



Prospective Employees

GENERAL INFORMATION

Celebrating our diversity



Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

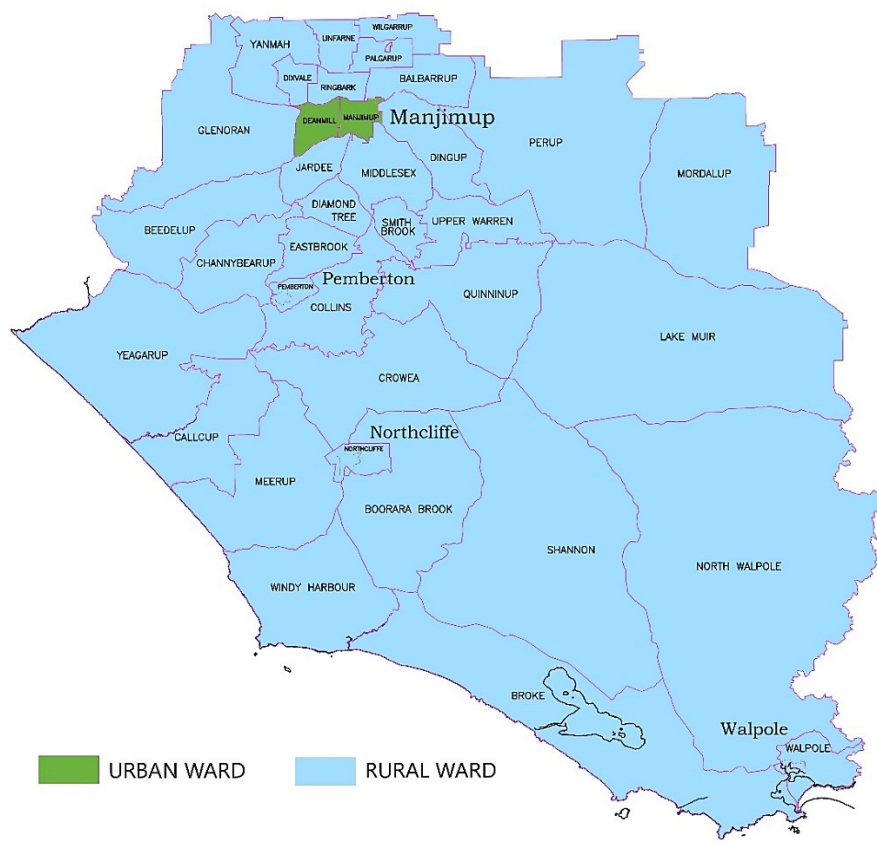


Image: The electoral Ward boundaries, towns and localities of the Shire of Manjimup.

Manjimup possesses areas of ecological, historical, agricultural, commercial and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

www.facebook.com/shireofmanjimup/videos/1807679652632922

Working at the Shire

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

<p>Healthy lifestyle and wellbeing program</p> <ul style="list-style-type: none"> • HIF and HBF private health discounts • Influenza vaccinations • Health seminars and exercise sessions • Executive health assessments • Employee assistance program <p>Financial Reward</p> <ul style="list-style-type: none"> • Superannuation up to 16.5% • Relocation expenses 	<p>Professional and Personal Development</p> <ul style="list-style-type: none"> • Training and development • Study assistance • Study leave <p>Flexible Working Arrangements</p> <ul style="list-style-type: none"> • Flexible working hours • Rostered day off • Hour bank
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Note: *The benefits listed above are subject to change and available dependent on position and role requirements. Please contact Human Resources on 9771 7777 for more information.*

Organisational Values

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

Professionalism	We provide competent and effective services and encourage innovation and excellence in our people.
Courtesy	We are polite, approachable and helpful in our dealings with all people.
Integrity	We are honest and trustworthy and make fair and transparent decisions.
Reliability	We deliver services in an efficient and consistent way and honour our commitments.
Proactivity	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values along with a knowledge of our Shire Mission and Vision statement. We will look for evidence of this during the selection process.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;
 - Meeting targets
 - Following procedures
 - Working with standards
 - Providing required level and quality of service
 - Maintaining records
 - Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Occupational Safety and Health

- Fulfil requirements of Council's Occupational Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.