



## 1. POSITION DESCRIPTION

<b>Position Title:</b>	Community Development Officer
<b>Classification:</b>	Full Time
<b>Tenure:</b>	Permanent with 3-month probation period
<b>Award:</b>	Local Government Industry Award 2010
<b>Level:</b>	Level 9
<b>Department/section:</b>	Community Services
<b>Salary:</b>	From \$60,000 pa

## 2. POSITION OBJECTIVES

- To assist Council and the Chief Executive Officer to facilitate social, cultural, recreational, and economic development opportunities within the Shire of Mingenew by focusing on and managing community development projects and facilitation of community services.
- Foster key stakeholder partnerships and co-ordinate Council, Government, business and community resources in pursuit of Council's strategic objectives and outcomes.
- To achieve sustainable improvements in the Mingenew community by undertaking research, pursuing relevant external funding opportunities and other activities necessary to progress and develop community development initiatives in line with Council's Strategic Community Plan.

## 3. POSITION COMPETENCIES

### 3.1 SKILLS

- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Demonstrated ability to coordinate and manage community development programs
- Excellent public relations skills
- Ability to work with minimal supervision
- Ability to undertake research, analyse findings and present information
- Developed problem solving, decision making and conflict resolution skills.
- Strong organisational and time management skills
- Demonstrated ability to prepare successful grant funding applications
- Demonstrated ability to work effectively in a team environment

### **3.2 KNOWLEDGE**

- Broad knowledge of community sporting, recreation, welfare, disability, youth, aged, library and cultural services and requirements
- Broad knowledge of regional economic development challenges and strategies
- Sound knowledge of local government statutory requirements, processes and principles
- Working knowledge of local area or familiarity with rural communities
- Developed understanding of financial and budgetary management
- Demonstrated knowledge of effective community engagement techniques
- Developed network of contacts in community development

### **3.3 QUALIFICATIONS AND EXPERIENCE**

- Experience in community engagement, regional economic development and building stakeholder relationships
- Substantial experience in a similar role or a role within another industry sector that will enable the transition of skills to Local Government
- Hold or be substantially advanced in studies towards a tertiary qualification in a relevant field
- Hold and maintain a current "C" class driver's license.

## **4. KEY RESPONSIBILITY AREAS**

### **4.1. PROJECT MANAGEMENT**

- Plan, develop and coordinate community events, meetings and workshops, and represent Council on nominated community committees as required.
- Undertake, organise and facilitate the development and implementation of programs, activities and events in accord with the needs of the community.
- Regularly review and update community action plans, budgets and performance measures of projects and initiatives.
- Supervise, evaluate, support and assist community development functions.
- Research and secure grant funding, in order to achieve Council's identified strategic objectives and community-lead initiatives.

### **4.2. PROMOTION AND MARKETING**

- Effectively engage with the community by providing timely information, resources and advice to community organisations and residents on matters relating to community development including key community events, activities and tourism opportunities
- Efficiently market the Shire's assets to promote economic, tourism and community development through various mediums including social media
- Maintain good knowledge of tourism interests and developments within the Shire and region
- Liaise, as required, with the volunteer Tourist & Promotions Committee to assist with delivery of visitor services in the Shire

#### 4.3. EXTERNAL AGENCY LIAISON

- Liaise with government departments, agencies and other relevant bodies to maintain and improve the profile of the Shire as a strategic regional centre.
- Work with community and recreation groups to secure grant and other funding for community development projects and assist groups in building their capacity and sustainability.

#### 4.4. ADMINISTRATION

- Ensure all records are maintained in an effective, efficient and compliant manner
- Provide secretarial duties for various community committees as required including arranging meetings, agenda preparation and minute taking.
- Undertake general administration requirements including attending to relevant correspondence and preparation of relevant monthly progress reports to the CEO for Council.
- Undertake reception and customer service duties when required (including but not limited to payment processing, dog and cat registrations, rates enquiries and library services)

#### 4.5. GENERAL

- Display behaviours that align with and promote the Shire's Values: "Passionate, Have a Go, Sharing/Belonging, Innovative and Connected"
- Participate in and contribute to the Shire's strategic planning process
- Assist with other duties within skill set as required

#### 4.6. OCCUPATIONAL HEALTH & SAFETY (OHS)

- Exercise a duty of care to understand the need to work in a safe and efficient manner having regard to own safety and that of other workers
- Comply with workplace procedures for risk identification, risk assessment and risk control
- Participate in activities associated with the management of workplace health and safety
- Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
- Correctly utilise appropriate personal protective equipment and adhere to workplace safeguards

### 5. ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Chief Executive Officer
<b>Supervision of:</b>	Nil
<b>Internal Liaisons:</b>	President and Councillors Chief Executive Officer Other staff and employees
<b>External Liaisons:</b>	Other Local Governments Community Groups and Sporting Clubs Government Departments and External Agencies General Public

## 6. EXTENT OF AUTHORITY

The position of the Community Development Officer operates under direction of the Chief Executive Officer within established guidelines, procedures and policies of Council.

## 7. SELECTION CRITERIA

### 7.1. Essential

- Excellent interpersonal skills
- Ability to undertake research, analyse findings and present information
- Developed project management skills
- Experience in community engagement and building stakeholder relationships
- Demonstrated ability to coordinate and manage community and economic development programs

### 7.2. Desirable

- Minimum of 3 years' experience in a similar role within the public sector or Local Government industry where transferable skills can be demonstrated
- Hold or be substantially advanced in studies towards a tertiary qualification in a relevant field
- Demonstrated ability to prepare successful grant funding applications

### 7.3. Additional Requirements

It is an inherent requirement of this role that the employee holds and maintains a valid WA Driver's Licence – minimum "C" class.

Preferred candidates may be required to obtain a National Police Clearance, Working with Children Check and undergo a medical examination to confirm fitness to work before an offer of employment is made.

## 8. CONDITIONS OF EMPLOYMENT

Acceptance of the above conditions form the terms of employment for the position of Community Development Officer with the Shire of Mingenew.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_