



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

POSITION DESCRIPTION

Community Development Officer

1. TITLE and POSITION NUMBER: Community Development Officer | 066

2. LEVEL: Level 6 – as per the [LGIA 2020 \(WAIRC\)](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).

3. TERM: Permanent

4. DEPARTMENT/SECTION/LOCATION: Community Development/Cummins Theatre

5. POSITION OBJECTIVES

To facilitate, develop and deliver community development initiatives, programs, projects and events that strengthen community capacity, participation, wellbeing and inclusion and contribute to the strategic objectives of the Shire of Merredin.

To establish and maintain effective partnerships with community groups, sporting clubs, volunteers, government agencies, service providers and other stakeholders to identify community needs and support sustainable community led outcomes.

To support the delivery of arts and cultural outcomes and the effective operations of the Cummins theatre, including providing operational and event support to the Theatre Coordinator as required.

6. KEY DUTIES/RESPONSIBILITIES

Community Development

- Coordinate 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.
- Monitor, evaluate and report on community programs, projects and events including but not limited to participation, outcomes, expenditure and achievements against agreed objectives.
- Engage with community groups to build drive, capacity and empowerment, and to facilitate a greater sense of ownership and outcomes that benefit the local community.
- Plan, support and undertake community engagement and consultation activities to identify community needs, priorities and opportunities and inform the development of Shire programs, projects and services.
- Assist community-based events management coordinators with logistical assistance in line with Council's strategic objectives.
- Build relationships, based on trust and respect, with the Traditional Owners Njaki Njaki, the wider Aboriginal community and other Aboriginal stakeholders within the Shire of Merredin.
- Participate and assist in organisation, planning and coordination of various promotional activities associated with the Shire of Merredin.
- Provide expertise to community groups on the development of projects, frameworks

and evaluation mechanisms.

- Represent Council on relevant community committees and working groups.
- Undertake forward planning, training and initiatives in line with Council and community expectations in the area of cultural and community development.
- Supply, coordinate and maintain community information including demographic data, community groups, social trends and statistics.

Grants and Acquittals

- Coordinate grant applications, funding agreement, milestone reporting and acquittals for applicable projects and programs ensuring funding conditions are met.
- Develop, review and submit Grant Applications and Acquittals for Council and for organisations under the auspices of Council.
- Provide guidance to community organisations with their submission of grant applications with a deemed community benefit.
- Assist to identify and promote external funding opportunities that support the delivery of Council projects and programs.
- Liaise with areas of State and Federal governments that have a responsibility to allocate grant funding.
- Work with internal service units to understand people, system and financial resourcing impacts of grant applications.

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.
- Monitor and report on projects, programs, event and grant budgets within your position responsibilities.
- Ensure purchasing and expenditure is undertaken in accordance with approved budgets and Councils procurement and purchasing requirements.
- Maintain and retain accurate and complete corporate records in accordance with the Shire's record keeping plan, policies and procedures and relevant legislative requirements.

Events and Project Management

- Coordinate and plan community-based projects, events and services.
- Create and develop promotional material for events, programs and projects and to advocate to the Media & Communications Officer.
- Liaise with other Community Services team members and the Merredin Regional Community and Leisure Centre staff to help coordinate school holiday programs.

Cummins Theatre Administration Support

- Assist the Theatre Coordinator in the planning, coordination and delivery of theatre-based events, performances and programs.
- Liaise with hirers, performers, touring companies and production staff to support the

smooth running of events.

- Provide day to day operation support for the theatre events as required, including front of house coordination, venue presentation, event set-up/pack-down and box office/ticketing support
- Support the preparation of reports relating to Community events/theatre operations, usage and performance.

Other

All other duties from time to time as requested by the Executive Manager Strategy and Community or Chief Executive Officer.

7. ORGANISATIONAL RELATIONSHIPS

Responsible to: Cummins Theatre Coordinator

Supervision of: Nil

Internal and External Liaison:

Internal:	Chief Executive Officer Executive Manager Strategy and Community Other Staff and employees
External:	Business Sector Community Development Officer within the region Councillors Community members and organisations Funding bodies Government agencies

8. EXTENT OF AUTHORITY

Operates under the general direction of the Cummins Theatre Coordinator within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and all other relevant legislation.

9. SELECTION CRITERIA

Essential

- Demonstrate experience in community development, community engagement, community services or a related field.
- Demonstrated ability to plan, coordinate, implement and evaluate community projects, programs and/or events.
- Well-developed stakeholder engagement, facilitation, interpersonal and networking skills.

- Demonstrated ability to work collaboratively with community groups, volunteers, government agencies and diverse stakeholders.
- Well-developed written communication, research and report-writing skills.
- Demonstrated organisational and project management skills with the ability to manage competing priorities.
- Experience preparing grant applications, administering funded projects and completing grant acquittals.
- Sound computer literacy and administrative skills.
- Current 'C' class driver's license.

Desirable

- Experience working with community groups and organisations, including Aboriginal communities and culturally diverse stakeholders.
- Experience in the design and implementation of community development initiatives.
- Experience in project and events management, leading to successful community outcomes.
- Working knowledge of local government and other spheres of government.

10. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance, Working with Children Check and Pre-employment Medical Examination as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms to be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022 along with the Shire's Work Health and Safety Policy.
- All other conditions in accordance with the indicated Award/Agreement of the position and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<i>Employee</i>	Employee Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO Signature:	Date: