



Employment Information Pack

Employment Benefits

Working at the Town of Bassendean offers an encouraging and supportive work environment. The Town rewards and values our employees with many benefits and incentives.

Financial Rewards

- ✓ Option to salary sacrifice superannuation with a matching contribution of up to 5%
- ✓ 17.5% annual leave loading
- ✓ Cashing out of Annual Leave *
- ✓ Ability to access Long Service Leave Entitlements after 7 continuous years of service*

Flexible, Friendly Environment

- ✓ Pleasant work environment
- ✓ Flexible working arrangements
- ✓ Two additional leave days each year *
- ✓ End of year office shut down
- ✓ Additional Days Off and Roster Days Off *
- ✓ Purchased Leave Scheme
- ✓ Paid Parental Leave *
- ✓ Only 10 kilometres from the centre of Perth
- ✓ Free car parking
- ✓ Easy commuting access to the Town including train services operating at Bassendean, Ashfield and Success Hill stations
- ✓ Close to many shops and cafes

- ✓ Free Uniforms *
- ✓ Smart Rider cards available to use for work related meetings and training

Professional & Personal Development

- ✓ Encouragement and promotion of training and development opportunities
- ✓ Corporate Training Workshops
- ✓ New Staff Induction program
- ✓ Study Assistance program *
- ✓ Staff Recognition and Achievement Awards
- ✓ Service Recognition Awards

Health & Wellness

- ✓ Flu Vaccinations
- ✓ Hepatitis A & B Vaccinations *
- ✓ Skin Cancer Checks
- ✓ Free participation to attend the Town's Relax Program *
- ✓ Wellbeing program
- ✓ Staff Newsletters
- ✓ Confidential Employee Assistance Program

**** Conditions and policies apply, may be subject to change***

Employment Conditions

Pre-Employment Medical	Prospective employees are required to undergo a pre-employment medical examination which may include a Drug and Alcohol Test (at the Town's expense).
National Police Certificate	Prospective employees are required to provide a National Police Certificate (issued less than three months ago). If you do not hold a current National Police Certificate, the Town will make this application for you (at the Town's expense).
Probationary Period	A probationary period of up to 6 months may apply to this position. Upon successful completion, appointment will be confirmed.
Drivers Licence	If a current driver's licence is an essential requirement of the position, you must provide a copy of your current card prior to commencing employment.
Pay Days	Employees are paid on a fortnightly basis by direct credit into a bank, building society or credit union of their choice. Pay is deposited into accounts on the Thursday following the end of the pay period.
Superannuation	The Town will contribute the superannuation guarantee to a complying superannuation fund nominated by the employee. Salary sacrifice options are available along with matching employer employee contributions of up to 5%.
Annual Leave	Four (4) weeks per annum plus 17.5% leave loading.
Personal Leave	For each year of service, an employee accrues 10 days (pro-rata) of paid personal/carers leave.
Purchased Leave	Employees have the opportunity to purchase additional leave as provided in the Town's Enterprise Agreements * Conditions apply
Long Service Leave	Employees are entitled to 13 weeks long service leave in respect of each 10 years' continuous service. Eligible employees are able to access their Long Service Leave entitlements pro-rata after seven (7) years continuous service. *Conditions apply
End of Year Closure Days	Employees are entitled to two additional days to be taken as part of the Town's end of year closure period. * Conditions Apply

Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

1. Personal Attributes

Manage Self <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>
Display Resilience and Adaptability <i>Express own views, persevere through challenges, and be flexible and willing to change</i>
Act with Integrity <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>
Demonstrate Accountability <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>

2. Relationships

Communicate & Engage <i>Communicate clearly and respectfully, listen, and encourage input from others</i>
Community & Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>
Work Collaboratively <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>
Influence & Negotiate <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>

3. Results

Plan & Prioritise <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>
Think & Solve Problems <i>Think, analyse and consider the broader context to develop practical solutions</i>
Create & Innovate <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>
Deliver Results <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>

4. Resources

Finance <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>
Assets & Tools <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>
Technology & Information <i>Use technology and information to maximise efficiency and effectiveness</i>
Procurement & Contracts <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>