



**COONAMBLE**  
SHIRE COUNCIL

# Candidate Information

# Manager Parks and Urban Services

**Contact**

Helen Lever  
NSW State Manager  
Blackadder Associates

**Phone**

0423 157 558

**Email / Web**

[helen@blackadderassoc.com.au](mailto:helen@blackadderassoc.com.au)  
[blackadderassoc.com.au](http://blackadderassoc.com.au)

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# Welcome

## **A MESSAGE FROM THE GENERAL MANAGER, HEIN BASSON**



I am very pleased to be able to make available this outstanding position, Manager Parks and Urban Services which we are recruiting through our recruitment partners Blackadder Associates.

The position of Manager Parks and Urban Services is important one in our team, leading and an important customer critical service- delivery of functional, visually appealing and reliable recreational facilities and open spaces the Coonamble Shire Council.

To those of you who are considering the lifestyle offered by this stunning regional location, I can state without reservation that what we have here is truly unique. Importantly too, this is an exciting and rewarding role and workplace with excellent staff

along with a beautiful and friendly environment in which to work as well as live.

As with all busy and important jobs this is undoubtedly a challenging role and sits at the forefront of what most of our community judge us on- a critical aspect of the public amenity.

With this in mind, if you are a person seeking a community focused role, one that you can feel proud of knowing that you are contributing to the quality of people of this region's lives daily- well this is the role for you and I encourage you to contact Helen at Blackadder to discuss the opportunity.

I look forward to reading of your interest and hopefully meeting you here in Coonamble where you can make your own important contribution to our exciting future.

### **Hein Basson**

General Manager



# Coonamble Shire

**COONAMBLE SHIRE IS ONE OF THE MOST PRODUCTIVE AGRICULTURAL REGIONS IN WESTERN NSW.**

Bounded on one side by the Warrumbungle National Park, and on the other by the Western Plains and Macquarie Marshes, Coonamble Shire Council offers the perfect combination of a rich history and country living.

The Shire is renowned for its diversified agricultural industries, including broadacre cropping, and with large cattle and sheep production Coonamble Shire is one of the most productive agricultural regions in Western NSW.

As part of the Orana region the Shire comprises the towns of Coonamble and Gulargambone with the village of Quambone and is less than two hours drive by road from Dubbo and six hours from Sydney.

As the commercial and social hub of the district, the main township of Coonamble has excellent facilities and services. With the vibrant villages of Gulargambone and Quambone and a connected farming community, the district population is approximately 4,000.

**Among Coonamble's natural assets are an abundance of sunny days and a temperate climate. The town itself has charming art deco buildings, classic country pubs and rural hospitality.**

**The Coonamble area is home to Australia's biggest rodeo and campdraft and is close to beautiful wetlands, the iconic Warrumbungle National Park and Pilliga Forest.**

## QUICK FACTS

**4,014**

**POPULATION**

Approximate (ABS ERP 2019)

**9,926 km<sup>2</sup>**

**SHIRE AREA**

**43 years**

**MEDIAN AGE**



**TIME ZONE:** NSW is in the Australian Eastern Standard Time zone

# Economy

**HOME TO 4,014 PEOPLE, THE COONAMBLE LOCAL GOVERNMENT AREA SUPPORTS 1,416 JOBS AND HAS AN ANNUAL ECONOMIC OUTPUT OF \$401.220 MILLION.**

The Coonamble Shire spans 10,000 square kilometres, from the edge of the Warrumbungle Mountains, across the Castlereagh Plains, to the magnificent Macquarie Marshes. Coonamble is 165km north of Dubbo, roughly 6 hours from Sydney and 8 hours from Brisbane.

Coonamble is the centre of a productive agricultural region, based on sustainable, dryland livestock grazing and cropping industries, supported by modern management practices. A robust business sector offers a range of investment and employment opportunities.

Coonamble Shire Council is committed to supporting new and existing enterprises towards a strong and diversified local economy.

Council staff work proactively and collaboratively with both business and government to advance the district.



**VIEW  
COONAMBLE  
SHIRE'S  
ECONOMIC  
DEVELOPMENT  
STRATEGY**



# Living in Coonamble Shire

SETTLE YOURSELF INTO THIS

Coonamble is a thriving agricultural town, with something to appeal to all potential candidates, the perfect place to raise a family, meet lifelong friends and settle yourself into a rural community.



## ACTIVITIES:

Coonamble is surrounded by many natural wonders making for great outdoor fun. The Macquarie Marshes, a protected natural wetland that provided a home to 211 bird species, 8 species of native mammal, 15 frog, 56 reptile and 24 native fish species is located within our Shire. Other natural attractions nearby include the beautiful Warrumbungle National Park and the Pilliga State Forest.

## FOOD:

Coonamble is a community centred town and communities tend to gather around food. Luckily for our Shire we have a number of brilliant cafes, clubs, pubs and takeaway restaurants to keep you fed. Our Shire is also lucky enough to have 2 grocery stores in Coonamble and 1 in Gulargambone.



## SPORTS:



Coonamble is famous for its June Long Weekend Rodeo and Campdraft. This event attracts competitors and spectators from across the country and has been running for over 60 years. With its rich agricultural influence, Coonamble offers a number of horse related events throughout the year.

Sport is something the town has no shortage of, whether it be rugby union, rugby league, league tag, netball, oz-tag, swimming, athletics, tennis, bowls or shooting, the town has something on offer to tickle everyone's individual fancy. Each of these sports have

fantastic club cultures around them and are a great way to get to meet people in the community.

## SCHOOLING:

We are lucky enough to have 3 Primary Schools, 1 Central School (K-12) and 1 High School. In the town of Coonamble, Coonamble Public School and St Brigid's Primary School both cater for students K-6, and Coonamble High School caters for students 7-12. In Gulargambone, Gulargambone Central School is a primary and secondary school in one, offering education for students K-12. In Quambone, Quambone Public School caters for students K-6. Coonamble also has two great day care facilities, Coonamble and Gulargambone also have Preschools.



## MEDICAL:

Within the Coonamble Shire there are multiple Health Services including the Coonamble Aboriginal Medical Service, Castlereagh Medical Centre and Coonamble Multi-Purpose Health Service in Coonamble, the Gulargambone Multi Purpose Service, and the Quambone Community Health Centre. These health services provide for our community and have strong connections and transport services with the larger medical establishments in our closest regional city of Dubbo.

# About Council

## **COONAMBLE SHIRE LIKE ALL COUNCILS, HAS TWO PARTS, BUT ONE SHARED VOICE: THE ELECTED COUNCIL AND ADMINISTRATION.**

Coonamble Shire is located on the traditional Indigenous land of the Wailwan and Gamilaroi people. Coonamble Shire is part of the Orana Region of Central Northern NSW and is bounded by the Shires of Walgett to the north, Warrumbungle in the east, Gilgandra to the south and Warren in the west.

The Council is one of the town's major employers, employing approximately 110 staff across its three departments, Infrastructure, Corporate & Sustainability, Environment, Strategic Planning & Community.

Coonamble Shire Council actively works towards achieving and maintaining its vision statement through strategic and progressive management of its functions. This ensures the Shire's residents enjoy a diverse lifestyle, underpinned by a stable rural economy.

### **COUNCIL MEETINGS**

Ordinary Meetings of Council are held on the second Wednesday of the month, excluding January, commencing at 10.00 a.m. Members of the public are invited to attend. Council's October meeting is held in the village of Quambone and the meeting for March is held at Gulargambone. Nine elected Councillors make decisions on behalf of the community at Council meetings. The General Manager is then responsible for ensuring implementation and delivery of the Council's resolutions, while also making day-to-day decisions on operational matters.

### **MASTERPLAN**

The development and adoption of the [Coonamble Shire Council Masterplan](#) was one of Council's greatest achievements in 2020.

This plan will guide the management and development of Council assets over the next 20 years. The plan is different to most, in that it includes a tourism and branding review, recognising the interlinked nature of seeking to increase the economic viability of the Shire with both physical assets and marketing collateral.

## **COUNCIL'S VISION**

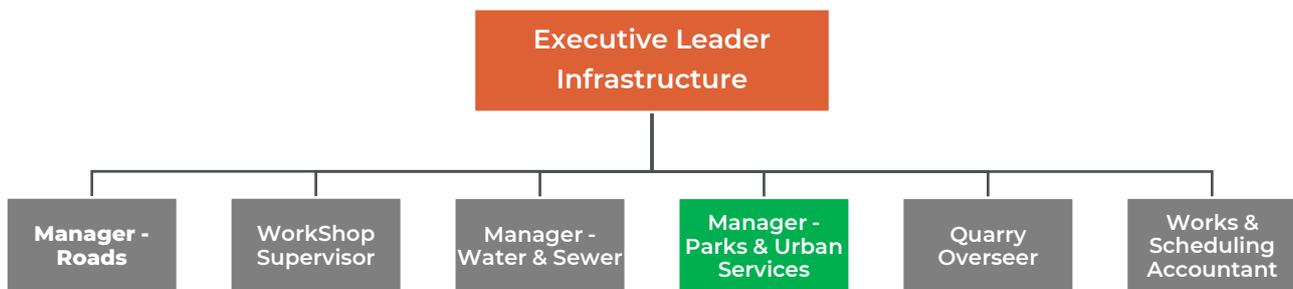
Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

## **OUR MISSION**

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

# Organisation Chart

## OUR EXECUTIVE LEADERSHIP TEAM



# The Position

## THE POSITION

This position leads and manages a team focused on providing effective and efficient delivery of functional, visually appealing and reliable recreational facilities and open spaces for the Shire, including Council's pools, depot and aerodrome facilities.

The role provides high level technical advice, and assistance with coordinating, to a high standard, all Council's recreational and open space amenities for the benefit of both the community and visitors to the region.

## THE PERSON

The Manager Parks and Urban Services is a key member of the Infrastructure team. This role will provide expert opinion and advice to the General Manager and the Executive Leadership Team on all Recreation & Open Spaces matters.

The desired skills and personal attributes for the new Manager Parks and Urban Services are listed below.

You will have appropriate tertiary qualification and appropriate leadership experience in your professional Parks & Urban Services field. You need to be able to work with the Executive Leadership Team and across the whole organisation to lead and manage a team focused on providing effective and efficient delivery of functional, visually appealing and reliable recreational facilities and open spaces within the Coonamble Shire.

Finally, you will be passionate and motivated to ensure the best results are achieved with your team and the Council on behalf of our community.

### Out of Lockdown and time to move your career along?

## MANAGER PARKS AND URBAN SERVICES

Coonamble Shire located in our Central West is bounded on one side by the stunning Warrumbungle National Park, and on the other by the Western Plains and Macquarie Marshes. This beautiful area offers the perfect combination of a rich history and contemporary country living.

Part of the Orana region, the Shire comprises the towns of Coonamble and Gulargambone along with the tiny village of Quambone. Less than two hours drive by road from Dubbo and six hours from Sydney.

The Manager Parks and Urban Services will lead and manage a dedicated team focused on providing both functional and visually appealing recreational facilities and open spaces for the Shire, including Council's pools, depot and aerodrome facilities. The role provides high level technical advice, alongside the coordination of all recreational and open space amenities for the benefit of both the community and visitors to our region.

To be successful in securing the role and joining a new and exciting Infrastructure leadership team, you will have appropriate tertiary qualifications in a related field along with leadership capability and ideally experience. Importantly, you need to be able to work with the Executive Leadership Team and across the whole organisation to drive the efficient and effective delivery of services.

An attractive Remuneration Package and conditions are available for the right candidate which includes a leaseback vehicle, rental assistance, nine day fortnight and relocation assistance.

#### TO APPLY

Please visit our website [blackadderassoc.com.au/current\\_vacancy](http://blackadderassoc.com.au/current_vacancy) to obtain a detailed **Information Package** about the role and the **Application Form**. Once you have read these please contact **Helen Lever** on **0423 157 558** for a confidential discussion regarding the position.

**Applications close 9am Wednesday 3 November 2021.**

Only those with the right to work in Australia need apply.

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COONAMBLE  
SHIRE COUNCIL



The ideal set of **skills** of the Manager Parks and Urban Services include:

### TECHNICAL REQUIREMENTS

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Parks & Urban Services, preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- Tertiary Qualifications in Parks, Landscape, Civil Construction or other related discipline (Diploma Level or higher).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring commitment within work team.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

### DESIRABLE ATTRIBUTES

- Project Management experience.
- Completion of relevant training courses and certificates.
- Local Government experience.

# Total Remuneration Package

### REMUNERATION PACKAGE

- \$86,742 to \$100,414 Base salary range
- \$5,200 Rental Assistance
- \$10,000 TIL / Overtime Allowance
- 10,000km private use Leaseback
- \$7,500 Relocation Assistance
- 10% Superannuation
- Paid professional membership fees (1 per year)

### YOU WILL ALSO ENJOY A RANGE OF BENEFITS:

- 9 day fortnight
- Four weeks annual leave per year
- Three weeks sick leave per year
- Long Service after five years
- Access to carers leave, maternity and parental leave
- On-going training and professional development



# Key Selection Criteria

## **WITHIN THE APPLICATION FORM YOU ARE REQUIRED TO PROVIDE A RESPONSE TO THE FOLLOWING KEY SELECTION CRITERIA:**

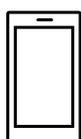
- 01** Demonstrated understanding of Parks & Urban Services, preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- 02** Tertiary Qualifications in an appropriate discipline (Diploma Level or higher).
- 03** Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- 04** Strong leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the efficient completion of activities / projects, all in a safe environment and using safe work methods ..
- 05** Proven ability to research, think analytically and plan work with proven problem-solving skills and to develop potential strategies and recommendations.
- 06** Demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- 07** Ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- 08** Advanced ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- 09** Advanced ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

# Recruitment Process

**THE POSITION IS BEING ADVERTISED IN OCTOBER 2021 WITH A CLOSING DATE OF **WEDNESDAY 3 NOVEMBER.****

## DATE

### INITIAL CONVERSATION



Prior to an application being submitted, a discussion regarding the position, and determination of your suitability for the role will need to be undertaken with **Helen Lever ph. 0423 157 558.**

**TO 3 NOVEMBER**

All enquiries will be dealt with in the strictest confidence.

### SHORT LISTING



After applications close a short list of candidates for interview with the Interview Panel will be selected.

**FROM 4 NOVEMBER**

### HOGAN ASSESSMENT & REFERENCE CHECKS



Will also be carried out for shortlisted candidates. You will need to nominate referees in your application or after being advised of being successful with an upcoming interview. That said, we do NOT contact referees without first confirming such with the applicant.

**FROM 4 NOVEMBER**

### INTERVIEWS



Interviews will be held on **Thursday 18 November** in **Coonamble** or via **Teams/Zoom video call**. If you are selected for interview, Council will meet the reasonable cost of travel and accommodation should you be required to travel over 200km (meals and refreshments excluded). You will be required to submit a claim to Blackadder Associates with accompanying receipts.

**THURSDAY 18 NOVEMBER 2021**

# Further Information

## 01 Coonamble Shire

[Annual Report 2019/2020](#)

[Asset Management Strategy](#)

[Council Plans and Strategies](#)

For any further information regarding the position please contact Helen Lever on:

p. 0423 157 558

e. [helen@blackadderassoc.com.au](mailto:helen@blackadderassoc.com.au)

Prospective candidates must not contact Coonamble Shire Council unless to seek information that is readily available to members of the public.

## 02 Blackadder Associates

Blackadder Associates is a management consulting company specialising in local government. We have expertise in assisting council management teams and team members to improve their potential, both collectively and individually.

Blackadder Associates has extensive experience in recruitment – please refer to the Blackadder Associates website for further information on the company visit [blackadderassoc.com.au](http://blackadderassoc.com.au)



# Position Description

Position Title	Manager – Parks & Urban Services		
Department	Infrastructure	Position Number	IF03
Grade	Grade 11	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35hrs week / 70 hrs per fortnight
Reports to	Executive Leader Infrastructure	Industrial Instrument	Local Government (State) Award 2020
Date Revised	19/02/2021	Version Number	1
Direct Responsibilities	Parks, Open Spaces, Urban Services, Pools, Depot Facilities, Parks & Gardens, Cemeteries, Aerodrome and Cleaning services.		

### *Council's Vision*

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

### *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## Position Summary

This position leads and manages a team focused on providing effective and efficient delivery of functional, visually appealing and reliable recreational facilities and open spaces the Coonamble Shire Council, as well as managing the Council's Depot operations in a safe and efficient manner.

The role provides high level technical advice, and assistance with coordinating, to a high standard, all Council's recreational and open space amenities (presentation and public recreational areas, including pool operations) and depot operations areas.

## Position Benefits

- Leaseback vehicle with limited private use, subject to Council's Motor Vehicle Policy and Limited Leaseback Agreement.
- Time in Lieu / Overtime Allowance.
- Housing / Rental Assistance.
- Relocation Assistance.
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.
- One fully paid membership of relevant professional industry association per year.

## Key Responsibilities

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### *Management and Staff Supervision*

- Manage the Parks & Urban Services department, on a day to day basis, including staff supervision, to ensure Council's compliance with all relevant legislation, codes of practice, guidelines, policies and procedures.
- Support and assist reporting staff to ensure all areas are managed effectively and efficiently.
- Management and effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.
- Remaining aware of the major issues and challenges confronting the Council, the community and industry and to ensure consideration of these factors in actions planned or undertaken.

### *Parks & Urban Services Operations*

- Ensure the provision and maintenance of a suitable and attractive network of urban and rural facilities, including opens spaces, parks and gardens that enhance lifestyle and visual amenity and cater for recreational needs throughout the Council area.
- Monitor and act to maintain and improve streetscapes, town approaches and landscape, footpaths, pedestrian ways, cemeteries and other public facilities.
- Engaging with relevant stakeholders and user groups on the use of Council owned recreational facilities.
- Undertake Projects/project management as required.
- Oversee the operation of pool facilities, including ensuring operations meet required safety and compliance regulations, as well as the completion of effective and efficient maintenance schedules.
- Oversee aerodrome facilities, including ensuring operations meet required safety and compliance regulations, as well as the completion of effective and efficient maintenance schedules.

### *Depot Facilities*

- Oversight of the Council's depot facilities to ensure efficient operations, maintenance and compliance requirements are met.
- Liaise with other departments and staff to ensure depot resourcing is adequate.
- Cleaning of facilities, in addition to other Council buildings and facilities

### *IP&R and Strategic Planning*

- Manage and be responsible for the long-term planning for parks infrastructure including park furniture, public toilets, playgrounds, sporting facility infrastructure, arboricultural assets through the development of asset management plans.
- Identification, development and implementation of actions to implement the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.
- Annual review of Operational and Delivery plans to assure achievement of outcomes set as part and revises achievement deadlines if necessary.
- Report preparation and writing, including Council reports and correspondence

### *Records and Finance*

- Developing annual budget estimates and costs and ensure department is operated within budget constraints.
- Assist in preparation of quarterly and annual reviews of performance against budget and financial performance reporting to relevant staff.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy.

### *WHS and Environment*

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.

- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.
- Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.

#### *General*

- Development and implementation of Council's policies and procedures in conjunction with other departments.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

#### **Key Internal Relationships**

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Parks and Urban Services	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Senior Technical Officer

#### **Key External Relationships**

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External Stakeholders and Committees	Represent Council and inform of Council's position on matters of risk and business concern and assist with the achievement of positive outcomes within Council and government policy frameworks.
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#### **Delegations**

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- Financial delegation as contained in Council's Procurement Policy.
- Signatory delegation for official correspondence using Council's letterhead.
- All other delegations as outlined in the separate document - Delegations of Authority.

## Essential Requirements

### Technical Requirements

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Parks & Urban Services, preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- Tertiary Qualifications in Parks, Landscape, Civil Construction or other related discipline (Diploma Level or higher).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring commitment within work team.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

### Desirable Attributes

- Project Management experience.
- Completion of relevant training courses and certificates.
- Local Government experience.

## Selection Criteria

- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Parks & Urban Services, preferably applicable to the local government context, with the demonstrated ability to effectively apply this understanding.
- Tertiary Qualifications in an appropriate discipline (Diploma Level or higher).
- Advanced organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Proven ability to research, think analytically and plan work with proven problem-solving skills and to develop potential strategies and recommendations.
- Advanced proven leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the efficient completion of activities / projects, by communicating organisational goals, priorities and vision.
- Demonstrated accountability including taking responsibility for own actions, commitment to safety, and consistently acting in line with legislation and policy.
- Strong ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Advanced ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Advanced ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	



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RECRUITMENT | LEADERSHIP | GOVERNANCE

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# unpeel your potential

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Helen Lever  
NSW State Manager  
Blackadder Associates

Ph: + 0423 157 558  
helen@blackadderassoc.com.au  
blackadderassoc.com.au

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