



Infrastructure Services Officer			
Position Number:	72	Department:	Infrastructure Services
Level:	Level 6	Award:	Local Government Officers' WA Award 2021
Remuneration:	\$96,225.98 Base Salary	plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications.	
Reports to:	Executive Manager Infrastructure Services	Direct Reports:	Nil
Last Reviewed:	Acting Manager People, Culture & Wellbeing	Date:	15/06/2026
Approved:	Executive Manager Infrastructure Services	Date:	15/06/2026

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

As the Infrastructure Services Officer, you will be responsible for providing high level support across to the Executive Manager Infrastructure Services and the organisation in a timely and accurate manner with excellent attention to detail. This position will be required to provide administrative and executive support within the Infrastructure Services team.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Provide high-level administrative and executive support to the Executive Manager Infrastructure Services, including proactive inbox management, correspondence drafting, and prioritisation of competing demands.
- ★ Prepare, format and quality assure reports, briefings, presentations and Council/Commissioner documentation to a high professional standard (audit-ready).
- ★ Coordinate meetings and workflows, including scheduling, agenda preparation, minute taking, and tracking of actions and deliverables.
- ★ Maintain effective task and project tracking systems to ensure deadlines, commitments and follow-ups are met across the directorate.
- ★ Support stakeholder engagement by drafting correspondence and coordinating communications with internal teams, contractors, government agencies, and the community.
- ★ Ensure all records, files and documentation are accurately maintained, securely stored, and compliant with Shire
- ★ Contribute to continuous improvement in administrative systems, processes and efficiency across Infrastructure Services.
- ★ Demonstrate alignment with the Shire's values, promoting a culture of professionalism, efficiency, quality service delivery and accountability

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Demonstrated experience providing executive or senior administrative support in a complex organisation
- ★ Proven ability to manage competing priorities and meet tight deadlines with minimal supervision
- ★ Strong attention to detail and commitment to producing high-quality, accurate documentation
- ★ Experience coordinating meetings, preparing agendas, and recording minutes/actions
- ★ Ability to maintain confidentiality and exercise sound judgement in handling sensitive information
- ★ Strong interpersonal skills with the ability to engage effectively with internal and external stakeholders

DESIRABLE CRITERIA

- ★ Previous experience with Local Government.
- ★ Previous experience in a similar role.

POSITION COMPETENCIES

Experience	
Focus of Role	Administrative

Experience Level	Knowledge gained through a combination of education, training or experience
Tasks	
Context Method	Standard application within field of expertise or depth / breadth of technical, trade or administrative expertise.
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Solve standard problems within an established framework.
Judgement	Interpret and apply from a combination or range of responses within an established framework.
Supervision and Independence	
Level of Supervision	Routine direction is given on tasks with some latitude given. Checking is selective rather than constant.
Organisational Relationships and Impact	
Work Area Relationships	Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related policies and activities is considered.
Public/Other Staff Relationships	Provide advice or assistance based on depth of knowledge, including information on procedure, rules or techniques.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Planning & Organisation Skills	Advanced: Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.

Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Fundamental: Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Fundamental: Decisions made impact on local work areas and team.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

REMUNERATION AND BENEFITS

The successful applicant will join the Infrastructure Services Team with a starting salary from \$ 96,225.98 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$ 1,201.11 p/a District Allowance*
 \$ 6,123.31 p/a Housing Allowance*
 \$ 1,619.19 p/a Annual Leave Loading 17.5%
 \$ 12,426.05 p/a Superannuation (Statutory)
 \$ 2,071.01 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
 \$ 5,000.00 Retention bonus upon completion of 3 years of service*
 \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
 2 Local Government Public Holidays
 10 Days of Paid Personal Leave
 10 Days of Paid Pandemic Leave
 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
 Annual Leave Travel Assistance Payment
 Local Club Membership Subsidies
 Gym Membership Subsidy
 Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.