



Information for Applicants

EXECUTIVE SUPPORT OFFICER



Applications close
4.00 pm, Friday 31st October 2025

For more information contact:
Lily Webb
esc@narrogin.wa.gov.au
Tel: 08 9890 0908



EXECUTIVE SUPPORT OFFICER

Package up to \$80k

The Shire of Narrogin has an excellent opportunity for a dynamic and motivated individual to fill the role of Executive Support Officer in the Office of the Chief Executive Officer.

The Executive Support Officer plays a vital role in providing administrative and operational support to multiple Executives within the organisation. Reporting to the Executive Support Coordinator, this role involves managing a diverse range of tasks to ensure the smooth functioning of the Executives' activities.

The successful candidate will require demonstrated experience in providing confidential administrative support in a high-pressure work environment.

To be considered for this role you must submit a written application addressing the selection criteria listed in the position description and provide a copy of your current resume.

An application package is available on the Shire's website or by contacting Lily Webb, Executive Support Coordinator on 9890 0900.

Applications should be marked 'Private & Confidential – Executive Support Officer', addressed to the undersigned.

Applications close 4:00pm, Friday 31st October 2025.

The Shire of Narrogin is an equal opportunity employer.

Dale Stewart

Chief Executive Officer

Shire of Narrogin

PO Box 1145 Narrogin WA 6312

enquiries@narrogin.wa.gov.au

www.narrogin.wa.gov.au

The Package

Position:	Executive Support Officer
Department:	Office of the Chief Executive Officer
Section:	Office of the Chief Executive Officer
Position classification:	LGIA Award: Level 5
Employment type:	Full Time
Location:	Shire of Narrogin Administration Building

Per annum	\$ Minimum	\$ Maximum
Salary*	\$51,989	\$51,989
Over Award Payment	-	\$16,401
Total Salary Payable	\$51,989	\$68,389
Superannuation @ 12%	\$6,239	\$8,207
Matching Superannuation @ 3%	\$1,560	\$2,052
Leave Loading 17.5% (not payable to contract or casual employees)	\$700	\$921
Vehicle Provision**	N/A	N/A
Telephone Allowance	N/A	N/A
Uniform Allowance	\$350	\$350
Gym Membership (full) (50% discount)	\$520	\$520
Rostered Day Off	19 day month	19 day month
TOTAL	\$61,357	\$80,438

* The package is calculated on a full-time wage of 76 per fortnight for a full year. Wages will be paid on actual hours worked.

** Unrestricted Private Use (250km from Narrogin Townsite).

About Your Application

Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to enquiries@narrogin.wa.gov.au is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

Addressing Selection Criteria

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g., name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

It is courteous to contact your referees for approval prior to nominating them in the application.

Closing Dates for Applications

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

Late Applications Will Not Be Accepted

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

Preparing for the Interview

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

The Interview Process

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

After the Interview

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

All unsuccessful applicants will be notified in writing.

Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two hour drive south east of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,200 residents and is the regional centre for nearby communities including Cuballing, Wickepin, Wagin, and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly.

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

Local Government Career

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

Hours of Work

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

Rostered Day Off (RDO)

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration, Library, Caravan Park, Narrogin Regional Homecare and Narrogin Regional Leisure Centre employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

Up to 15% Superannuation (combined contribution)

As well as the required 12% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 3%.

Annual Leave - 17.5% Leave Loading

For employees not defined as casual, four weeks annual leave is payable after 12 months' service. Leave Loading of 17.5% is paid on annual leave for permanent staff not on contract.

13 Weeks' Long Service Leave

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

Personal Leave

Personal/carers and bereavement leave is as per the National Employment Standards.

Employees Training and Development Opportunities

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

Probationary Period

A position may be subject to a probationary period.

Study Leave and Funding

Study leave assistance may be extended at the discretion of the CEO.

Competitive Salary

A competitive salary will be offered relevant to the position level within the Shire.

Salary Packaging

Salary packaging is available for permanent employees (e.g., package car and/or laptop).

Employee Incentive Scheme

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

Annual Performance Reviews

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

Internal Promotion and Acting Opportunities

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

Subsidised Corporate Uniform – Office Employees

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

Personal Protective Equipment

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

Smoke Free Working Environment

The Shire Administration office, Depot, Library, Homecare, Narrogin Regional Leisure Centre and all workplaces including vehicles are smoke-free working environments.

Health and Wellbeing Programme

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sunscreen checks and full health assessments. These programmes are free to employees.

Vaccinations

Vaccinations from time to time, such as COVID-19, may be compulsory under Government of WA mandates and Health Directions for certain classes of employees including environmental health officers, frontline employees that have regular and close direct contact with aged and vulnerable clients and customers. This is also due to Commonwealth funding requirements, with respect to all Narrogin Regional Homecare employees, whether permanent or casual.

In addition, in the event of a lock down or similar restrictions, all employees at the following work locations may be required to be fully vaccinated, to continue to attend work:

- Narrogin Regional Homecare
- Caravan Park
- Refuse Site
- Works Depot (Mechanical, Parks & Gardens, Construction & Maintenance, Depot Admin)
- Library
- Ranger Services
- Shire Administration Office.

Exemptions may be available through a General Practitioner, that confirms that to receive a vaccination, would compromise their health, due to an existing underlying health condition.

In limited circumstances, those that are not fully vaccinated, may receive temporary approval to work from home, on a case by case basis.

Equal Opportunity Employer

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Job Share and Part Time Opportunities

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

Modern Office Facilities

The Narrogin Shire Administration Office, Library, Narrogin Regional Leisure Centre, Narrogin Regional Homecare, and Works Depot Office are all modern, spacious, air-conditioned buildings.

Kitchen Facilities

The Shire Administration Office and Works Depot has a modern kitchen/lunchroom for employees use.

Employee Corporate Functions (e.g., Farewell & Christmas Functions)

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

Friendly Work Environment

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

Work Experience Programme

The Shire is dedicated to giving young people the opportunity to utilise the work experience programmes through their School, enabling them to work in their area of interest.

RRR – Reduce Reuse Recycle

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

Gymnasium or Swimming at lunchtime – Discounted Membership

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit as an occasional patron or take advantage of 50% discount to membership packages at the Centre.

Family Friendly Environment

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

Voluntary Employee Involvement in Community Events

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

Close to Early Education, Schools, and the Agricultural College

For those with children, all work locations are within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

Counselling Services

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

Free Parking

The Shire has free on-site parking facilities for all employees.

Electric Vehicle Charging Stations

Six (6) dedicated Hybrid or Electric Vehicle car parking / charging stations free for employees to park and use if based at the Administration Office.

For further information please contact the Payroll Officer on telephone 9890 0900 or email payroll@narrogin.wa.gov.au.

Organisational Structure





Position Description

Executive Support Officer

1. POSITION DETAILS

Position:	Executive Support Coordinator
Division:	Office of the Chief Executive Officer
Department:	Office of the Chief Executive Officer
Position classification:	Level 5
Employment type:	Full time
Location:	Shire Administration Building

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Executive Support Coordinator
Supervision of:	Nil
Internal	Executive Managers
	All Staff and Elected Members
External	Contractors & Suppliers
	Government departments and agencies
	Non-government organisations
	Community and sporting groups
	General public

3. POSITION OBJECTIVES

- Reporting to the Executive Support Coordinator, this role provides high-level secretarial, administrative, and project support to the Executive Leadership Team, ensuring confidentiality, diplomacy, and professionalism.
- Deliver accurate and timely correspondence, reports, agendas, and minutes for Council committees, working groups, and reference groups.
- Provide administrative support in the preparation and coordination of grant applications, acquittals, and related reporting, and assist with the planning and delivery of Shire events and community initiatives.
- Contribute to continuous improvement by identifying and implementing enhancements to administrative processes, systems, and service delivery.
- Maintain up-to-date procedure manuals and guides for core administrative responsibilities to ensure consistency, efficiency, and succession planning.
- To assist with project-based duties as directed by the Executive Leadership Team.
- Act as an effective communication link between the organisation, government agencies, contractors, stakeholders, and the community.

4. KEY DUTIES / RESPONSIBILITIES

Executive & Administrative Support

- Provide executive and secretarial services to the Executive Leadership Team, including diary management, correspondence, travel coordination, meeting agendas, and minutes.
- Draft and prepare professional correspondence and reports, including for other local governments under service agreements.
- Monitor and respond to emails, calls, and correspondence on behalf of the Executives.
- Screen calls and visitors on behalf of the Executive Leadership Team, ensuring professional and courteous customer service.
- Maintain strong communication channels between Executives, ensuring information flow and timely updates.
- Ensure Executives are well-prepared for meetings by providing necessary documents and briefings.
- Maintain a high level of organisational awareness to respond appropriately to enquiries and assist with projects as directed.
- Administer cemetery records, liaising with funeral directors, works crews, and families with care and accuracy.

Financial & Records Administration

- Provide accurate invoicing, accounts administration, purchase order processing, and records management for the Executive Leadership Team.
- Assist with scheduling, registers, documentation, and compliance reporting.

- Maintain and update corporate registers, databases, policy manuals, local laws, and planning schemes.
- Maintain excellent record keeping practises.
- Undertake research when required.
- Communicate information to other staff members as directed.
- Assist with the preparation, submission, and acquittal of grant applications and ensure accurate records are maintained for funding programs.

Committee & Governance Support

- Undertake secretariat and administrative support to working groups and Council committees as directed.
- Schedule and organise meetings.
- Prepare and communicate agendas and minutes.
- Maintain excellent record keeping practices.
- Act as first point of contact for all matters relating to agendas and minutes of meetings.
- Publish, distribute, and administer action resolution sheets in accordance with Shire guidelines.
- Promote and demonstrate a high standard of work ethic, communication, support and cooperation between individuals, sections and within the organisation, specifically in relation to agenda and minute processes.

General

- Prioritise and manage tasks effectively to ensure deadlines are met.
- Maintain key performance indicators as appropriate.
- Maintain high standards of office practice, confidentiality, and record-keeping.
- Assist with the planning, coordination, and delivery of Shire events and community activities, including administrative and logistical support.
- Build and maintain positive relationships with internal and external stakeholders.
- Provide relief work in the absence of the Executive Support Coordinator to the Chief Executive Officer.
- Ensure the Executive Support Coordinator is kept informed on associated activities.
- Promote a positive workplace culture by supporting teamwork, communication, and adherence to Shire values, awards, and codes of conduct.
- Demonstrate actions in keeping with Values, Council Policies, Executive Instructions, Code of Conduct, ethics, and integrity.
- Undertake other duties as directed, consistent with the position classification.

5. SELECTION CRITERIA

Qualifications:

- Previous relevant experience in a professional office environment.
- Current C Class Drivers Licence.
- Required to obtain a National Police Clearance and local Medical Clearance.

Experience:

- Demonstrated experience in providing confidential administrative support services in a high-pressure work environment.
- Proven customer service experience across written, verbal, and face-to-face communication.
- Strong background in administration, secretariat support, and document preparation (including proofing and editing of key documents).
- Experience in accounts administration, including invoicing, reconciliations, and purchase orders.
- Experience in assisting with grant applications, acquittals, and/or event coordination (desirable).
- Experience in Local Government or sound knowledge of local government practices and procedures (desirable).

Skills:

- Ability to work with minimal supervision, exercise sound judgement, and prioritise tasks to meet deadlines and tight timeframes.
- Skilled in preparing agendas, minutes, correspondence, and reports.
- Excellent word processing, time management, organisational, and proof-reading skills.
- Excellent knowledge of the English language, including spelling, grammar, and vocabulary, with the ability to proof-read others' work.
- High-level written and verbal communication skills with strong public relations and interpersonal abilities.
- Ability to contribute effectively to a team environment.
- Strong research, records management, and confidentiality practices.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and other business systems.
- Experience in editing and maintaining web content.

Knowledge

- Knowledge of legislation and regulatory requirements relevant to local government operations.
- Understanding of community development principles and awareness of local services and organisations.
- Familiarity with financial administration processes, including invoicing and accounts support.

- Strong understanding of governance processes, including committee secretariat and reporting requirements.
- Comprehensive knowledge of preparing and presenting agendas, reports, and minutes.

Physical requirements:

- Ability to attend meetings of working groups, Council committees and functions which may be outside of normal working hours.

6. EXTENT OF AUTHORITY

- Free to act within established guidelines and may exercise judgement in some circumstances.
- Within established guidelines, procedures and policies of the Shire as well as the statutory provisions of the local government act 1995 and other legislation.
- Operates under the general direction of the Executive Support Coordinator and Chief Executive Officer within established guidelines, statutory regulations, local laws, and Council policy.

7. WHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses' investigation and documentation.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.



Shire of
Narrogin
Love the life

89 Earl Street, Narrogin

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