



POSITION DESCRIPTION – COMMUNITY DEVELOPMENT OFFICER

Position Title:	Community Development Officer
Classification:	Level 9
Tenure:	Full time, permanent
Award:	Local Government Industry Award 2020 (State Industrial Agreement)
Department/section:	Governance and Community

1. POSITION OBJECTIVES

The Community Development Officer is responsible for assisting 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 the facilitation of community services and fostering key stakeholder partnerships to coordinate Council, Government, business and community resources in pursuit of Council's strategic objectives and outcomes. The Community Development Officer aims 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.

2. POSITION SELECTION CRITERIA

Essential

- Demonstrated experience in a local government community development role or a similar role with transitional skills
- Excellent public relations skills, including problem solving, negotiation and conflict resolution skills
- Demonstrated ability to attract external funding and managing project financials, including managing budgeting and reporting requirements
- Strong organisational and time management skills
- Knowledge of local area or familiarity working with rural communities
- Strong computer literacy and ability to use Microsoft Office programs e.g. Excel, Word and Outlook
- Current and valid Driver's Licence ("C" class minimum)
- Working with Children Check

Desirable

- Hold or be substantially advanced in studies towards a tertiary qualification in a relevant field
- Demonstrated ability to plan, deliver and manage initiatives that respond to identified community priorities and opportunities.
- Experience in marketing, promotion and/or social media management
- Experience in community engagement, regional economic development and building stakeholder relationships
- Broad knowledge of community sporting, recreation, welfare, disability, youth, aged, library and cultural services and requirements

- Sound knowledge of local government statutory requirements, processes and principles

3. KEY RESPONSIBILITY AREAS

3.1 Community Development

- Coordinate and/or facilitate the development and implementation of programs, activities and events in accordance with Council's identified strategic objectives.
- Regularly review and report on community action plans, budgets and performance measures of projects and initiatives.
- Administer the Shire's Community Assistance Scheme and associated policies and procedures.
- Supervise, evaluate, support and assist community development functions, as required.
- Research and secure grant funding and other external funding to support the achievement of community-led initiatives and strategic objectives
- Attend community events and functions relevant to the role (including out of office hours, as agreed)

3.2 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 outcomes through various mediums including the Shire website and social media platforms
- Maintain good knowledge of tourism interests and developments within the Shire and region
- Liaise, as required, with relevant stakeholders to assist with the effective delivery of visitor services in the Shire

3.3 External Agency Liaison

- Plan, develop and coordinate community events, meetings and workshops, and represent Council on nominated community committees, as required.
- 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.

3.4 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 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, DOT transactions)

3.5 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.

- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
 - Participate in learning and development opportunities as agreed.
 - Undertake any other duties, as reasonably assigned by the CEO or supervisor, within known competencies or with adequate instruction / training

3.6 Occupational Safety and Health

Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Governance & Community Manager
Supervision of:	Nil.
Internal Liaisons:	Councillors Chief Executive Officer Shire Employees
External Liaisons:	Other Local Governments Community Groups and Sporting Clubs Government Departments and External Agencies General Public / Ratepayers

5. EXTENT OF AUTHORITY

Works under direct supervision and performance outcomes are regularly monitored by the Governance & Community Manager within established guidelines, procedures and policies of Council, as well as statutory provision of the Local Government Act and other legislation.

Delegations and Authorisation are in accordance with the Shire's Delegations Register or as updated by the Chief Executive Officer with written notice. A Primary / Annual Return may be required to be completed and submitted by the Community Development Officer should a delegation be made.

6. SIGNATURES

I acknowledge and accept the requirements of the Community Development Officer Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: _____

Employee: _____

Date: _____ / _____ / 20____