

CANDIDATE INFORMATION

SHIRE OF EXMOUTH

Come work with us. Live and play where others dream to visit!

Have you ever dreamed of working in a place that feels like a permanent holiday? If so, the Shire of Exmouth might just be the perfect place for you. With stunning natural beauty, a vibrant community, and endless opportunities for adventure, working in Exmouth is more than just a job - it's a lifestyle.



Welcome to Exmouth

Located in the heart of the world-famous Ningaloo Reef, Exmouth offers an unparalleled work-life balance. Imagine finishing a day at the office and then heading to the beach for a sunset swim or taking a hike in the rugged Cape Range National Park. This is the reality for those who call Exmouth home.

Work

The Shire of Exmouth is committed to providing professional development opportunities for our staff. Whether you're just starting out in your career or looking to advance to the next level, we offer training and support to help you succeed in your role.


Life Balance

But it's not just about work - Exmouth offers an abundance of outdoor activities, from snorkeling with the worlds biggest fish, the whale shark, and diving on the Ningaloo Reef to exploring Cape Range National Park. With over 300 days of sunshine a year, you'll have plenty of opportunities to enjoy our slice of paradise.



If you're ready to trade the hustle and bustle of city life for the tranquility and adventure of Exmouth, we'd love to hear from you.

 humanresources@exmouth.wa.gov.au

 (08) 9949 3000

About Shire of Exmouth

The Shire of Exmouth, located 1,270km north of Perth, is a captivating destination at the tip of the North West Cape in Western Australia. Covering 6,504 km² the district is bordered by the Exmouth Gulf and the North West Cape.



Shire Profile

Strategically important for tourism, defence, and oil & gas investments, the North West Cape attracts a large number of visitors every year. During the cooler winter months from April to October, the resident population of 3,085 people triples as tourists flock to Exmouth.

The tourism industry in Exmouth is a significant contributor to the local economy, contributing over \$110M and generating 1,053 direct and indirect jobs for the region annually.

Snapshot



3,085
POPULATION



273
BUSINESSES



2,9%
ABORIGINAL &/OR
TSI POPULATION



2%
UNEMPLOYMENT
RATE



\$1,979
WEEKLY MEDIAN
HOUSEHOLD INCOME



24%
VOLUNTEERING



ANNUAL
REPORTS



STRATEGIC
COMMUNITY PLAN

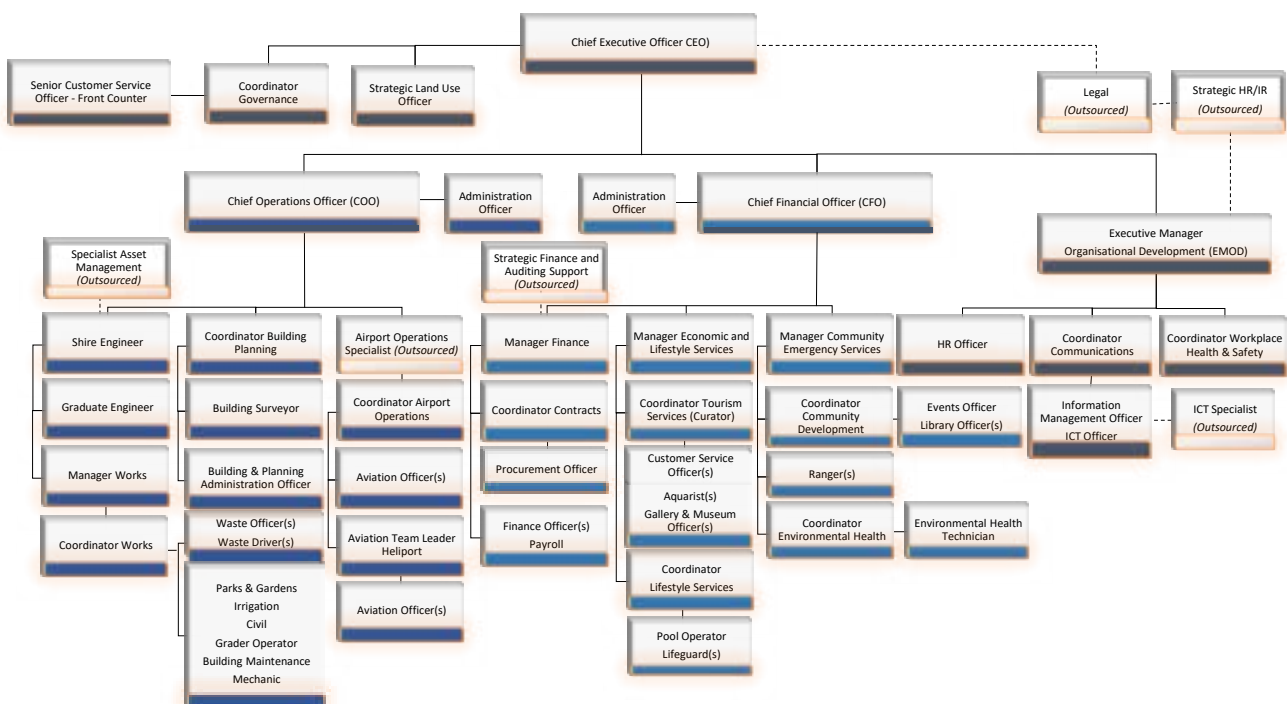
Meet the Team

The Shire of Exmouth is dedicated to serving the community through its three key Departments: Executive Services, Operational & Infrastructure Services and Corporate & Commercial Services.

We're always looking for passionate individuals who want to contribute to the betterment of our region. We aim to have a workforce that reflects the diversity of our community and encourages people of all ages, Indigenous Australians, people from culturally and linguistically diverse backgrounds and people with disability to apply for opportunities within our organisation.

As an equal opportunity employer, we prioritise the well-being and safety of our team members, fostering a work environment that promotes fitness for work and overall workplace safety.

Join us in making a positive difference in Exmouth and beyond!



Ben Lewis Chief Executive Officer

"As an employee of the Shire of Exmouth, you'll have the chance to contribute to the growth and development of a thriving coastal town while enjoying a lifestyle that many only dream of. Whether you are seeking a new career path, a change of scenery, or simply a fresh start, Exmouth offers an abundance of opportunities for personal and professional growth."

Why Work with Us

Being part of the Shire of Exmouth means being part of a close-knit community where teamwork and collaboration are at the forefront. You'll have the opportunity to work alongside dedicated and passionate individuals who share a common goal of enhancing the quality of life in Exmouth and preserving its unique natural environment.

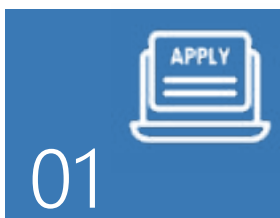


Benefits

- **Work-Life Balance:** At the Shire of Exmouth, we value the importance of maintaining a healthy work-life balance. We understand that our employees have personal lives and commitments outside of work, so we strive to provide flexible working arrangements whenever possible and offer attractive leave provisions.
- **Career Development Opportunities:** We are committed to helping our employees grow and develop. Whether through training programs, mentorship opportunities, or support for further education. We encourage professional development and advancement within the organisation.
- **Vibrant Workplace Culture:** We take pride in fostering a positive and inclusive workplace culture. We value diversity, collaboration, and open communication, creating an environment where everyone feels respected and valued.
- **Employee Benefits:** In addition to competitive salaries and an attractive additional superannuation contribution, we offer a range of employee benefits, including access to health and wellness programs and employee assistance services.

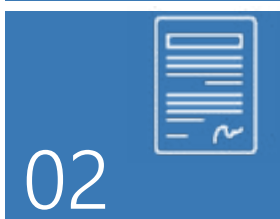
How to Apply

If you're ready to embark on a rewarding career with a supportive and forward-thinking organisation, we encourage you to explore our current job openings and consider submitting an application.



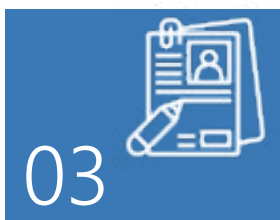
Application Form

This document is available to download from our website www.exmouth.wa.gov.au under EMPLOYMENT.



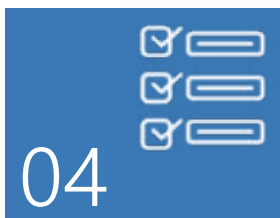
Cover Letter

This gives you the opportunity to introduce yourself and should outline a brief summary of your application.



Resume

Detailing your employment history, educational qualifications and contact details.



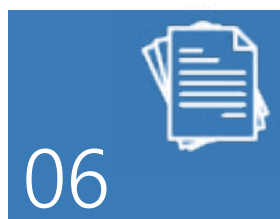
Criteria, Responsibilities & Qualifications

The criteria contained in the Position Description document should be addressed while providing evidence/past examples to support the statements.



Referees

As part of your application, you are required to provide the names and contact details of two referees who the Selection Panel may contact. The referees you nominate should be able to comment on your recent work history, and it is recommended you advise your referees, they have been nominated.



Other Documents and Integrity Checks

It is recommended that only copies of supporting documents be enclosed with your application. The Shire may ask to see the originals at a later time.

Applicants are requested to provide a Police Clearance and complete a pre-employment medical and drug and alcohol screen.*

**The Shire will advise candidates accordingly.*

Your Application

- **Application Format:** The Shire of Exmouth is pleased to accept all applications for positions (handwritten or typed); however, for efficient administration, we prefer applications to be typed and submitted via email as a single document. All applications should be neat and legible for ease of reading by the selection panel.
- **Late Applications:** Vacancies with the Shire of Exmouth are advertised for a specific period and close on the closing date listed in the advertisement.
In fairness to all applicants, late applications cannot be accepted without the Shire of Exmouth's consent to such a request. Permission must be sought before the closing date of applications.

Contact

As you consider a potential role with us, we want to ensure that you have all the information you need to make an informed decision.

Post:

Chief Executive Officer
Shire of Exmouth
PO Box 21
Exmouth WA 6707

Office:

Shire of Exmouth - Ningaloo Centre
2 Truscott Cr
Exmouth WA 6707

Email:

humanresources@exmouth.wa.gov.au

Phone:

(08) 9949 3000

Web:

www.exmouth.wa.gov.au