



Shire of Chapman Valley

APPLICATION PACKAGE

RECRUITMENT OF FULL TIME **COMMUNITY DEVELOPMENT OFFICER**

Applications close: 4.00pm, Wednesday 25 March 2026

The Shire of Chapman Valley is seeking a Community Development Officer operating within the Governance, Finance & Corporate Services team. This full-time position (76 hours per fortnight, Monday to Friday with a monthly RDO) is based in Nabawa and may require travel throughout the Shire.

A salary in the range of \$92,000 to \$96,500 per annum including superannuation and applicable allowances is offered under the Local Government Interim Award 2021 Industrial Agreement. The final amount will depend on your skills, experience, and qualifications.

Working under the general direction of the Manager Finance & Corporate Services, this role leads community development initiatives, manages grant applications and acquittals, coordinates community events and programs, and supports communications including social media and website content.

The Application Package, including the Position Description and Selection Criteria, is available from the Shire's website www.chapmanvalley.wa.gov.au or by contacting the Shire Administration Office on (08) 9920 5011.

Applications should be addressed to the Chief Executive Officer and submitted via email to dianne.raymond@chapmanvalley.wa.gov.au no later than 4.00pm, Monday 10 March 2026.

For further information about the role, please contact Dianne Raymond, Manager Finance & Corporate Services, on (08) 9920 5011.

Notes for Applicants

Thank you for your interest in the Community Development Officer position with the Shire of Chapman Valley. These notes are provided to assist you in preparing your application and to help the selection panel assess your suitability against the selection criteria.

This is a full-time position working 76 hours per fortnight (Monday to Friday) with a monthly rostered day off. Employment conditions follow the Local Government Interim Award 2021 (Industrial Agreement) and relevant Shire policies. The current hourly rate ranges from \$40.50 to \$42.50, depending on skills and experience, and includes a travel allowance and an attraction & retention allowance.

Addressing the Selection Criteria

Selection criteria describe the essential and desirable knowledge, skills, experience and qualifications required for the position. Your application and likelihood of being shortlisted for interview will largely depend on how well you address these criteria.

When addressing the criteria:

- Use each selection criterion as a separate heading.
- Under each heading, provide a clear statement of how you meet the criterion.
- Include specific work-related examples that demonstrate your experience, knowledge and skills.
- Aim to keep your total response concise while adequately covering each criterion.

A useful approach is the STAR method:

- Situation – describe the context.
- Task – outline what you needed to do.
- Action – explain what you actually did.
- Result – describe the outcome or impact.

Referees

You should provide the names and contact details of at least two referees who can comment on your recent (last 2–3 years) work performance. It is recommended that you notify your referees that they may be contacted by the selection panel. Written references are not required but may be provided as copies if you wish.

Supporting Documents

Please attach copies (not originals) of any supporting documents, such as qualifications or certificates. Original documents may be requested at a later stage in the recruitment process.

Application Format and Lodgement

- Applications should include:
 - A cover letter addressing the selection criteria; and
 - A current resume (CV).
- Typed and emailed applications in a single document (or clearly labelled combined documents) are preferred for administration purposes.
- Applications must be received by 4.00pm, Monday 10 March 2026.

Lodgement:

- Email: dianne.raymond@chapmanvalley.wa.gov.au

Late applications will generally not be accepted unless prior approval has been obtained from the Manager Finance & Corporate Services before the closing date and time.

About the Shire and Working with Us

Working at the Shire means being part of a team that supports the local community and takes pride in making a positive difference. Our roles range from outdoor and works positions to office, customer service and specialist functions, with everyone contributing to essential services and community outcomes.

Employees describe the Shire as:

- Supportive and people-focused, helping one another and showing care.
- Purpose driven, with work that matters to the community.
- Dynamic and challenging, with varied responsibilities and development opportunities.
- Committed to improvement, always looking for better ways to deliver services.
- Flexible and empowering, with trust placed in people to do their job well.

We are committed to providing a safe, respectful and inclusive workplace guided by our Behavioural Standards of Respect, Honesty & Integrity, Accountability, Communication and Teamwork.

About the Role

The Community Development Officer is a strategic and hands-on position that leads community engagement, manages grant funding processes and coordinates programs and events that strengthen community capacity across the Shire. The role works closely with community groups, volunteers and stakeholders to identify needs, secure funding and deliver initiatives that support the Shire's strategic priorities

Key aspects of the role include:

- Facilitating community development activities and projects that build local capacity and respond to identified needs.
- Researching, preparing and acquitting grant applications to support community priorities and Council objectives.
- Planning and delivering community-based events and programs, including logistics, risk management and volunteer coordination.
- Supporting communications, including social media, website updates, media statements and community information.

Shape meaningful outcomes with real autonomy and influence in a small Shire, where your ideas are seen and heard.

Enjoy genuine variety in your day, moving between grants, events and community engagement, always seeing the direct difference your work makes locally.

Maintain a healthy work-life balance with a monthly RDO and a relaxed regional lifestyle that keeps you connected to both community

Selection Criteria (to be addressed in your application)

Essential

1. Demonstrated experience in grant writing, acquittals and project management, with a track record of securing funding and meeting compliance requirements.

2. Demonstrated experience in community development, engagement or similar roles, with evidence of building community capacity and stakeholder relationships.
3. Comprehensive written and verbal communication skills, including the ability to prepare professional reports, funding applications and correspondence.
4. Strong negotiation, decision making, analytical and research skills, with the ability to assess community needs and develop appropriate responses.
5. High customer service focus and comprehensive interpersonal skills, with the ability to engage effectively with diverse community members and stakeholders.
6. Demonstrated experience in community events and program planning, coordination and evaluation.
7. Sound computer literacy, including Microsoft Office and social media platforms.
8. Leadership skills and demonstrated ability to work autonomously and as part of a team.
9. Current WA 'C' Class Driver's Licence and willingness to travel within the Shire as required.

Desirable

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

If you do not meet every desirable requirement but can demonstrate enthusiasm, transferable skills, and a willingness to learn, we encourage you to apply. The Shire is committed to providing on-the-job training and is happy to support additional upskilling where needed.

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)
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How to Apply

Your application should include:

- A cover letter that briefly introduces you and clearly addresses the selection criteria.
- A current resume detailing your work history, qualifications, skills and at least two referees.

Applications close 4.00pm, Wednesday 25 March 2026.

Please submit your application to dianne.raymond@chapmanvalley.wa.gov.au.

If you require any clarification, assistance or further information, please contact Dianne Raymond, Manager Finance & Corporate Services, on (08) 9920 5011