

# TOWN of CLAREMONT Information Pack



**Position** Director Corporate and Community

**Salary** Salary package up to \$200,000 plus superannuation  
3 year contract

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was recently ranked the number one local government from a MARKYT Community scorecard, as voted by their community.

The Town is looking for an experienced and motivated Director to provide leadership, support, and direction to the Town's corporate services (finance, rates, payroll and IT) and community services (community safety, Claremont Library and Aquatic centre) business units of 30 plus staff.

As an integral member of the executive team, you will be responsible for leading and overseeing critical business functions including finance, rates, payroll and information technology. You will have a deep understanding of financial strategies, budgeting, financial planning and finance-related performance metrics.

The successful candidate will be joining a collaborative and driven executive team and will:

- Have demonstrated technical skills combined with the ability to effectively supervise, motivate and develop staff capabilities.
- Have excellent time management skills and ability to work with competing deadlines.
- Have a detailed understanding and knowledge of the local government operating environment, including political acumen.
- Be skilled in building and maintaining effective working relationships with a wide range of stakeholders.
- A clear communicator who can provide advice in a practical and concise manner.

The Town offers great benefits such as additional superannuation contributions, free parking, an on-site gym, free access to the Aquatic Centre and health and wellbeing programs. The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

**Applications close 21 September at 5pm.** Please direct all enquiries to Bree Websdale, Director Governance and People.





## Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter is required and should demonstrate your suitability for the position.

### Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.



## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at [toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au)

Alternatively, applications may be mailed to:

Town of Claremont  
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2-3 weeks, please consider your application unsuccessful.

# TOWN of CLAREMONT Employee Benefits



## Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



## Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

