

POSITION DESCRIPTION & RECRUITMENT INFORMATION

PART A – POSITION DESCRIPTION

Position Details

Position Title: Finance & Corporate Services – Community Development Officer

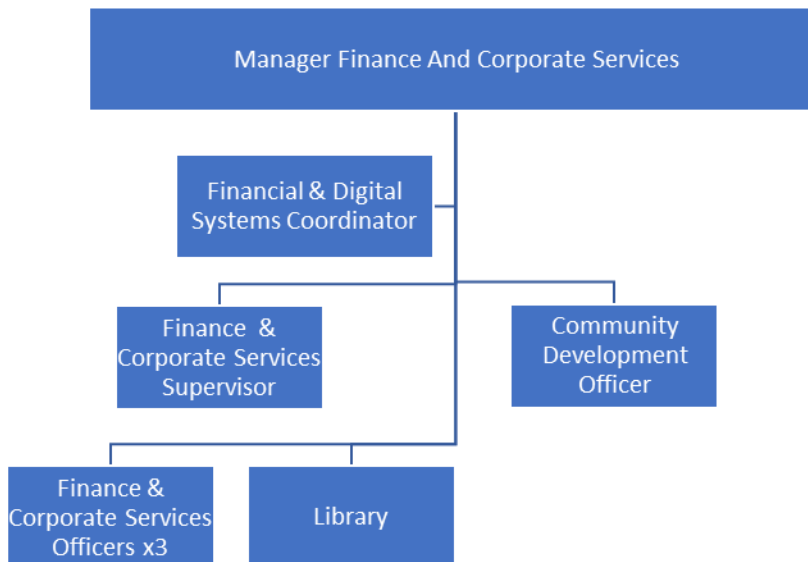
Directorate / Section: Governance, Finance & Corporate Services

Classification / Award: Level 5 – Local Government Interim Award 2021(Industrial Agreement)

Employment Status: Full-time

Hours: 76 hours per fortnight (Monday to Friday, monthly rostered day off)

Reports To: Manager Finance & Corporate Services



Position Purpose

To lead community development initiatives, manage grant applications and acquittals, coordinate community events and programs, and strengthen community capacity through strategic engagement, volunteer coordination and effective communication across the Shire.

Key Responsibilities

- Lead the development, implementation and evaluation of community programs, events and initiatives that build community capacity and respond to identified needs.



- Prepare, coordinate and submit grant applications and manage grant acquittals to support community projects and Shire strategic priorities.
- Coordinate communications and public relations activities including social media, website content and media statements as directed.
- Provide strategic advice to management on community development matters, community needs and funding opportunities.
- Build and maintain strong relationships with community groups, volunteers, stakeholders and funding bodies to support collaborative community outcomes.
- Support the implementation of strategic planning projects and contribute to the development of community-focused policies and procedures.
- Provide general administrative support to the Manager Finance & Corporate Services.

Authority and Accountability

The position operates under the general direction of the Manager Finance & Corporate Services and is required to exercise judgement within established policies, procedures and guidelines.

Organisational Relationships

Internal: All Shire staff

External: Shire President and Councillors; State and Federal Government agencies; other local governments; contractors, consultants, community organisations and members of the public.

Skills, Knowledge and Experience

Skills:

- Comprehensive grant writing, application and acquittal skills
- Comprehensive written and verbal communication skills
- Sound project management and facilitation skills
- Developed organisational and time management skills
- Developed customer service and stakeholder engagement skills
- Sound leadership skills and ability to work autonomously
- Developed ability to plan, organise and facilitate meetings and events
- Sound decision making and problem-solving skills
- Developed ability to interpret and prepare financial reports for grant purposes
- Developed skills in establishing and utilising community networks
- Ability to work effectively as part of a small team



Knowledge:

- Sound understanding of rural and regional community needs and issues
- Developed knowledge of local government community development principles
- Comprehensive knowledge of grant funding sources, processes and compliance
- Developing knowledge of records management and confidentiality requirements
- Working knowledge of Microsoft Outlook, Word and Excel

Experience:

- Demonstrated experience in community development, engagement or related roles, preferably within local government

Qualifications and Licences

- Degree or Diploma qualification in Community Development, Project Management or related discipline or progressing toward similar is desirable
- Current WA 'C' Class Driver's Licence

Behavioural Standards

Employees are required to always demonstrate the Shire's Behavioural Standards:

- **Respect:** Treat everyone kindly – listen & ask questions with interest, show appreciation and ensure others feel safe and valued
- **Honesty & Integrity:** Do the right thing – be open and honest, straight up and ensure what we do matches our words.
- **Accountability:** Hold self and others to account – do what we say we'll do, learn from feedback and try to do a better job.
- **Communication:** Speak up and keep things clear, share information early and be open to a constructive chat.
- **Teamwork:** Work as one team for better outcomes, being flexible and supporting others to deliver what is best for the Shire.

Work Health & Safety

Comply with all Occupational Safety & Health and Risk Management responsibilities, including following safe work practices, reporting hazards and incidents, and contributing to a safe and respectful workplace.

Key Duties

1. Community Development & Engagement

- Facilitate community development activities and initiatives that build community capacity, strengthen local networks and respond to identified community needs.
- Assist the community and Council to identify and prioritise needs and develop constructive actions to meet those needs where possible.



- Provide advisory services to residents and community groups regarding community development projects and promote effective use of local and external resources.
- Develop and strengthen local networks and partnerships with community organisations, volunteers and stakeholders, recognizing the unique requirements, strengths and resources of the local community.

2. Grant Management and Funding

- Research, prepare and submit grant applications to State and Federal Government agencies and other funding bodies to support community priorities and Council strategic objectives.
- Provide administrative and technical support in the preparation of comprehensive funding applications, including needs assessment, budget development and compliance documentation.
- Manage grant compliance requirements including financial acquittals, progress reporting and evaluation documentation to meet funding body obligations.
- Maintain current knowledge of available funding opportunities and advise management, council and community groups on suitable grant programs
- Monitor grant-funded projects and ensure deliverables are achieved within scope, budget and timeframes.

3. Events & Programs

- Plan, coordinate and implement community-based programs, events and activities that encourage community participation and enhance social connectedness.
- Manage event logistics including venue coordination, risk assessments, volunteer recruitment and post-event evaluation.
- Coordinate and support volunteers involved in Shire-managed events and community activities, including recruitment, training and recognition programs.
- Ensure coordination of community development initiatives with other Council activities and services.

4. Communications and Stakeholder Engagement & Community Registers

- Coordinate public relations and external communications as directed, including social media content, website updates, media statements and community newsletters.
- Facilitate effective communication between Council and the community regarding programs, services and opportunities.
- Represent the Shire at community meetings, forums and events to build relationships and promote community initiatives.



- Liaise with internal and external stakeholders including community organisations, government agencies, other local governments and service providers.

5. Strategic Support and Other Duties

- Provide professional advice and recommendations to management on community development matters, grant opportunities and community needs.
- Support the implementation of strategic planning projects with a community focus, contributing research, consultation and project management expertise.
- Prepare reports, submissions and briefing papers for management consideration on community development matters.
- Contribute to the development and review of relevant Council policies, procedures and strategic documents.
- Maintain accurate records and documentation in accordance with records management requirements.

6. Team Support and Other Duties

- Work collaboratively with other Shire staff to achieve integrated service delivery and positive community outcomes.
- Participate in professional development opportunities to maintain current knowledge of community development best practice and funding landscapes.
- Undertake any other duties consistent with the level of the position, as required by the Manager Finance & Corporate Services.



Selection Criteria

Essential:

- Demonstrated experience in grant writing, acquittals and project management, with a proven track record of securing funding and meeting compliance requirements.
- Demonstrated experience in community development, engagement or similar role with evidence of building community capacity and stakeholder relationships.
- Comprehensive written and verbal communication skills, with the ability to prepare professional reports, funding applications and correspondence.
- Strong negotiation, decision making, analytical and research skills with the ability to assess community needs and develop appropriate responses.
- High customer service focus and comprehensive interpersonal skills, with the ability to engage effectively with diverse community members and stakeholders.
- Current 'C' Class Driver's License and willingness to travel within the Shire as required.
- Demonstrated experience in community events and program planning, coordination and evaluation.
- Sound computer literacy includes Microsoft Office and social media platforms.
- Leadership skills and demonstrated ability to work autonomously and as part of a team.

Desirable:

- Degree or Diploma qualification in Community Development, Social Sciences, Project Management or related discipline.
- Experience working in local government or a rural/regional community context.
- Knowledge of local government legislation, functions and strategic planning processes.
- Sound understanding of rural community issues, community capacity building principles and volunteer management.



Pre-employment Requirements

To be considered for a position with the Shire of Chapman Valley applicants must be able to satisfy the pre-requisites:

- Complete 100 Point identification check
- Satisfactory National Police Clearance
- Hold the appropriate rights to work in Australia
- Pre-placement health assessment (including drug & alcohol screening)
- Proof of current WA 'C' Class Driver's License
- Proof of relevant qualifications (if applicable)