



## POSITION DESCRIPTION

# COMMUNITY DEVELOPMENT OFFICER

<b>Location</b>	Shire Administration Office
<b>Department</b>	Administration
<b>Salary</b>	Local Government Industry Award 2020
<b>Reports to</b>	Deputy Chief Executive Officer
<b>Supervision of</b>	Nil
<b>Revision</b>	3
<b>Date</b>	28 <sup>th</sup> January 2025

### Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Neville Hale	Chief Executive Officer	New Document	30 <sup>th</sup> July 18	
Neville Hale	Chief Executive Officer	Review for Recruitment	8 <sup>th</sup> Feb 19	
Stuart Hobley	Chief Executive Officer	Review for Recruitment	28 <sup>th</sup> Jan 25	

## 1. ORGANISATIONAL RELATIONSHIPS

### 1.1 Responsible to:

Chief Executive Officer  
Deputy Chief Executive Officer

### 1.2 Supervision of:

Nil Staff

### 1.3 Internal and External Liaison:

#### Internal

- Shire President and Councillors
- Chief Executive Officer
- Other Executive Staff
- Other Staff

#### External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments
- External Consultants.

## 2. EXTENT OF AUTHORITY

Operates under direct Supervision and within the established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

## 3. PURPOSE OF POSITION

- To promote, foster and assist with social and economic development within the Cunderdin Shire district by working with town and rural businesses, community groups, community members and the Cunderdin Shire Council;
- To inform individuals, community groups and Shire on grant funding programs available.
- Provide assistance to individuals, community groups and the Shire when applying for external grant funding and sponsorship;
- Coordinate local community events through Cunderdin Community Resource Centre;
- Promote tourism opportunities within the Shire of Cunderdin in conjunction with the Cunderdin Community Resource Centre and Cunderdin Museum;
- Coordinate and assist in the review of Council's Integrated Planning and Reporting requirements, Quarterly Review and preparation of the Annual Report;
- Conduct Integrated Planning and Reporting community consultations.
- Provide assistance as required for Committees of Council including administrative support and recording minutes of meetings;
- Undertake small projects and assist with special projects as required;
- Other related duties as required.

#### 4. KEY DUTIES/RESPONSIBILITIES

1. To research and identify potential sources of grant monies and to assist groups/Council in the preparation of grant applications and submissions.
2. To assist in the acquittal of Grants received by Council and community groups sponsored by Council.
3. Identify and make application for funding sources to progress Shire infrastructure development projects.
4. To co-ordinate and plan community based projects, services and events in consultation with the community and Council, including but not limited to Australia Day, Carols in the Park, Movie nights, Seniors functions.
5. Assist community-based groups in the preparation of budget submissions to Council when group/s are seeking financial or logistical assistance from Council.
6. Prepare and distribute community promotion documents for public release on behalf of the community both internally and externally.
7. Assist preparation of Council's regular Shire Newsletter.
8. Maintain Facebook and the Shire of Cunderdin website and other media outlets such as **Mailchimp**.
9. Maintain open and regular positive communication with community groups/clubs.
10. Prepare and present regular reports to the Ordinary Meeting of Council as required.
11. Maintain the Shire of Cunderdin's Integrated Planning and Reporting Requirements.
12. Perform other relevant duties as directed by the Deputy Chief Executive Officer / Chief Executive Officer.
13. Assist with other community development events when required.
14. Ability to work when required including weekends, public holidays and after hours.

#### 5. SELECTION CRITERIA

Qualification	Essential	Desirable
Grade 12		✓
Project and/or event management qualification and similar		✓
Drivers Licence –“C” Unrestricted	✓	
<b>Key Skills, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience dealing with a wide range of social and community organisations in a small rural town environment.	✓	
Knowledge in Grant applications and Acquittals.		✓
Well- developed administration and customer service skills	✓	
Well-developed computer skills	✓	
Community engagement methods.		✓
Knowledge in Minute and Agenda Writing		✓
Developing knowledge of Council's organisational structure and function	✓	
Preparation and presentation of media documents and publications	✓	
Proven ability to use initiative and create new and innovative community development programs.	✓	
Ability to maintain positive relationship and gain knowledge with other Government Organisations.		✓
Experience in project management		✓
Experience in event management		✓
<b>Personal Skills</b>	<b>Essential</b>	<b>Desirable</b>

Well - developed verbal, communication and interpersonal skills	✓	
Written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

## 6. WORKING CONDITIONS/OHS CONSIDERATIONS

**Occupational Safety and Health** – comply with the Shire’s OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire’s and legislative requirements report any hazards, incidents or near misses in a timely manner.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 8. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

## 9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	Part Time
Hours of Work	48 Hours per fortnight (flexible working hours)
Level	Level 3 - 4 dependent on experience
Salary	\$52,000 - \$54,000 Pro-Rata
Council Loyalty Scheme	Applies to this Position
Superannuation	11.5% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Probation	3 Months
Performance Review	Annually
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on Entitled Annual Leave.
Housing	Position does not attract Council Housing as part of the Employment Package.
Motor Vehicle	N/A
Job Location	Cunderdin, Western Australia, 6407