



Executive Manager Community Development Shire of Shark Bay

Application Package



Advertisement

Shire of Shark Bay Executive Manager Community Development

- Three (3) year performance-based contract.
- Package of \$153,000 to \$165,000 per annum (inclusive of cash component \$95,000 - \$105,000).
- Full personal use of 4WD vehicle.
- 4-bedroom executive house.
- National Guarantee Superannuation currently 11.50% with the option of co-council contributions.
- Utility and Communication allowance.

The Shark Bay World Heritage Area is one of two World Heritage areas within WA and one of only 16 Australia wide. Located approximately 830 kilometres north of Perth, Shark Bay is a wonderland of world-class natural attractions, the clear turquoise waters are ablaze with multi-coloured sea life and stretching beyond the white sandy beaches are spectacular rust-red sand dunes.

The Shire of Shark Bay is seeking a person who works well in a small innovative team and can provide community focused forward thinking that will enhance the Shire's Community, tourism and economic development. Reporting directly to the Chief Executive Officer, this position is responsible for the development of tourism and community programs, strategic economic progression, overseeing the management of the Shark Bay Discovery Centre, and management of numerous strategic, operational and major infrastructure projects.

We are looking for someone with outstanding drive and a 'can do' attitude, along with exceptional interpersonal and communication skills. The successful applicant for this challenging role will have strong leadership skills, knowledge of the legislative requirements of the Local Government Act, and a well-developed understanding and experience of Asset Based Community Development. A solid understanding of tourism strategies and economic development, skills and experience in grant writing and administration, project management, promotion, and marketing will be highly regarded.

This role is ideal for a positive professional with marketing skills and with a strong understanding in grant funding application possesses and the ability to initiate and foster partnerships with community groups and external funding agencies.

The position is offered on a three-year term performance-based contract with an attractive remuneration package valued at \$153,000 to \$165,000 per annum, comprising a salary range of \$95,000 - \$105,000, full private use of a motor vehicle (within WA), housing, superannuation and utility allowances.

Interested? We would like to hear from you and chat informally before you complete your application.

Further information about the position is available by contacting Dale Chapman on (08) 99481218. Alternatively, an information package along with the Position Description can be obtained via an email request to ceo@sharkbay.wa.gov.au.

Written applications including a copy of your current CV and a covering letter with a short statement highlighting relevant experience and expertise that relates to the position should be sent to: ceo@sharkbay.wa.gov.au or mailed to Dale Chapman Chief Executive Officer Shire of Shark Bay P.O. Box 126 Denham WA 6537 "Private & Confidential" by 4.00pm Friday 21 March 2025.

Position Description

POSITION IDENTIFICATION	
TITLE	Executive Manager Community Development
DEPARTMENT	Tourism, Community & Economic Development
REPORTS TO	Chief Executive Officer
AWARD LEVEL	Contract
LAST UPDATED	February 2025

POSITION SUMMARY
<p>To lead, manage and develop the community development, tourism and economic development capacity and activities of the Shire.</p> <p>Leadership & Management:</p> <ul style="list-style-type: none"> • Leadership, management, mentoring and supervision of tourism, community and economic development team. • Work with and support the CEO in the development of strategic, business and financial plans for the Shire. • Adopt a culture of innovation and continuous improvement. • Lead and manage all marketing and communications of the Shire. <p>Community Development:</p> <ul style="list-style-type: none"> • Effectively manage the development of community development programs and service delivery for the Shark Bay community in accordance with best practice principles. • Initiate, foster and encourage partnerships with external funding agencies to maximise ongoing funding opportunities. • Ensure that all community development programs and facilities operate in compliance with the safety standards, legislation, regulations, policies and guidelines. <p>Discovery Centre Management:</p> <ul style="list-style-type: none"> • Effectively manage, develop and implement strategies and processes that encourage, market, support and enhance visitor experiences to the Shark Bay World Heritage Discover Centre. <p>Economic & Tourism Development:</p> <ul style="list-style-type: none"> • Initiate, promote & lead economic and business development within the Shire. • Develop a strategic, whole of organisation approach to the application and management of grant funding. • Develop and manage a systematic approach for continuous improvement including measurement, review and improvement. • Initiate and develop strategies to effectively market the region, including the online environment and effective use of social media. • Identify and address emerging economic and business development needs. • Initiate, plan, facilitate and implement new programs and projects that deliver outcomes in line with corporate plans. • Facilitate partnerships for the delivery of programs which generate tourism and

employment growth and skills development.

- Encourage and develop alliances and partnerships with key stakeholders to stimulate and advance economic and business growth.

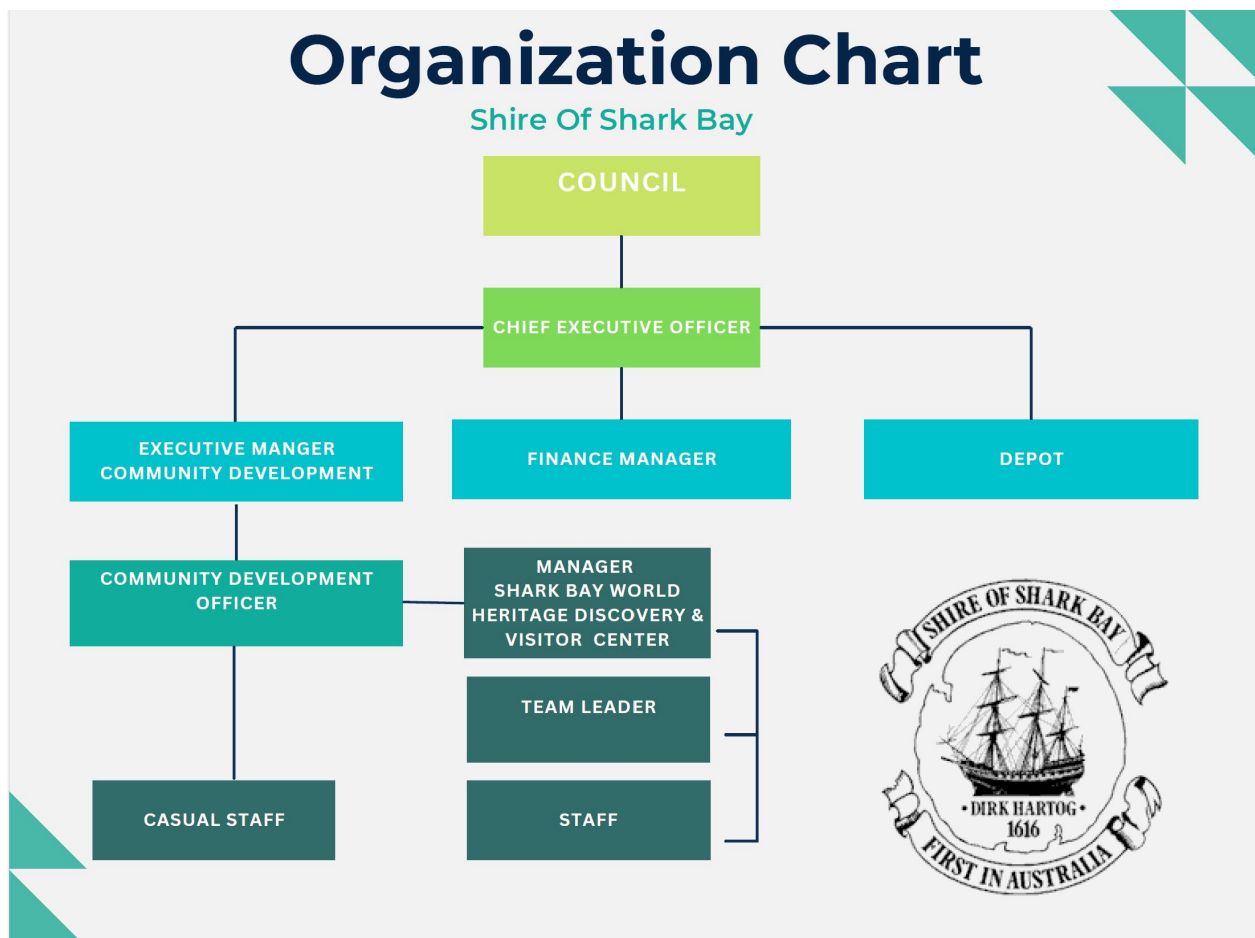
Grants and external funding opportunities:

- Work with other government and non-government organisations to capitalise on funding and program opportunities.
- Identify and assess potential grant funding and sponsorship opportunities, manage the preparation of grant funding submissions and ensure timely reports and acquittals are completed and submitted.

Project Management:

- Oversee and project manage externally funding projects (including current projects such as the Essential Worker Accommodation Project), ensure budgets are managed, reports are timely, and all administrative tasks are complied with
- Film Friendly Project Management, including accreditation every 2 years
- Dark Sky Tourism Project Management, including progressing the process to become Internationally Accredited

ORGANISATION CHART



POSITION REQUIREMENTS

REQUIRED

- Demonstrated ability to lead, manage and develop a multi-disciplinary high performing team.
- Highly developed verbal communication skills with the ability to build professional relationships with a variety of stakeholders.
- Comprehensive knowledge and experience of contemporary issues and initiatives in relation to the application of Asset Based Community Development, preferably in a rural or remote setting.
- Ability to write quality, complex reports, business letters, and related correspondence.
- Ability to interpret and apply relevant legislation and legal documentation.
- Ability to undertake research and make recommendations on meeting the community's expectations and needs relating to community development, economic development, and tourism.
- Sound knowledge of grant funding processes and requirements.
- Proven ability to manage priorities, organise resources, and deliver results.
- Sound knowledge of relevant statutory obligations, e.g. Local Government Act and Council meeting procedures.
- Excellent Working knowledge of the Microsoft Office Suite of products (Outlook, Word).

DESIRABLE

- Previous experience in an Executive Role, preferably within local government
- Project management skills.
- Event Management skills
- Previous experience living and/or working in a small/ remote town

Applicant Notes

Preparing your Application

Applicants, who demonstrate that they meet the Position Requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application.

To enable a valid assessment of your application, it must include the following information.

- **Resume (Curriculum Vitae) which comprises of:**
 - Personal Details - Name, address and telephone number.
 - Your education and training achievements.
 - Your work history including employment dates and details of the duties, performance and your achievements.
 - Any activities you have undertaken outside of work, which you consider are relevant to the position.

- **Covering Letter**
 - A covering letter with a short statement highlighting relevant experience and expertise that relates to the position

- **Other Documents**
 - It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council will require the provision of evidence of all claimed qualifications prior to commencing employment.
 - The successful applicant will be required to obtain relevant Police Clearances before commencing employment.

- **Referees**
 - Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.
 - Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

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

Late Applications

In exceptional circumstance the CEO may approve the submission of a late application, but written approval must be obtained prior to the closing date.

Interviews

The final decision on this position will be taken by CEO. Initial phone/Teams meeting may be arranged, but final interviews will be held in Denham. Council will meet reasonable, out-of-pocket expenses including fares incurred in responding to an invitation for an interview.

About Shark Bay

Shark Bay comprises two large shallow bays, numerous islands and a coastline over 1500 km long. The two peninsulas in the Shire form the western most point of Australia and along with the coastline there is also some 25,000 square kilometres of hinterland. Shark Bay's main body of water covers an area of approximately 8,000 square kilometres with average water depth of 10-15 metres.

The town of Denham, the main settlement within the Shire, is some 833 km from Perth, 405 km from Geraldton, 330 km from Carnarvon and 129 km from the Overlander roadhouse turnoff on the Northwest Coastal Highway. The geographical area of Shark Bay has a permanent population of approximately 984 people, with around 700 permanent residents in Denham.

Shark Bay residents enjoy a relaxed lifestyle, with lots of outdoor activities and a mild climate all year round, with average temperatures of around 26°C. The average annual rainfall is 228 mm, most of which occurs between May and August.

Shark Bay is a thriving community with the main local industries being tourism, fishing, salt production, pearl culturing and pastoral activities (sheep and goats). The reliance of these industries on the natural environment means conservation management is another significant source of employment.

The town of Denham boasts a wide range of local businesses providing services and goods for the local community; including two supermarkets, two service stations, a range of accommodation options (including three caravan parks), two hotels, two cafes, several restaurants, plus a range of business and tour operators.

As well as Denham, there are also settlements at Monkey Mia, Nanga, Useless Loop and Overlander and Billabong roadhouses. There is a range of accommodation options at Monkey Mia, shops, a restaurant and various tourist activities.

Shark Bay attractions include:

- Shark Bay World Heritage Discovery Centre
- World Heritage Area
- Monkey Mia
- Shell Beach
- Hamelin Pool Stromatolites
- Steep Point
- Cape Inscription
- Dirk Hartog Island
- Peron National Park and Peninsula
- Ocean Park Aquarium

The region's landscapes and habitats range from rugged sea cliffs along the coast to tranquil bays and inlets fringed with wide beaches of sand and shells.

Some of the activities residents and visitors can participate in are camping, bushwalking, boating and fishing, water activities such as swimming, snorkeling, windsurfing and kayaking, four-wheel driving and wildlife viewing, as well as experience an abundance of wildflowers (seasonal).

Shark Bay has a strong community spirit encompassing sporting, recreational and other community groups which host annual events such as the Shark Bay Fiesta and Beats in the Bay.