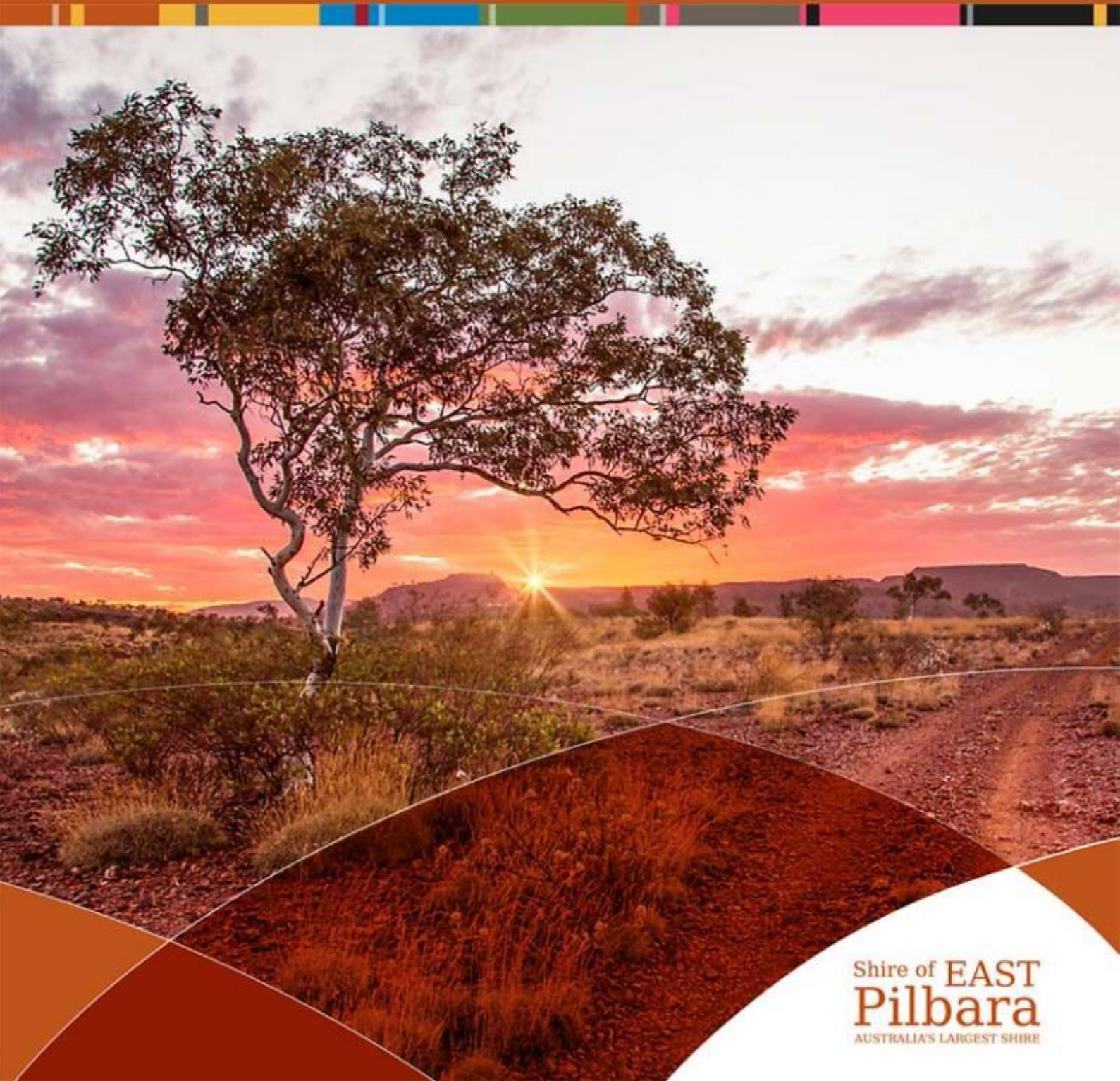


SHIRE OF EAST PILBARA

# Application Package

YOUTH ENGAGEMENT ASSISTANT (CASUAL)



Shire of EAST  
**Pilbara**  
AUSTRALIA'S LARGEST SHIRE



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# Advertisement

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## YOUTH ENGAGEMENT ASSISTANT (CASUAL)

073

- Location – Newman
- Recruitment Pool
- Casual position

The Shire of East Pilbara is a well-established Local Government Authority in Western Australia, which services the town sites of Newman, Marble Bar, Nullagine and local communities.

We now seek enthusiastic and flexible candidates to fill the position of Youth Engagement Assistant (Casual) at the Newman Youth Centre. Candidates will form part of the recruitment pool that we can access now and in the future.

The successful applicant must possess a current Working With Children Check and a current (dated within the last 3 months) Police Clearance. The ability to engage with young people from a variety of backgrounds as well as understanding of the role of youth work in a community setting is essential to be successful in this role.

The Youth Engagement Assistant (Casual) Recruitment Pool will operate for 12 months (appointment to the pool is not an offer of employment). Applications will be accepted on an ongoing basis and will be assessed regularly throughout the twelve months.

This position is classified at the hourly rate of \$35.00 per hour (adult rate), inclusive of 25% casual loading. Additional benefits include eligibility for long service leave, professional development and a 50% discount for recreational/gym/aquatic memberships and free fitness assessments.

**Next steps** – if you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au) Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. For enquiries relating to the application or recruitment process, please contact:

Chloe Egan – Human Resources Officer on (08) 9175 8000 or [hro@eastpilbara.wa.gov.au](mailto:hro@eastpilbara.wa.gov.au)

For role specific enquiries, please contact:

Nikki Montgomery – Coordinator Youth Services on (08) 9175 8000

**Applications close 4:00pm Monday 27 December 2021**

***Canvassing of Councillors will disqualify.***

**Steven Harding**  
Chief Executive Officer



## Position Description

# YOUTH ENGAGEMENT ASSISTANT (CASUAL)



## YOUTH ENGAGEMENT ASSISTANT (CASUAL)

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<b>Position Title</b>	Youth Engagement Assistant (Casual)
<b>Directorate</b>	Customer & Community Services
<b>Department</b>	Community Wellbeing
<b>Reports to</b>	Coordinator Youth Services
<b>Position Number</b>	073

<b>Position Summary:</b>	Support the Coordinator Youth Services and Youth Engagement Officer in the operations of the Newman Youth Centre. This includes effective engagement with young people and other stakeholders, maintaining a clean and organised facility and adhering to appropriate boundaries. Work with youth, other staff and stakeholders to assist in developing and implementing programs that actively engage young people. Support the daily operations of the Newman Youth Centre and represent the Shire effectively in dealings with youth and stakeholders.
<b>Within Division:</b>	<p>The primary outcomes of this position type include:</p> <ul style="list-style-type: none"> <li>• Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;</li> <li>• Contributing to employee and customer satisfaction, engagement and excellence;</li> <li>• Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;</li> <li>• Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;</li> <li>• Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;</li> <li>• Proactively report upon, and mitigate, risks.</li> </ul>

## YOUTH ENGAGEMENT ASSISTANT (CASUAL)

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### ROLE ACCOUNTABILITIES:

#### **General**

- Support the Coordinator Youth Services and Youth Engagement Officer in the daily operations of the Newman Youth Centre.
- Assist with implementation and planning of activities and programs at the Youth Centre.
- Engage effectively with young people who are utilising the Youth Centre and/or participating in Youth Centre activities, with a focus on building rapport with youth.
- Maintain relevant boundaries, reinforcing a facilitative relationship with young people and other service providers.
- Ensure the building, surrounds and facilities are kept clean to a satisfactory standard.
- Assist with the preparation of food for young people and related cleaning duties.
- Assist with projects, activities and other duties as requested by the Coordinator or Youth Engagement Officer, which are in line with the position's responsibilities.
- Undertake administration processes including use of IT systems as directed.
- Establish effective working relationships with all team members and apply sound communication skills to resolve issues.
- Follow risk management guidelines and promote safety within all Youth Centre activities.

#### **Code of Conduct**

- Remain up-to-date with Youth Work best practice and implement the Youth Work Code of Ethics in all activities.
- Ensure that confidentiality is maintained when handling all applicable Shire documents.
- Adhere to, and comply with the Shire's grievance management policy.
- Assist with the effective and efficient delivery of high quality services to the Shire of East Pilbara and positively promote the Shire of East Pilbara in such a manner as to enhance its image within the community.
- Contribute to a positive workforce environment and culture through visible and positive leadership.
- Support and promote the Shire's Code of Conduct within the team and assist in the progression of the Shire's Strategic Plan.

## YOUTH ENGAGEMENT ASSISTANT (CASUAL)

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### SELECTION CRITERIA

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### ESSENTIAL CRITERIA (to be considered for this role you must demonstrate the following skills and experience)

- Current Working With Children Check or ability to obtain
- Current Police Clearance of ability to obtain
- Understanding of the role of Youth Work in a community setting
- Ability to engage with young people from a variety of backgrounds
- Ability to work well in a team environment, including communicating effectively with others

#### DESIRABLE CRITERIA

- Work experience in a youth service
- Awareness of OHS legislation
- Demonstrated experience in computer application
- Well-developed communication skills
- Developed keyboard skills
- Proven time management skills
- First Aid certification

#### EMPLOYMENT CONSIDERATIONS

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Production of a valid Police Clearance of no more than 6-months old
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

#### GENERAL ACCOUNTABILITY, ATTITUDE, BEHAVIOUR AND CONDUCT

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees such as employee integrity, confidentiality, Shire reputation, efficiency and efficacy, and fraud and corruption prevention.

## YOUTH ENGAGEMENT ASSISTANT (CASUAL)

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### RELATIONSHIPS

- Responsible to Coordinator Youth Services
- Internal: All Shire Staff
- External: Stakeholders, Contractors and Service providers

### EXTENT OF AUTHORITY

Operates under regular supervision of the Coordinator Youth Services within established guidelines, procedures and Shire policies as well as statutory provisions.

### POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational needs.

Signing this position description indicates an agreement and acceptance of the contents and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date:



# Information For Applicants

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

## Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

## Referees

Applicants should provide the names and contact details of two current referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referees will only be contacted after prior notification and consent has been sought from the applicant.

## 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 may ask to sight the originals at a later time.

## Police Clearance

Shortlisted applicants at the interview stage of the process, will be required to provide a current police clearance and claimed qualifications.

## Contact Number

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

## Late Applications

In fairness to all applicants, late applications will not be accepted unless prior arrangements have been made.

## Supporting an inclusive and diverse workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

## Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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**Applications for the position closes: 4.00pm Monday 27 December 2021**

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# Council Information

## Shire of East Pilbara



**President**  
Cr Anthony Middleton



**Deputy President**  
Cr Geraldine Parsons

### Council Meetings

Full Council generally meets on the fourth Friday of each month.

## Councillors



Cr Langtree Coppin



Cr Anita Grace



Cr Stacey Smith



Cr Adrienne Mortimer



Cr Holly Pleming



Cr Karen Lockyer

## Offices:

### Newman Administration Centre

Corner Kalgan & Newman Drive,  
Newman WA 6753  
Telephone: (08) 9175 8000  
Facsimile: (08) 9175 2668

### Marble Bar Administration Centre

20 Francis Street, Marble  
Bar WA 6760  
Telephone: (08) 9175 1008  
Facsimile: (08) 9175 1073

**Website:** <http://www.eastpilbara.wa.gov.au>

# Council Statistics 2016-2017



## 1,186

Distance from Perth (km)

## 2,918

Number of Electors

## 371,696

Area (sq km)

## 3,085

Number of Dwellings

## 235.7

Length of Sealed Roads (km)

## 13,140,044

Total Rates Levied (\$)

## 3,000.1

Length of Unsealed Roads (km)

## 49,090,929

Total Revenue (\$)

## 12,581

Population

## 180

Number of Employees



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The Shire of East Pilbara is my home and always will be. I have been living and working here for 10 years and counting. Life in the Pilbara is simple, quiet and peaceful. The community is welcoming, friends become family and we all pull together in times of need. There is no other place I would rather raise my family.

The Shire of East Pilbara is a great place to work and I have been given many opportunities to grow, learn and further my career. Highlight for me was attending the Regional Management Challenge and taking out the title! Don't be afraid to step out of your comfort zone and try something new!

Kylie Bergmann – Coordinator Governance



# About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren. There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.



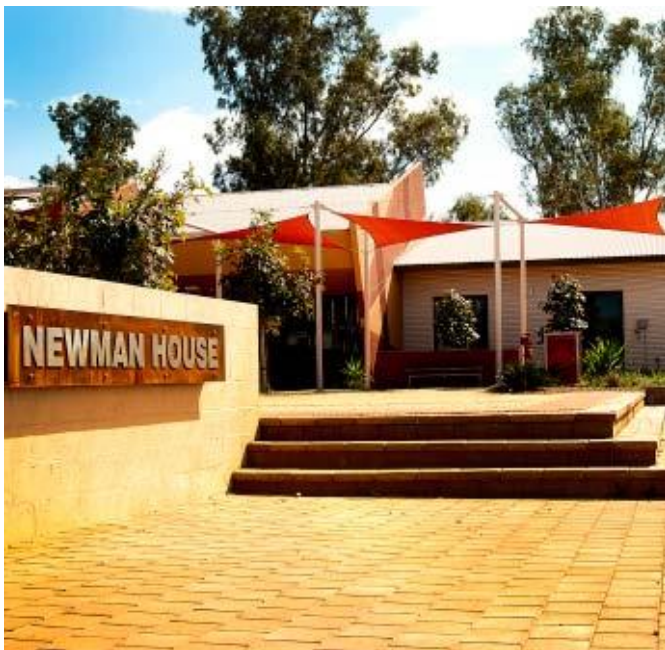
A geographical span of (circa)

# 372,571

square kilometres

The Shire of East Pilbara is about the same size as Japan! Driving from east to west, it will take three days to cross the Shire, and six hours from north to south - so as you can imagine, there is an abundance of incredible things to see and do.






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### Newman

Newman is the largest town in the Shire; a modern mining town that has enjoyed an amazing revitalisation over the past decade, making it one of the key cities in the Pilbara. It is currently home to 5,500 people who enjoy the benefits of this modern hub, including the incredible East Pilbara Arts Centre, where you can view and purchase art by locally and internationally renowned Martumili Artists.

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### Nullagine

If prospecting is your passion, then the Shire of East Pilbara – being rich in minerals – is a great destination. Nullagine was the site of Australia's first diamond discovery and was a thriving town during the gold rush period of the 1880s. Remnants of that bygone era are still evident in the region.



I love working for the Shire of East Pilbara because it offers employees an opportunity to develop and progress their careers. You will be working with really good people who know how to work hard, have fun and want to make a difference. In working with the Shire you will experience the challenges of a very diverse work environment, at the same time you will be rewarded with a sense of achievement and growth both personally and professionally.

Robin Austen – Manager Human Resources







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### Marble Bar

Marble Bar has a reputation for being Australia's hottest town, and is the gateway to explore areas such as Coppins Gap and Kittys Gap, as well as Doolena and Carrowine gorges. The Marble Bar Road is predominantly gravelled for the 304 kilometres between Marble Bar and Newman.

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## Karlamilyi National Park

In the centre of the shire is Karlamilyi National Park. Karlamilyi, formerly Rudall River National Park, is rich in Aboriginal culture and has an abundance of wildlife. At 1,283,706 hectares, it is the largest national park in Western Australia, and one of the largest in the world. It is also one of the most remote places in the world. The park is located 420 kilometres east of Marble Bar and 260 kilometres from Newman.

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Beautiful part of the world to be living and working in. Great staff involvement with inclusive teams and diverse range of cultures and ages.

Megan Leslie – Membership Officer









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## Cape Keraudren

At the northernmost point of the shire is the pristine coastal area of Cape Keraudren. This 4,800-hectare reserve offers breathtaking coastal views, as well as fabulous crabbing and fishing. It's a must-see for the day-tripper or camper. The Canning Stock Route, a favourite among serious four-wheel drive travellers, runs for approximately 500 kilometres, from north to south, through the eastern part of the Shire. The Shire is abundant with plants and wildlife and offers some of the best night-sky viewing platforms in the country. Indigenous artwork in its original state is dotted throughout the Shire, providing an array of opportunities for the adventurer or day-tripper.

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The Shire of East Pilbara offers a diverse work environment to many of its employees. From the red dirt of Newman to the white sands of Cape Keraudren, there is a vast and stunning district to explore

Brent Stein – Manager Community Safety





## CALENDAR OF EVENTS

### NEWMAN

Event	Month
Australia Day	January
Welcome to Newman	February or March/ August or September
Intl Women's Day	
Harmony Day	March
Bike Week	
AFL Celebrity/Vets	
Mother's Day Classic	May
Newman Triathlon	
Filipino Day	June
NAIDOC Week	
Marble Bar Reverse Triathlon	July
Fortescue Festival	
Newman Family Fun Run & Half Marathon	August
Newman Race Day	
Newman Film Festival	
Outback Fusion Festival	September
Bloody Slow Cup	October
World Mental Health Day	
Martumili –Christmas sale	November
Thank a Volunteer Day	
Kids Christmas Party	December
Christmas Lights	

### MARBLE BAR

Event	Month
Australia Day	January
ANZAC Day	April
Marble Bar Race Day and Ball	
NAIDOC	July
Christmas Tree Lights	December

### NULLAGINE

Event	Month
Australia Day	January
ANZAC Day	April
Thank a Volunteer	May
Western Desert League Carnival	
NAIDOC	July

The heart of the Pilbara beats loudly and powerfully in this unforgettable land, we can't wait to see you!



SHIRE OF EAST PILBARA

# Application Package

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YOUTH ENGAGEMENT ASSISTANT (CASUAL)

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PMB 22 Newman,  
Western Australia 6753  
T: (08) 9175 8000  
F: (08) 9175 2668



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