

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
<p>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.</p>

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. 	<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. Timely and accurate completion of grant applications, reporting, and acquittals.
	<ul style="list-style-type: none"> Provide information to senior staff and Councillors on matters relating to grant availability; 	
	<ul style="list-style-type: none"> Build and maintain positive working relationships between the Shire, community, community groups, funding bodies and organisations. 	
	<ul style="list-style-type: none"> Provide updated information and assist community groups with funding opportunities, programs and events 	
	<ul style="list-style-type: none"> Work in a collaborative and supportive manner with all community groups as appropriate; 	
	<ul style="list-style-type: none"> Monitor and review the relevant objectives, strategies and actions relating to this role, and report on results. 	
	<ul style="list-style-type: none"> 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. 	
	<ul style="list-style-type: none"> Establish action plans and prepare reports for Council's consideration against agreed strategic objectives. 	
	<ul style="list-style-type: none"> Facilitate communication and networks for the implementation of community development functions; 	
	<ul style="list-style-type: none"> Support the community in their events risk management activities and facilitate communication with relevant Shire staff to ensure safe and successful events. 	
	<ul style="list-style-type: none"> Assist in the preparation of the annual budget for community development. 	
	<ul style="list-style-type: none"> Attend relevant meetings related to community services on behalf of the Shire when required or directed. 	
	<ul style="list-style-type: none"> Initiate and arrange community consultations/information sessions as needed. 	
	<ul style="list-style-type: none"> Promote and coordinate art and cultural development within the Shire. 	

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> 

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

Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages. The Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Application

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

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications, achievements and two most recent referees.
- Closing Date: Your application is to be received prior to the closing date.

Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview, you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

Good Luck in your application!