



Executive Manager Economic Development and Community Services

Application Pack



About the Shire of Toodyay

The Shire of Toodyay, bordering the north-eastern edge of the Perth metropolitan area, spans 1,683 square kilometres, has a population of approximately 4,600 people, and lays claim to some of the most magnificent examples of natural and cultural heritage in Western Australia.

The name of Toodyay comes from the Noongar word Dudja, meaning 'mist'. Misty mornings are very common during the season of Makuru, around the months of June and July.

The townsite of Toodyay is located approximately 85 kilometres east of Perth in the picturesque Avon Valley. Founded in 1836 and declared a historic town by the National Trust in 1980, the town today still displays fine examples of 19th century history, with architecture reflecting the early convict era. Historical buildings include the Old Courthouse (Shire Administration Centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. Connor's Mill, a working display, and the Old Gaol Museum are open to the public for a minimal admission fee.

Toodyay provides residents with quality retail outlets and services, such as bank and ATMs, post office, resource centre, library, chemist, hardware, supermarket, garage, gift stores, bakery, hotels and restaurants, day care centre and a district high school. Sporting facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football fields.

Flowing through Toodyay is the beautiful Avon River on which the world's longest white-water race, the Avon Descent, is held each year. Residents and visitors can enjoy a peaceful picnic at Toodyay's Duidgee Park where there are barbecue facilities, children's playgrounds, public toilets and a miniature railway.



Also located within the Shire are the Avon Valley National Park and numerous Reserves that become a blaze of colour with magnificent displays of wildflowers during the spring months.

The Shire of Toodyay forms part of the Western Australia Wheatbelt region and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Extracts Industrial Park is located approximately 5km from Toodyay and currently accommodates various light industries. A future industrial area has also been identified that will have the capacity to accommodate the future long term industrial needs of the Shire.

Tourism is a growing industry that has significant potential to expand, with visitors being attracted to the dramatic landscape, significant heritage values and country lifestyle. There are many artisans in the region, as well as a wide selection of venues that offer quality accommodation. The Toodyay Visitor Centre is the ideal source for obtaining information about places of interest.



The Shire continues to experience a migration of people from the Perth metropolitan area who are seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With a commuter train service available, more people working from home and increasing numbers of fly in fly out workers in the mining industry, Toodyay is a popular location for people looking for an alternative home base that is a safe place for their families.



Shire Vision

A caring and visionary rural community, working together to preserve and enrich Toodyay's environment, character and lifestyle.

Shire Purpose

The Shire of Toodyay exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.



Shire Values - To progress the community's aspirations, the Shire is guided by:

Integrity – We behave honestly to the highest ethical standard

Accountability – We are transparent in our actions and accountable to the community

Inclusiveness – We are responsive to the community and we encourage involvement by all people

Commitment – We translate our plans into actions and demonstrate the persistence that produces results.

The Shire's vision encompasses five key priorities:

People: Toodyay has a safe, cohesive, and healthy community.

Planet: Our natural assets and ecosystems are being maintained and protected for the enjoyment of current and future generations.

Place: Our rural lifestyle is valued and is being enhanced with thoughtful planning and development.

Prosperity: Together we are building a vibrant, diverse and sustainable economy.

Performance: Through best practice leadership and governance, we are achieving the best possible social, economic and environmental outcomes for the people of Toodyay.

View the Shire's Council Plan 2023-2033 here:

<https://www.toodyay.wa.gov.au/council/shire-projects/plan-for-the-future-2023-2033.aspx>



Advertisement – Executive Manager Economic Development and Community Services

Grow your career and make positive change in economic development and community development through vision and strategy

- Executive leadership position

- Contract of up to 5 years
- Total annual remuneration up to \$191,000

THE SHIRE

The Shire of Toodyay, bordering the north-eastern edge of the Perth metropolitan area, spans 1,683 square kilometres, has a population of approximately 4,700 people, and lays claim to some of the most magnificent examples of natural and cultural heritage in Western Australia

THE ROLE

Reporting to the Chief Executive Officer, the Executive Manager Economic Development and Community Services is responsible for overseeing the delivery of the Shire's Economic Development, Recreation, Tourism and Community services through strategic and visionary leadership.

REQUIREMENTS

If you have experience managing a small team in Economic Development, Recreation, Tourism or other Community services, and have a collaborative and inclusive leadership style, we would be interested in hearing from you. Proven ability in fostering a positive workplace culture is essential, and a Local Government background is highly desirable.

THE PACKAGE

The position is offered on a contract of up to five years with a remuneration package of up to \$191,000 per year. This consists of base salary, (up to \$150,000) fully maintained vehicle, professional development, superannuation and co-contribution of up to 5%.

To apply please click the Apply Now button or visit www.toodyay.wa.gov.au. Please provide a comprehensive resume together with a covering letter of no more than three pages, outlining your interest in the position and addressing your suitability to the role.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://toodyay.wa.gov.au/employment-opportunities>

For further enquiries, or for any assistance you may need in making your application, please contact **Aaron Bowman** for a confidential discussion on **9574 9300** or records@toodyay.wa.gov.au

Applications will close at **12:00 pm AWST on Monday 13 April 2026.**

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain a current Federal Police clearance, pre-employment medical, and to provide evidence of all claimed qualifications prior to commencing employment*

<h1>POSITION DESCRIPTION</h1>	
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ORGANISATIONAL RELATIONSHIPS

- This position reports directly to the CEO
- Supervision of Others – Economic Development and Community Services (8 FTE approx.)
- Assist with overall FTE Management (42 FTE) Headcount approx. 55

<p><u>Internal Liaison</u></p> <ul style="list-style-type: none"> CEO Elected Members Senior Managers Team leaders/supervisors Shire employees 	<p><u>External Liaison</u></p> <ul style="list-style-type: none"> Local Government Sector State/Federal Government Agencies Community Stakeholders Consultants and other representatives Funding bodies
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CHIEF EXECUTIVE OFFICER

NAME: _____ SIGNATURE: _____

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

	NAME: _____	SIGNATURE: _____
	DATE: ___/___/___	

DATE OF REVIEW: ___/___/___

Position identification			
Position number	STR130		
Classification	Contract		
Position title	Executive Manager Economic Development and Community Services		
Functional Area	Economic Development and Community Services		
Location	Administration Centre		
FTE	1	Hours p/week	Minimum 38
Position created	25 March 2026	Last review	March 2026

Primary Objectives of the Position
<ul style="list-style-type: none"> • Lead the economic development, recreation, and community service functions to ensure Council and community objectives are achieved. • Provide best practice professional and technical advice to the CEO and Council on economic development, recreation, and community service matters. • Promote, encourage and manage appropriate planning and development relating to the economic development and community services functional areas. • Be responsible for the management of economic development, recreation, library, tourism, visitor centre and museum operations/services and the management of the Economic Development and Community Services budget. • Ensure outcomes are delivered in Economic Development, Community and Recreation services in accordance with relevant legislation. • Administer and oversee applications for funding for the functional area. • Foster relationships with State and Federal government, and other external customers. • Prepare and collate information for distribution at Council Meetings and for other internal or external customers as required and as requested. • Develop education programs and activities to encourage and promote compliance with legislative requirements. • Ensure the provisions of excellent customer experience for all community facilities users • Research and keep abreast of modern and contemporary community service delivery practices and identify efficiencies to improve service delivery. • Attract visitors and tourist by promoting Toodyay and it's heritage.

Position Outcomes – Key Duties and Responsibilities

Outcome: Effective Corporate Leadership and Management

- Provide support and strategic assistance to the Chief Executive Officer in the overall leadership and management of the Shire of Toodyay.
- Display effective personal leadership and actively participate to contribute to a harmonious and high performing Executive Leadership Team.
- Provide strategic advice and guidance to the CEO/Council in setting and attaining its objectives.
- Establish procedures to ensure compliance with all legislative requirements and policies of the Council relevant to this position and the function of the functional area.
- Continually work to enhance the image of the Shire, and to maintain and develop relationships that reflect and demonstrate the core values of the organisation.
- Monitor the functional area's progress against the strategic plan and business plans; review, recommend and implement agreed changes as appropriate.
- Maintain an awareness of current trends and thinking in those professional and technical areas that may impact on the ability of the Shire to meet its vision and objectives.
- Identify, assess and treat strategic risks to minimise any adverse effects on the Shire's business, its people and its community.
- Undertake other relevant duties as directed by the CEO, including the role of acting CEO where appropriate.

Outcome: A Highly Skilled and Responsive Workforce

- Provide leadership, coaching, mentoring, support and supervision for functional area employees to ensure appropriate service delivery.
- Develop and maintain appropriate performance standards that promote Council's strong customer service ethos and corporate values.
- Ensure employees undertake regular training and development to enable individuals and teams to provide an effective, efficient, customer focused service.
- Regularly review staff performance against agreed service plans and key performance criteria and adjust priorities as required.
- Facilitate the adoption of best practice processes including intra-and inter-functional area cooperation that assist in improved service delivery to residents and ratepayers.

Outcome: A Positive and Safe Workplace Environment and Culture

- Model and support a positive workplace environment and culture based on the Shire's values, procedures and policies.
- Ensure compliance with all statutory requirements relating to Equal Employment Opportunity and Workplace Health and Safety as well as specific policies, procedures and guidelines adopted by the Shire.
- Ensure all new staff within the functional area are provided with an effective induction/ onboarding program.
- Ensure competent and sufficient supervision is provided to facilitate the work to be carried out in a safe manner.

Position Outcomes – Key Duties and Responsibilities *continued...*

Outcome: Effective Corporate Governance & Statutory Compliance

- Provide corporate leadership and direction to Economic Development and Community services staff to ensure their functions and activities are consistent with Council's strategic plan, objectives, budgets, decisions and policies.
- Ensure compliance with appropriate statutory and legislative requirements, Council policies and local laws.
- Provide guidance to staff regarding interpretation and actions of relevant legislative requirements.
- Liaise with other functional areas to obtain professional input on economic development and community service matters.
- Keep CEO and Council informed about matters likely to impact Council operations.
- Liaise and provide advice to Council / committees on economic development and community service matters as required.
- Liaise with relevant statutory bodies to promote rapport and maintain productive working relationships
- Liaise with community groups to promote rapport and maintain productive working relationships with relevant community groups.
- Represent Council at external meetings and other functions as required.
- Provide relevant reports and advice concerning economic development and community services and other matters to internal customers.

Outcome: Effective Financial Management and Utilisation of Resources

- Actively contribute to the development and annual review of the long-term financial plan, with a particular focus on economic development and community services priorities and budgets.
- Manage Functional area resources efficiently and effectively.
- Ensure required management budget review is reported to CEO on a quarterly basis.
- Effective management of human, financial, physical and other resources is provided to achieve strategic and business objectives.

Position Requirements	
Essential	Desirable
Skills and Abilities	
<p>Demonstrated ability to lead, manage and develop a multi-disciplinary successful team.</p> <p>Highly developed verbal communication skills with the ability to build professional relationships with a variety of stakeholders.</p> <p>Ability to write comprehensive reports, business letters, and related correspondence.</p> <p>Ability to interpret and apply relevant legislation and legal documentation.</p> <p>Proven ability to manage priorities, organise resources and deliver results.</p>	<p>Project management skills.</p> <p>Ability to undertake research and make recommendations on meeting the community's expectations and needs relating to economic development, recreation and community services,</p>
Knowledge	
<p>Sound knowledge of relevant statutory obligations, e.g. Heritage Act 2018</p> <p>Excellent Working knowledge of the Microsoft Office Suite of products (Outlook, Word).</p> <p>Comprehensive knowledge of contemporary issues and initiatives in relation to the delivery of community services including an inclusive and innovative approach to the customer experience</p>	<p>Working knowledge of Local Government Legislation and meeting procedures.</p> <p>Sound knowledge of community grant funding</p> <p>Working knowledge of tourism, and event management.</p>
Experience	
<p>Experience in successfully leading change in complex organisations.</p> <p>Experience in Community and Community Development</p>	<p>Demonstrated ability and experience in strategic planning and economic development.</p> <p>Demonstrated experience in a relevant senior position within Local Government sector.</p>
Training/Qualifications	
<p>Tertiary degree in Economic Development, Recreation or Community Services or equivalent knowledge and experience.</p> <p>Current WA "C" Class Driver's License or equivalent.</p>	<p>Post Graduate qualifications in relevant discipline</p>

Other specific details of the position

Extent of authority	Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, pre-determined budgetary limits and expenditure and in accordance with the statutory provisions of the <i>Local Government Act 1995</i> and other relevant legislation.
Position has purchasing authority in line with procedure	Yes <input checked="" type="checkbox"/>

Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than three pages, outlining your interest in the position and addressing your suitability to the role.

By submitting your application, you agree to provide true and accurate information on your career history and qualifications.

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.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

LODGEMENT OF APPLICATION:

Applications should be made online, quoting job reference **Executive Manager Economic Development and Community Services**. Applications will close at **12:00pm AWST, Monday, 13 April 2026**.

REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

INTERVIEWS:

Interviews will be conducted in person at the Shire of Toodyay administration offices.

Shortlisted applicants may be required to complete psychometric testing in addition to reference checking and may be required to attend a second interview.

BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

EQUAL OPPORTUNITY:

The Shire of Toodyay maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:

The Shire maintains a website www.toodyay.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:

For further enquiries, or for any assistance you may need in making your application, please contact **Aaron Bowman** for a confidential discussion on **9574 9300** or records@toodyay.wa.gov.au





APPLICANT DECLARATION

I, _____
Full Name of the Applicant

of, _____
Address of the Applicant

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licenses and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

Signature of the Applicant

Date