

Candidate Information Package



The Shire of Irwin

Spanning 2,232 square kilometres, the Shire is located along the picturesque Batavia Coast of Western Australia, just 60 km from Geraldton and 350 km north of Perth. Dongara and Port Denison, the historic twin towns, are part of the Shire of Irwin, with Dongara serving as the administrative centre and the Irwin River offering a scenic landmark between the two.

Traditionally known for its lobster fishing industry and acre farming, the area has evolved into a vibrant coastal community. It is now celebrated for its welcoming atmosphere, rich heritage, and strong opportunities in employment and tourism, all contributing to its authentic coastal village charm.

The Shire of Irwin is truly an enviable lifestyle choice.



Find out more at www.irwin.wa.gov.au/

our vision - a safe place to live, an exciting place to visit and a progressive place to work
our mission - delivering excellence in service, driving growth and building strong relationships

Community



The Community is well equipped with a range of essential facilities including a public hospital facility which includes emergency services, a domiciliary care unit and a nurse home care unit, St John Irwin Ambulance, pathology, GP medical centre, district high school, transfer station and various local businesses.

There is an abundance of community and sporting groups that offer great opportunities for people of all ages to get involved and actively participate. The Shire has a modern recreation centre which offers multiple health and fitness options, plus boasts a newly refurbished skate park and pump track for people of all ages to enjoy. In the warmer months, the Dongara Denison Drive-Ins offers hours of fun and entertainment for local and visiting families.

Events

A variety of events are held throughout the year including monthly town markets, Easter Races, Hanging of the Quilts, Port Denison Race Car Sprint and the Mid-West Show and Shine.

Tourism

With a wide range of caravan parks and camping grounds, the Shire of Irwin caters for tourist and locals alike with a brilliant blend of beautiful beaches and agriculture; there is a variety of activities including surfing; fishing; nature and heritage trails and a host of events from Easter and monthly markets; Easter Races; Mixed Lawn Bowls Carnival; Hanging of the Quilts; Moreton Bay Fig trees, Irwin River; Fishermen's Lookout; historic museum; marina and WA's premier annual kitesurfing event, Kite stock. The Shire provides many other attractions in the region.

Industry

Known historically for its lobster fishing industry and broad acre farming, the area has developed to include oil and gas production/exploration and mineral sands extraction industries offering a range of employment opportunities.

Development

The Shire of Irwin is becoming a highly active environment due to the vested interest from the diverse industries with 'green' energy a primary focus. This is an exciting time to join the Shire, as it is positioned for growth in a sustainable environment.



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Shire of Irwin

Dongara | Western Australia
6 months fixed term contract

Community Development Officer

The Position

The Shire of Irwin is seeking a passionate and community-minded Community Development Officer to join our team on a 6-month fixed-term contract, with the option of a further 6-month extension.

Based in the picturesque coastal town of Dongara, this role offers a unique opportunity to contribute to initiatives that enrich community life and promote engagement, inclusion, and local wellbeing.

As the Community Development Officer, you will work collaboratively with the community, local organisations, and stakeholders to deliver programs, events, and projects that align with the Shire's strategic community priorities. You'll also play a key role in supporting community groups with grants and building long-lasting partnerships across the region. The position will provide administrative and organisational support in all relevant areas of community and associated service provision.

About You

To be successful in the role, you should have:

- A qualification in a discipline relevant to dealing with the public and preferably in the field of community services, and/or minimum 2 years work experience in a community development role.
- A genuine passion for community development and making a positive local impact
- Experience in planning, delivering, and evaluating community programs and events
- Strong skills in building relationships with a wide range of stakeholders, including residents, local groups, and service providers
- Proven ability to prepare, manage, and acquit community grants
- Excellent communication, organisational, and problem-solving skills

Interested? Confidential enquiries can be made to Farah Boksmati, Acting Manager Community Services on 9927 0000.

How to apply

Applicants are required to submit a cover letter, resume and address the selection criteria detailed within the Position Description which can be viewed on our website www.irwin.wa.gov.au. Applications can be emailed to hr@irwin.wa.gov.au

The successful candidate will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months), a Working with Children Check and willing to undergo a pre-employment screening to include a medical and drug and alcohol testing. The Shire of Irwin reserves the right to commence short-listing prior to the closing date and is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.

Shane Ivers

Applications close at 5pm on Monday 5th May 2025.

Chief Executive Officer

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Position Details

1.0 Position Details

Position Title	Community Development Officer
Classification	5
Employment Type	Full Time – Fixed Term
Reporting to	Manager Community Services
Department	Community Services
Location	Shire of Irwin Administration Office, 11-13 Waldeck Street, Dongara
Supervision	Events and Tourism Officer, Drive in casual staff.
Relationships	Chief Executive Officer, management, staff, contractors, consultants, government agencies; and Councillors
Extent of Authority	Operates under the directions of the Manager Community Services and within established delegations from the Chief Executive Officer in accordance with the <i>Local Government Act 1995</i> , Regulations and Policies.

2.0 Position Objective

The Community Development Officer will be responsible for the delivery of programs and activities relating to the social and cultural areas of the Shire of Irwin including the identification and administration of grant opportunities. The position will provide administrative and organisational support to the Manager Community Services in all relevant areas of community and associated service provision, including seniors, youth, arts and culture, volunteers, access and inclusion, events, community funding and community safety.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Community Services	<ul style="list-style-type: none"> Actively seek, administer and acquit grants for organisation-wide projects. Provide information to senior staff and Councillors on matters relating to grant availability; Build and maintain positive working relationships between the Shire, community, community groups, funding bodies and organisations. Provide updated information and assist community groups with funding opportunities, programs and events Work in a collaborative and supportive manner with all community groups as appropriate; Monitor and review the relevant objectives, strategies and actions relating to this role, and report on results. Encourage the development of community participation and leadership through recognising and supporting innovative community capacity practices which promote the concepts of self-help and volunteering and contribute to sustainable communities. Establish action plans and prepare reports for Council's consideration against agreed strategic objectives. Facilitate communication and networks for the implementation of community development functions; Support the community in their events risk management activities and facilitate communication with relevant Shire staff to ensure safe and successful events. Assist in the preparation of the annual budget for community development. Attend relevant meetings related to community services on behalf of the Shire when required or directed. Initiate and arrange community consultations/information sessions as needed. Promote and coordinate art and cultural development within the Shire. 	<ul style="list-style-type: none"> Communicate with the community and actively promote the Shire of Irwin's programs and services. Review and update policies and procedures relating to community development. Compliance with council policies, procedures, and relevant legislation. <ul style="list-style-type: none"> Timely and accurate completion of grant applications, reporting, and acquittals.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none">▪ Maintain the Shire's Intranet and Internet with up to date information on community and sporting groups, and news and events.▪ Administrate and manage the Shire of Irwin Facebook page, including the development of publications, coordination of timely responses to messages from the community in line with the Shire's Customer Service Charter, scheduling of regular posts to keep the community informed and ensuring all communication is aligned with Shire of Irwin website.▪ Assist with the development of the Shire's tourism strategy, the promotion of tourism and support for tourism related businesses in a local area.▪ Undertake other duties as directed by the Manager Community Services within known skills, knowledge and capabilities.	

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	<p>Creates and maintains a positive working environment while upholding the Shire's values of:</p>  <p>The logo consists of four words stacked vertically, each with a unique color and font style: 'innovation' in blue, 'accountability' in orange, 'integrity' in red, and 'respect' in green. The letters are stylized and overlapping.</p>

5.0 Behavioural Competencies

VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none">▪ I look for better ways of doing things.▪ I am open to feedback and change.▪ I encourage and embrace new ideas▪ I foster creativity and think outside of the box▪ I am solution focused.
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none">▪ I lead by example▪ I learn from my mistakes▪ I am responsible for my actions▪ I am committed to achieving my goals▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none">▪ I am fair and consistent▪ I am honest, trustworthy and reliable▪ I effectively and actively communicate▪ I conduct myself in a professional manner▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none">▪ I am considerate of the needs of others▪ I genuinely listen when others communicate▪ I respect the roles and opinions of others▪ I treat others how I wish to be treated▪ I support, help and encourage my colleagues

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA

ESSENTIAL SKILLS, EXPERIENCE AND REQUIREMENTS

Qualifications and Experience

- A qualification in a discipline relevant to dealing with the public and preferably in the field of community services, and/or minimum 2 years work experience in a community development role.
- Demonstrated experience in community engagement and program delivery
- Proven experience in preparing funding applications and managing grant reporting and acquittals.
- Well-developed interpersonal, conflict resolution, facilitation, and negotiation skills with the ability to communicate with a wide range of people and community groups to positively influence others and ensure delivery of a high level of customer service.
- Proven written communication skills, including the ability to undertake research and write complex letters and reports, including previous experience in developing, implementing, and reviewing policies, strategies, and procedures.
- Developed organisational and administrative skills with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives whilst achieving a high level of accuracy.
- Ability to think strategically, exercise initiative and make good decisions including solving day to day problems, applying the appropriate level of discretion and confidentiality to the situation, and accommodating organisational sensitivity.
- Ability to work effectively under pressure both as a team member and autonomously with minimal supervision.
- Ability to utilise personal computer applications and in particular, the Microsoft Office suite of products (ie Word, Excel, PowerPoint and Outlook).

Desirable

- Understanding of the Local Government Act 1995, Services and Functions.

Attributes

- High level of personal integrity, confidentiality, and initiative.
- Highly motivated and analytical with attention to detail.
- Ability to work in a team environment and individually.
- Aptitude for learning.

Mandatory Requirements

- Proof of working rights in Australia via copy of Australian birth certificate or passport.
- Current unrestricted WA 'C' Class drivers' license.
- National Police Clearance less than 6 months old, or ability to obtain.
- Willing to undertake a pre-employment medical assessment.

7.0 Selection Criteria

- A qualification in a discipline relevant to dealing with the public and preferably in the field of community services, and/or minimum 2 years work experience in a community development role.
- Demonstrated experience in community engagement and program delivery
- Proven experience in preparing funding applications and managing grant reporting and acquittals.
- Well-developed interpersonal, conflict resolution, facilitation, and negotiation skills with the ability to communicate with a wide range of people and community groups to positively influence others and ensure delivery of a high level of customer service.
- Proven written communication skills, including the ability to undertake research and write complex letters and reports, including previous experience in developing, implementing, and reviewing policies, strategies, and procedures.

8.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, *the undersigned* have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. I understand, this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	April 2025

Your application

The Shire of Irwin has a variety of employment types including full and part time, casual, temporary (fixed term) contract, maximum term contract, apprentice, and trainee. All Shire's job opportunities are posted on our website.

Selection Process

The principles of merit and equity in our recruitment processes are applied to all applications. After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel of the required skills, experience and qualifications for the job advertised.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job you're applying for.

Be thorough in your research before making application and be sure to read through all the attachments so you have a clear understanding of the job requirements.

Your application will need to contain the following documents:

Covering Letter	This is an opportunity to introduce yourself and highlight your capabilities and your interest in this position.
Resume	Your current Resume is to include your name, address and contact details, your work history, education, training achievements and most recent referees.
Essential Criteria	Address each essential selection criteria set out in the Position Description providing relevant examples using the STAR method below. This is an important part of your application. Situation Describe a work situation that you were faced with Task Describe the task that you had to complete Action Describe the action that you took to complete the task Result Describe the result of your action
Closing Date to	Your application is to be received prior to the closing date in fairness all applicants

Interview

If you are selected for an interview, you will be notified by telephone and a confirmation email will be sent after the call. Unsuccessful candidates who were interviewed will be notified by telephone.

Good Luck in your Application.