

Project Manager (Fixed Term Contract)

1 SALARY:

Total remuneration package is from \$138,250 to \$157,500 per annum. (Dependant on experience)

2 TERM OF CONTRACT:

Fixed term contract for 5 years.

3 UNIFORMS:

It is a requirement that staff wear the City of Karratha Uniform at all times at work. Sets of clothing are issued initially as per policy and are replaced on a "fair wear and tear" basis in consultation with relevant Supervisor. Staff are responsible for alterations required.

4 ANNUAL LEAVE:

Six (6) weeks per annum.

5 PERSONAL LEAVE:

Ten (10) days per annum.

6 LONG SERVICE LEAVE:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities within Western Australia.

Employees with seven (7) continuous years' service at the City may apply to take Pro Rata Long Service Leave of 9.1 weeks.

7 HOUSING:

An air conditioned, unfurnished residence within Karratha is available if required at a subsidised rent. The rental payment is salary sacrificed. Occupants are responsible for organising and payment of telephone connections.

8 RELOCATION EXPENSES:

Household and personal relocation expenses will be paid by Council up to \$8,000 for couples and families or \$5,000 for singles (inclusive of relocation, air fare/s and reasonable accommodation costs). New employees are required to provide 2 removalist quotes to the Human Resources department; a purchase order will be supplied up to the above relevant amount. The employee is responsible for any additional cost, which is to be paid direct. Employees will sign a contract agreeing to repay Council on a pro rata basis should they leave for any reason prior to completing 2 years' service.

9 VEHICLE:

This position has an entitlement to a Council pool vehicle for business and commuter use (between work and home only) in accordance with Council's policy.

10 JOURNEY INSURANCE:

All direct employees of the City of Karratha are covered whilst engaged in the journey between their residence and place of work or a place of training for work unless otherwise covered by union membership.

11 WELLNESS PROGRAM:

The City will provide to the Manager one individual full membership of either the Karratha Leisureplex, Wickham Recreation Precinct or Roebourne Aquatic Centre each year. The

Manager may salary sacrifice up to \$500 per annum for specific programs and/or family membership.

12 SUPERANNUATION:

Council's superannuation plan is Aware Super.

Council makes the legislative contribution with an additional contribution to a total of 13% for all staff. Employees may make an extra personal contribution either by direct contribution or by salary sacrifice.

13 PROBATIONARY PERIOD:

A probationary period is applicable to this position and will be discussed at the time of offer of the position to the successful applicant. Midway through an employee's probationary period or earlier should the need arise, a performance review will be undertaken by the relevant manager/supervisor. Immediately prior to completion of the probationary period, an assessment of the employee's performance during the probationary period will be undertaken by the relevant manager/supervisor.

Should the employee's performance not meet the standards set down by the City, the probationary period may be extended by up to three months in consultation and agreement with the employee prior to the end of the probationary period.

The employee shall be offered counselling and/or further position specific training during the extended probationary period to assist in meeting the required level of performance. Regular assessments will be carried out during the extended probationary period.

After successful completion of a probationary period the employee shall be offered continuing employment.

14 POLICE CERTIFICATE:

It is a requirement of this position for an applicant to provide a National Police Certificate (cost approximately \$62.40, *applications available from the Post Office*) prior to an offer of employment being confirmed. This Certificate remains the property of the applicant, however, a notation of sighting the original Certificate will be kept on the employee's personal file.