> Position Selection Criteria Addressed	<input type="checkbox"/> Current CV / Resume Attached
<input type="checkbox"/> Required Documentation Attached	<input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc)

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
3. I understand that Shire's recruitment and selection procedure involves a pre-employment medical examination by a Shire approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant:

Date:



69 Bashford Street
Jurien Bay, WA 6516
08 9652 0800
www.dandaragan.wa.gov.au/employment

