PROFESSIONAL & CORPORATE SERVICES TALENT POOL

Talent Pool Information Pack

About the Talent Pool

The Shire of York is seeking expressions of interest from suitably qualified and experienced individuals interested in being considered for future opportunities across a range of professional, administrative, technical and leadership positions.

This Talent Pool has been established to create a register of candidates who may be considered for vacancies as they arise across the organisation. Opportunities may be available on a permanent, fixed-term, full-time, part-time or casual basis depending on operational requirements.

Please note that placement within the Talent Pool does not guarantee employment. Candidates will be assessed against the requirements of individual vacancies as opportunities arise.

Why Work for the Shire of York?

The Shire of York offers the opportunity to work in a collaborative, community-focused organisation committed to delivering quality services and positive outcomes for residents, businesses and visitors.

The Shire provides a supportive work environment and a range of employee benefits, including:

- Wellness Program including free gym and pool membership at Shire-owned facilities.
- Professional development and training opportunities.
- Option to make additional superannuation contributions matched by the Shire.
- Employee wellbeing initiatives.
- Opportunity to contribute to projects and services that make a meaningful difference to the local community.

Potential Employment Opportunities

Positions may arise across various service areas, including:

- Administration

- Governance
- Finance
- Human Resources
- Community Development
- Executive Support
- Projects
- Records Management
- Customer Service
- Leadership and Management

The nature, responsibilities and remuneration of each position will vary depending on organisational needs and the specific vacancy being filled.

Essential Requirements and Desired Capabilities

Applicants should be able to demonstrate:

Essential Requirements

- Relevant qualifications, training and/or experience applicable to their field of expertise.
- Well-developed written and verbal communication skills.
- Strong interpersonal skills and the ability to build positive working relationships with internal and external stakeholders.
- Sound organisational and time management skills, including the ability to manage competing priorities.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office and other business systems relevant to the role.
- Demonstrated commitment to customer service and continuous improvement.
- Understanding of workplace health and safety responsibilities.
- National Police Clearance (or ability to obtain).
- Current Western Australian Driver's Licence where required for the role.

Highly Regarded

The following skills and experience may be advantageous depending on the vacancy:

- Local Government experience.
- Experience in governance, finance, human resources or project management.
- Leadership or supervisory experience.
- Knowledge of relevant legislation and regulatory frameworks.
- Experience using corporate information management systems and records management systems.

- Experience in community engagement, stakeholder management and service delivery.

Selection Process

Applications received for the Talent Pool will be reviewed and retained for consideration against future vacancies.

When an opportunity becomes available, candidates whose skills, qualifications and experience align with the role requirements may be contacted and invited to participate in the recruitment process.

The recruitment process may include:

- Application review
- Interview
- Reference checks
- Qualification verification
- National Police Clearance
- Pre-employment medical assessment (where applicable)

A detailed Position Description outlining the specific duties, qualifications and requirements of an individual vacancy will be provided to shortlisted candidates during the recruitment process.

How to Apply

To be considered for inclusion in the Professional & Corporate Services Talent Pool, applicants should submit:

- A cover letter outlining their qualifications, experience and areas of interest.
- A current resume.
- Details of two recent professional referees.

Applications should be submitted in accordance with the instructions outlined in the advertisement.

Equal Opportunity

The Shire of York values diversity and is committed to providing an inclusive workplace where individuals are treated fairly and with respect.

Applications from people of all ages, backgrounds and abilities are encouraged.