



SHIRE OF

Chapman Valley

love the rural life!

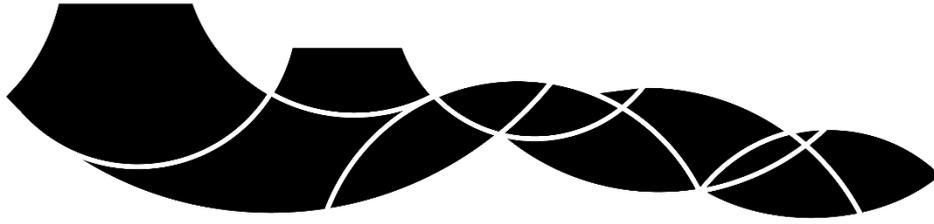
APPLICATION PACKAGE

RECRUITMENT

OF

COMMUNITY DEVELOPMENT OFFICER

Closes 4.00pm 19th February 2024



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COMMUNITY DEVELOPMENT OFFICER

The Shire of Chapman Valley is seeking a full time Community Development Officer based at Nabawa yet may be required to work at various locations across the whole of the Shire.

A salary package of up to \$95,295 per annum is offered under the Local Government Industry Award 2010 dependent on relevant skills, experience, and qualifications.

The Application Package which includes the selection criteria can be obtained from the Shire's web site www.chapmanvalley.wa.gov.au or from the Shire Administration Office by phoning (08) 9920 5011.

Applications closing at 4:00pm 19th February 2024 should be addressed to the undersigned and can be emailed to ceo@chapmanvalley.wa.gov.au.

To gain a better understanding of the role please call Jamie Criddle, Chief Executive Officer 0429 205 011.

Jamie Criddle
Chief Executive Officer
PO Box 1
NABAWA WA 6532
Ph: 9920 5011

NOTES FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the other applications that will be received for the position.

This is a full-time position working Monday to Friday 8.30am to 4.36pm, equating to 38 hours per week & 76 hours per fortnight.

SELECTION CRITERIA

This is the most important part of your application. Selection Criteria specify the essential and desirable knowledge, skills, experience, education and abilities required for the position. Consideration for interview is based upon a demonstration of your ability to meet each of the Criteria.

The following is a guide on how to address the Selection Criteria:

- Use each criterion as a separate heading.
- Write a paragraph under each heading stating your ability to meet the criteria. Provide evidence of past examples that support your statement.
- Try to ensure that you use work related examples to demonstrate your experience, knowledge and skills.
- Your submission for each criterion should be no more than one page for 5 criteria as a guide.
- A useful format to follow for addressing selection criteria is the 'STAR' method. Using this method, you break your paragraph into 4 sections:

S = Situation - describe situation around the event.
T = Task - describe the task you were required to perform.
A = Action - describe the action you implemented to complete the task.
R = Result - describe the result or outcome of the action you implemented to complete the task.

- Using the STAR format assists the reviewing Supervisor to assess your application.

REFEREES AND REFERENCES

It is not necessary to include written references or character referees as part of your application. It is required that you include the names and contact details of two (2) referees, who may be contacted directly by the Selection Panel. The referees you nominate should be able to comment on your recent (last 2-3 years) work history. It is recommended that you advise your referees that you have nominated them.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire may ask to sight the originals at a later time.

CONTACT NUMBER

Please provide a contact email and telephone number to facilitate inviting you for an interview or to enable clarification of any points arising from your application.

APPLICATION FORMAT

The Shire of Chapman Valley is pleased to accept all applications for positions and our preference, for administration purposes, is for applications to be electronic and sent via email as one document.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received without verbal approval prior to the closing time and date. In special circumstances the Shire of Chapman Valley will accept a late application when consent to such a request has been given by the relevant Manager. As mentioned, such permission is to be sought before the closing date and time for applications.

CONDITIONS OF EMPLOYMENT

Information regarding the Local Government Industry Award 2010 - can be found on the Fair Work Australian Government website:

<https://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000112-summary>



POSITION DESCRIPTION

TITLE:

Community Development Officer

LEVEL:

Level 5 Local Government Industrial Award 2010

DEPARTMENT:

Corporate & Community Services

ORGANISATIONAL RELATIONSHIPS:

Responsible to:

Chief Executive Officer

Internal Liaison:

All Staff

External Liaison:

Community organisations
State and Federal Government agencies
Other Local Government Authorities
Contractors and Consultants
Ratepayers and general public

EXTENT OF AUTHORITY:

- Operates under general direction of the Chief Executive Officer within established guidelines, procedures, and policies of Council as well as statutory provisions of the Local Government Act 1995 and other legislation.
- Authority to make recommendations to Council
- Authority to determine work schedules and priorities.

POSITION OBJECTIVES:

The Community Development Officer shall be responsible for:

Community Development

- Facilitate and initiate planning, through partnerships and collaboration, to develop, implement and evaluate viable project plans for services, programs, events and other activities in line with Council's strategic objectives.
- Assisting the Community and Council to identify and prioritise needs and to formulate constructive actions to meet local needs where possible;
- Identify ways to build drive, capacity and empowerment in community groups, to facilitate a greater sense of ownership and outcomes that benefit the local community.
- Participate and assist in organisation, planning and coordination of various promotional activities associated with the Shire of Chapman Valley.
- Build relationships, based on trust and respect, with the Traditional Owners, the wider Aboriginal community and other Aboriginal stakeholders within the Shire of Chapman Valley.
- Represent Council on relevant community committees and working groups.

Grants and Acquittals

- Co-ordinate and deliver the Community Growth Fund & Community Enhancement, Donation and Sponsorship programs;
- Develop, review and submit Grant Applications and Acquittals for Council and for organisations under the auspices of Council;
- Provide expertise and assistance to community organisations on the development of projects, frameworks, submission of grant applications and evaluation mechanisms (via subscription).
- Assist to identify and promote external funding opportunities that support the delivery of Council projects and programs;
- Develop working relationships with areas of State and Federal governments that have a responsibility to allocate grant funding;

Events and Project Management

- Assist community-based events management coordinators with logistical assistance in line with Council's strategic objectives.
- Management of volunteers involved in events or community activities run by the Shire;
- To co-ordinate and plan community-based projects, events and services.
- Create and develop promotional material for events, programs and projects and updating Public Relations, internal and external Communication (e.g. Social Media, Website, Media Statements etc.) as directed by CEO;
- Control & maintain web-based Community Events calendar.
- Provide expertise and assistance to community organisations to better facilitate their Social Media presence (via subscription).

Strategic Planning and Governance

- Ensure that all relevant policies, specifications, standards and budgets within the areas of responsibility are adhered to.
- Develop operational practices and guidelines as they pertain to the position.
- Assisting in the implementation of a range of strategic planning projects;
- Provision of reports, submissions and other documents as required;
- Supply, coordinate and maintain community information including demographic data, community groups, social trends and statistics.

Other

All other duties from time to time as requested by the Chief Executive Officer.

REQUIREMENTS OF THE JOB:

Descriptor definitions

- *Developing* = a learning process which leads to the attainment of knowledge or skill.
- *Developed* = sufficient to perform function.
- *Sound* = well founded, reliable.
- *Comprehensive* = embracing a wider range or knowledge or skill than the specific function.

Skills:

- Excellent grant writing and acquittal skills
- Excellent written and verbal communication skills
- High level customer service skills
- Quality organisational skills
- Excellent report and grant writing skills
- Ability to establish and use networks
- Computer literacy including Social Media & Web
- Leadership qualities and an ability to work with limited supervision
- Project management and ability to plan, organise and facilitate meetings
- High level of initiative
- Decision making / problem solving skills
- Ability to interpret and produce basic financial reports

Knowledge:

- Understanding of rural community needs / issues
- Understanding of the Local Government role and function in community development
- Understanding of grant funding sources, processes and procedures
- Understanding Heritage Legislation (including Indigenous)
- Legislation and procedure relevant Risk Management and Occupational Health and Safety
- Project facilitation and management

KEY DUTIES AND RESPONSIBILITIES:

- Provide professional advice and direction to Council, Community Members and Landowners on community, grant and acquittal related matters;
- Provide administrative to Council and other necessary support in the preparation of funding applications and acquittals;
- Provide administrative and other necessary support in the preparation of funding applications and acquittals for various Community Groups;
- Undertake the project management and research related project management matters including project facilitation, implementation and monitoring as required;
- Work in an integrated manner with other stakeholders to achieve effective delivery of Community development grant application/acquittal and project management across the Shire of Chapman Valley
- Perform all other duties relevant to the position as determined by the Chief Executive Officer

SELECTION CRITERIA:

Essential:

- Demonstrated experience in Grant Writing, Acquittals and Project Management;
- Demonstrated experience in a Community Development role or similar;
- Excellent written and verbal communication skills;
- Social Media & Web posting skills (Canva Visual Suite)
- Negotiation, decision making, analytical, research and design skills;
- High customer service focus and excellent interpersonal skills;
- Current "C" class driver's license;
- Demonstrated experience in community project facilitation;
- Sound computer literacy / keyboard skills;
- Leadership skills.

Desirable:

- Degree or Diploma qualification in Community Development or related discipline;
- Preferred experience working in a Government capacity;
- Knowledge of Local Government matters and relevant legislation;
- Sound understanding of local community issues and community capacity building.

Pre-Requisite:

- Successful pre-placement health check
- Police Clearance
- Current "C" Class Drivers Licence

BEHAVIOUR AND CONDUCT

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Maintain a high level of confidentiality

OCCUPATIONAL SAFETY AND HEALTH & RISK MANAGEMENT

Exercise relevant Risk Management Occupational Safety and Health responsibility as detailed in the "OSH Policy" and associated procedures and guidelines

REVIEW DATE:

REVIEWED BY: Chief Executive Officer

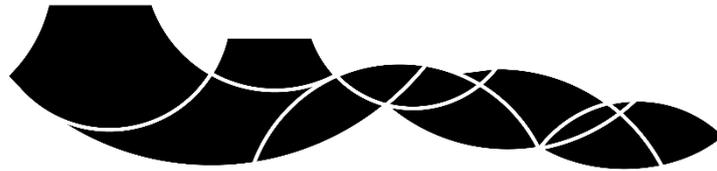
Signature: _____

Jamie Criddle
CHIEF EXECUTIVE OFFICER

Signature: _____

**COMMUNITY
DEVELOPMENT OFFICER**

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