



# EMPLOYMENT INFORMATION PACK



## Executive Manager Organisational Development

*Job Code: PE.RE.60 | Contract | Closing Date - 29 September 2025*

For a confidential discussion about the role please contact

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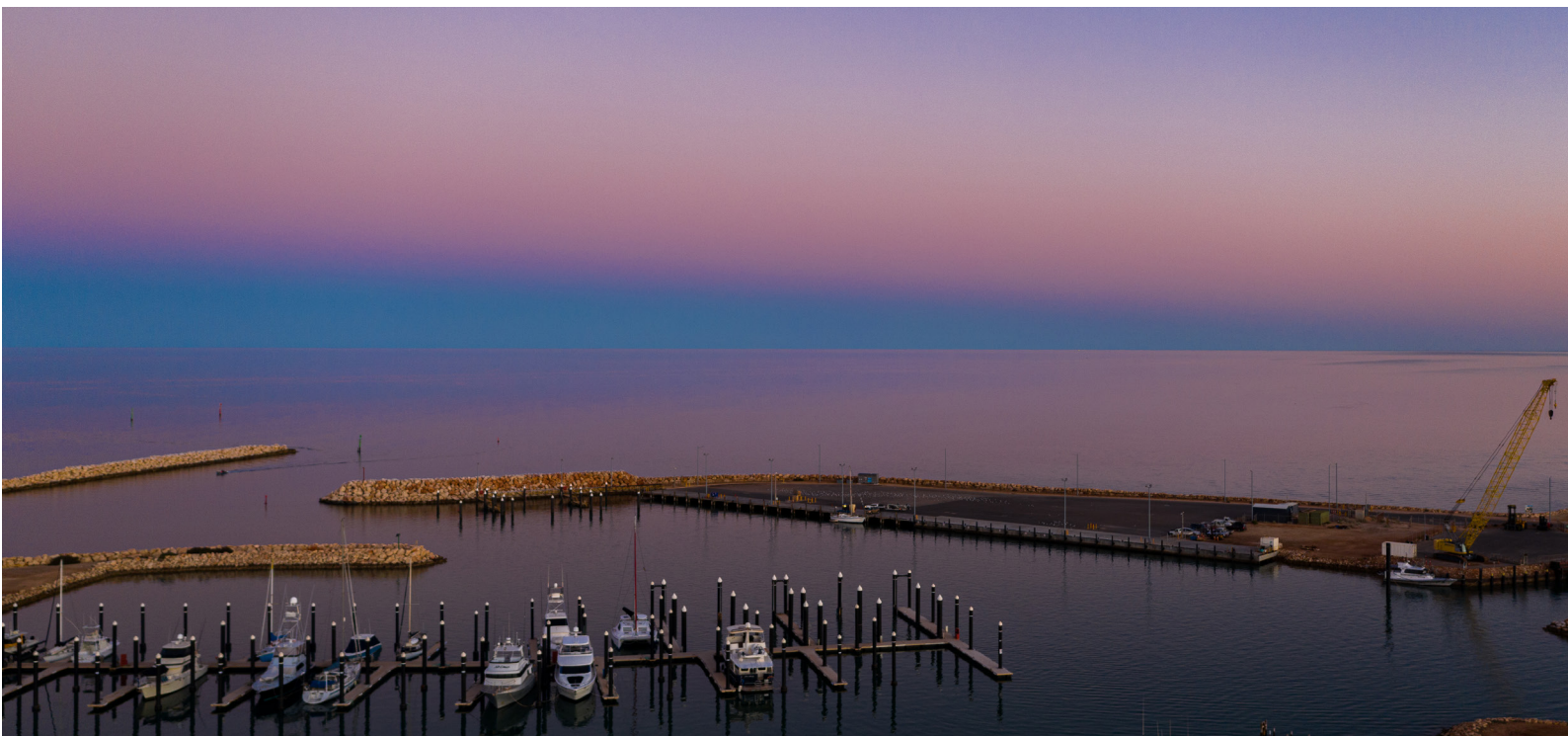
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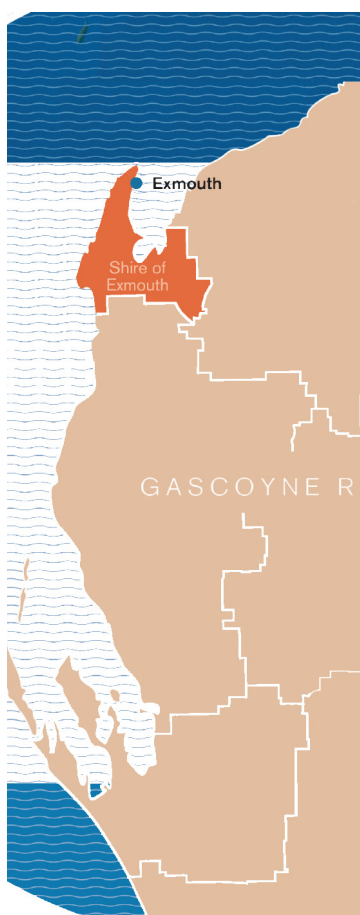






# WHERE THE REEF MEETS THE RANGE

## ESCAPE THE ORDINARY IN 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.

It serves as the gateway to the World Heritage Listed Ningaloo Coast, which includes the breathtaking Ningaloo Reef, Australia's largest fringing coral reef, and the awe-inspiring Cape Range National Park. 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 (ABS Census Data 2021) triples as tourists flock to Exmouth.

Tourists are drawn to Exmouth for a variety of unforgettable experiences. They come to swim with the majestic Whaleshark, the largest fish in the sea, and to snorkel on the remarkable Ningaloo Reef. The pristine coastline offers the perfect setting for relaxation while fishing enthusiasts can indulge in their passion. For those seeking adventure, camping and exploring the rugged and spectacular Cape Range National Park are a must.

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 (Deloitte Access Economics, June 2020) and 310 jobs within the town of Exmouth (Remplan 2022 R2 Employment).

**"WE INVITE  
YOU TO WORK,  
LIVE AND PLAY  
IN A UNIQUE  
ENVIRONMENTAL  
SETTING,  
WITH MANY  
OPPORTUNITIES  
TO GROW AND  
DRIVE THE  
DIRECTION OF OUR  
ORGANISATION  
AND THE TOWN'S  
FUTURE."**



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

# ADVERTISEMENT

## Executive Manager Organisational Development

Job Code: PE.RE.60 | Contract | Monday 29 September 2025

### Working with the Shire of Exmouth

Join our vibrant and thriving community in the stunning region of Exmouth, Western Australia. Enjoy the benefits of living in this unique area, including its breathtaking natural surroundings, a supportive community, and a fulfilling work-life balance. Join us today and make a positive impact on our community's growth, environmental preservation and social development.

### The Role

Reporting to the Chief Executive Officer, the Executive Manager Organisational Development is a key member of the executive leadership team, responsible for shaping and delivering strategic initiatives that enhance organisational effectiveness, efficiency, and culture. The position is responsible for, and provides strategic oversight of, the Human Resources, Workplace Health and Safety, Communications, Information Management, and Information and Communications Technology (ICT) functions, driving innovation and continuous improvement across these critical areas.

### Key Responsibilities:

- Strategic Planning & Business Improvement: Lead corporate planning, optimise systems through data-driven insights, and manage performance frameworks.
- Change & Performance Management: Champion change initiatives, design performance systems, and guide KPI development.
- Talent & Culture Development: Drive leadership development, succession planning, and foster a values-based culture.
- Learning & Development: Deliver impactful training programs and evolve leadership capabilities.
- Workplace Health & Safety: Oversee WHS compliance and continuous safety improvement.
- Information & Records Management: Lead ICT transformation and ensure regulatory compliance.
- Marketing & Communication: Develop integrated strategies, manage branding, and represent the Shire at key events.
- Finance & Governance: Manage budgets, support governance reviews.
- Collaboration & Engagement: Build strong internal and external partnerships to align development efforts.

### The Person

Key to success in this role will be your;

- Experienced in human resources management
- Strategic thinker with proven change-management experience
- High integrity, sound judgement and strong leadership
- Excellent interpersonal and communication skills
- Commitment to workplace safety and environmental awareness

**Ben Lewis**

**Chief Executive Officer**

*The Shire of Exmouth is an equal opportunity employer.*

### How to apply:

To access our employment information pack and application form, please visit the Shire of Exmouth website at [www.exmouth.wa.gov.au/council/about-us/employment.aspx](http://www.exmouth.wa.gov.au/council/about-us/employment.aspx). Please provide a current resume and a completed application form with a covering letter (of no more than 2 pages) outlining how you meet the criteria, responsibilities, and qualifications of the role.

Applications in **Word or PDF** format are to be received **no later than, 4.00pm Monday, 29 September 2025** emailed to [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au).



# REMUNERATION & BENEFITS

The Shire of Exmouth offers comprehensive benefits and opportunities with our teams' wellbeing at the forefront of our values. Committed to providing professional development opportunities for our staff within an inclusive and welcoming work culture.

## What We're Offering:

An attractive salary package circa \$190,685 - \$202,385 (depending on level of skills, experience and qualifications) is offered. The salary package is inclusive of base salary and superannuation+superannuation co-contributions+subsidised Shire housing+restricted private use of a vehicle+-phone+communications allowance. In addition, the Shire offers the following benefits;

- Relocation assistance of up to \$10,000
- Generous leave entitlements
- Professional development
- Health and wellbeing programs

## WORK LIFE BALANCE

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

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.

## HOURS OF WORK

This position is based on 76 hours a fortnight and reasonable additional hours.

## ANNUAL LEAVE

Full-time employees are entitled to five (5) weeks annual leave.

## SUPERANNUATION

The Shire of Exmouth currently contributes additional superannuation in accordance with the Shire of Exmouth Enterprise Agreement 2017.

## PROBATIONARY PERIOD

The appointment is subject to a probationary review in accordance with the Shire of Exmouth Enterprise Agreement 2017.

The Shire of Exmouth Enterprise Agreement 2017 is available online on [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au).

## CODE OF CONDUCT

All staff must carry out their duties in accordance with the Shire of Exmouth Employee Code of Conduct as varied from time to time.

The Shire of Exmouth Code of Conduct is available online on [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au).

Visit our employment page for more information.



# POSITION DESCRIPTION



## POSITION DESCRIPTION

### Executive Manager Organisational Development



Date: 29 August 2025

## 1. Position Identification

<b>Title:</b>	Executive Manager Organisational Development				
<b>Position Number:</b>	PE.RE.60	<b>Level:</b>	Contract	<b>Agreement:</b>	n/a
<b>Department:</b>	Executive Services				
<b>Section:</b>	Organisational Development				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Chief Executive Officer
<b>No of Direct Reports:</b>	Coordinator Communications Coordinator Work Health & Safety Human Resource Officer

## 3. Value Statement

### Value Statement

Embrace and promote the values of integrity, accountability, respect, and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective, and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change, and challenge the status quo.

## 4. Role Purpose

The Executive Manager Organisational Development is a key leadership role responsible for driving the strategic direction and implementation of initiatives aimed at enhancing the overall effectiveness, efficiency, and culture of the organisation. This role leads cross-functional efforts in strategic planning, change management, business improvement, and people and culture, ensuring alignment with the Shire's long-term goals. It is responsible for the Human Resource, Workplace Health and Safety, Communications, Information Management and Information Communications Technology (ICT) departments.

## 5. Key Objectives

### Human Resources Management

- Leverage data analytics to identify opportunities for operational efficiency and service improvement.
- Lead organisational change initiatives with a focus on stakeholder engagement and effective communication.
- Design and embed a performance management framework that aligns individual goals with strategic priorities.
- Implement leadership development and succession planning programs to build internal capability.
- Champion initiatives that promote a values-driven and inclusive organisational culture.
- Foster cross-functional collaboration to ensure alignment of organisational development initiatives.
- Manage departmental budgets and ensure accurate financial reporting.
- Conduct skills gap analysis and deliver targeted training programs to address capability needs.

### Workforce Safety

- Ensure compliance with WHS legislation and promote a proactive safety culture.
- Monitor and improve employee engagement, morale, and satisfaction through targeted programs.

### Communications, ICT and Information Management

- Ensure the Shire's Strategic Community Plan and Corporate Business Plan are regularly reviewed, updated and implemented.
- Develop and execute integrated marketing and communication strategies to support organisational goals.
- Oversee ICT strategy and digital transformation initiatives to improve service delivery.
- Ensure compliance with statutory records management requirements and promote best practices.

## 6. Key Responsibilities

### Strategic Planning & Business Improvement

- Facilitate the Shire's strategic corporate planning process.
- Develop and implement organisational development strategies aligned with corporate objectives.
- Analyse business needs using data and analytics to optimise systems, processes, and experiences.
- Coordinate corporate dashboards and frameworks to monitor performance.

### Change & Performance Management

- Lead change initiatives with a focus on communication, engagement, and adoption.
- Design and implement performance management systems aligned with organisational goals.
- Guide KPI development and performance feedback processes.

### Talent & Culture Development

- Oversee leadership development, succession planning, and employee training.
- Foster a positive, values-aligned organisational culture.
- Implement initiatives to enhance morale, motivation, and satisfaction.

### Learning & Development

- Design and deliver training programs addressing skill gaps and professional growth.
- Evaluate learning initiatives and evolve leadership frameworks.

### Workplace Health & Safety

- Manage WHS requirements and drive continuous improvement in safety performance.
- Provide expert advice and implement safety programs.

### Information & Records Management

- Oversee ICT systems, digital transformation, and technology improvement programs.
- Ensure compliance with statutory and regulatory records management requirements.

### Marketing & Communication

- Develop integrated marketing and communication strategies.
- Oversee campaigns, branding, stakeholder engagement, and community education.
- Represent the organisation at high-level events and committees.



**Finance & Governance**

- Develop and manage departmental budgets and financial reporting.
- Assist the CEO with reviews of Delegations, Local Laws, Policies, and Procedures.
- Attend Council and Committee meetings as required.

**Collaboration & Stakeholder Engagement**

- Build strong relationships across departments and with external stakeholders.
- Ensure alignment and integration of organisational development efforts.
- Chair the Operational Leadership Team (OLT) meetings and ensure agendas meet the needs of the OLT.

**Other Duties**

- Perform other duties consistent with the level of this position.
- Promote a culture of teamwork and continuous improvement.

## 7. Leadership Capabilities

- Results-driven with a focus on strategic outcomes.
- High personal integrity and sound judgment.
- Strong leadership and interpersonal skills.
- Commitment to safe practices and environmental awareness.

## 8. Risk Management and Workplace Health and Safety

- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.
- Identify potential hazards and take appropriate action in accordance with policies and procedures.
- Maintain a high standard of efficiency, safety, and effectiveness.

## 9. Qualifications and Work Experience

**Mandatory Requirements**

- Valid Australian Work Rights.
- Current National Police Clearance.

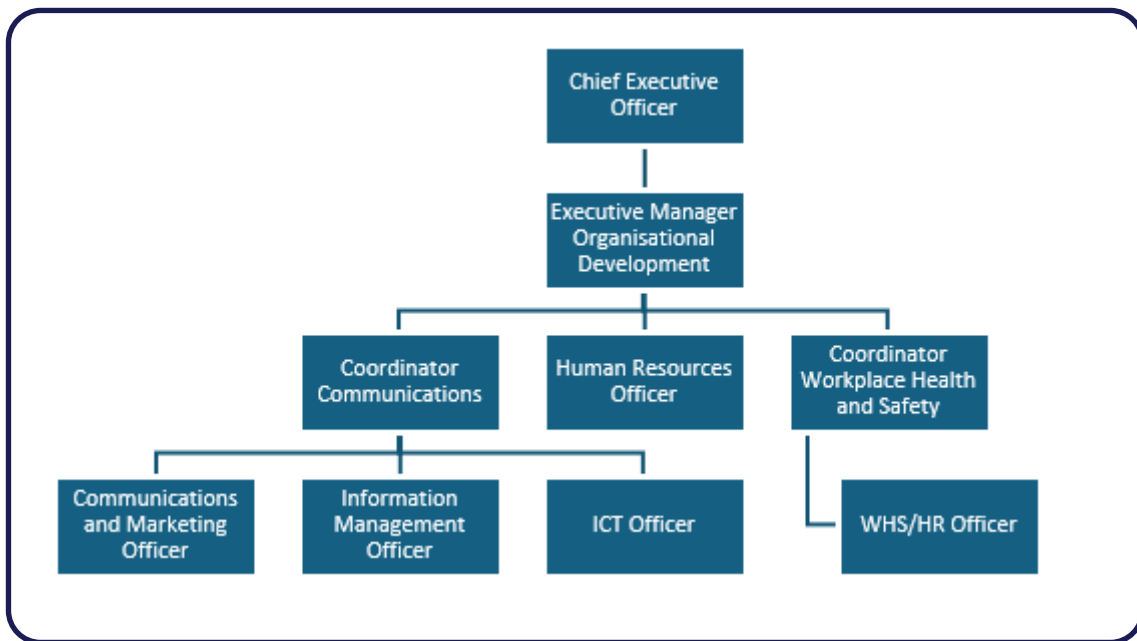
**Essential**

- Tertiary qualification in Organisational Development, HR Management, Business Administration, or related field.
- Proven leadership experience in organisational development or change management.
- Experience in total quality management or business excellence.
- Strong understanding of organisational dynamics and talent management.
- Demonstrated success in driving change and improvement.
- Strategic thinking and ability to translate concepts into actionable plans.
- Budget development and financial reporting experience.

**Desirable**

- Master of Business Administration or similar
- Training in Total Quality Management, Business Excellence or similar
- Knowledge of local government operations and legislation

# ORGANISATION STRUCTURE



## OUR MISSION & VISION

### STRATEGIC COMMUNITY PLAN 2023-2033

The Strategic Community Plan outlines the communities long-term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.

Scan the code to access the full document:



#### SOCIAL

Nurture a friendly, safe and inclusive community spirit.

- Improve local community and visitor experiences.
- Ensure a full suite of services to meet the needs of families and individuals at all ages and stages of life.
- Build community cohesion and connectedness.



#### GOVERNANCE & LEADERSHIP

Foster open, transparent & accountable leadership, working collaboratively & in partnership with our community & stakeholders.

- Forward-thinking leadership for efficient & sustainable operations.
- Continued focus on transparent, accountable leadership & community & stakeholder engagement.
- Council & administration plan & lead with good governance.



#### ECONOMY

Enhance a robust, resilient & diversified economy that champions innovation.

- Increase opportunities for smart and sustainable business ideas.
- Establish Exmouth as a vibrant, welcoming and environmentally aware destination.
- Promote Exmouth as a thriving economy based on its regional strength as a global environmental hotspot.



#### NATURAL ENVIRONMENT

Embrace natural sensitivities and promote positive change.

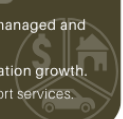
- Establish Exmouth as a clean and green town.
- Prepare Exmouth for changing environmental conditions.
- Increase awareness of sustainability and environmental issues.




#### BUILT ENVIRONMENT

Enable sustainable development and infrastructure that meets the needs of the community, visitors and industry.

- Infrastructure and assets are well-managed and maintained.
- Plan and cater for increased population growth.
- Revitalisation and expansion of airport services.







**"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."**

*- Ben Lewis Chief Executive Officer*





# TAKE THE LEAP

Located in the midst of the world-famous Ningaloo Reef & Cape Range National Park, Exmouth offers an unparalleled work-life balance. Imagine wrapping-up a day at the office and then heading to the beach for a sunset swim, or taking a hike in the rugged range. 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.

## NINGALOO REEF



World Heritage listed Ningaloo offers an abundance of colourful fish, coral gardens and underwater wonders just minutes away from Exmouth township. From snorkelling and diving to surfing and swimming in crystal clear waters with whalesharks, humpback whales and mantarays there is no shortage of once in a lifetime experiences.

## CAPE RANGE NATIONAL PARK

Hike to your hearts content and enjoy ancient canyons with breathtaking views. A landscape like no other, the blues of the reef against desert red cliffs and gorges. Covering 50,581 hectares there's no shortage of trails, wildflowers, fossils and native birds or marsupials to discover. From sunset strolls to weekend wanders, walk your way into the wilderness.



## ADVENTURE AT YOUR DOORSTEP



Make the most of over 300 days of sunshine per year by exploring all that the region has to offer. With plenty of pristine nature to explore from the Exmouth Gulf to Yardie Creek and beyond, The Shire of Exmouth prides itself on unmatched environmental beauty and an exceptional lifestyle.

# HOW TO APPLY

If you're ready to embark on an exciting career opportunity with the Shire of Exmouth and contribute to the growth and development of a close-knit community with the opportunity to become part of a supportive and forward thinking organisation, we encourage you to submit your application today.



## APPLICATION FORM

Please submit the attached Application Form. This document is also free to download from our website.  
<https://www.exmouth.wa.gov.au/council/about-us/employment.aspx>



## RESUME

Detail your employment history, educational qualifications and contact details.



## COVER LETTER

Introduce yourself and outline your relevant experience.



## CRITERIA, RESPONSIBILITIES & QUALIFICATIONS

Please carefully read the criteria in the Position Description and provide evidence/past examples that align with these statements.



## REFEREES, OTHER DOCUMENTS & INTEGRITY CHECKS

As part of your application, you are required to provide 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.





# CONTACT US:

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.

**For a confidential discussion about the role please contact**

**Ben Lewis** - Chief Executive Officer P: 08 9949 3000

**Robin Austen** - Executive Manager Organisational Development M: 0407 080 903

## Email:

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## Phone:

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## Web:

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## Office:

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Exmouth WA 6707