



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

Work with community groups, organisations, government agencies and internal stakeholders, to collaborate and partner in the development and delivery of viable events and programs which aim to enhance culture, arts, sport and community life within the Shire of Merredin.

To promote, develop and support community programs and events (in conjunction with other community organisations whose goals are to increase the profile of arts and culture in Merredin) that will enable Merredin to be the cultural heart of the eastern wheatbelt region.

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.
- 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.
- 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 Merredin Shire.
- 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

- 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.

Events and Project Management

- Provide guidance to community organisations with their submission of grants.
- To co-ordinate 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.

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: Manager Community and Culture

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 direction of the Manager Community and Culture 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

- Experience in Community Development or a similar environment with a genuine desire to promote the Shire of Merredin.
- Relevant research, analytical, critical and creative thinking skills;
- Good written and oral communication skills;
- Strong sense of initiative and enthusiasm;
- Well-developed administrative, organisation and time management skills;
- Experience in the delivery of customer services.
- Well-developed interpersonal, facilitation and networking skills with the ability to lead and work as part of a team;
- An understanding of the principles and practices of community development;
- Exposure to the preparation of external funding submissions; and
- Current 'C' class driver's license.

Desirable

- Experience working with community groups and organisations, including Aboriginal communities.
- Experience in the design and implementation of community development initiatives.
- Experience in project and events management, leading to successful community outcomes.
- Working knowledge of a 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>Current Incumbent</i>	Incumbent Signature:	Date:
<i>Current Manager</i>	Manager Signature:	Date:
<i>Chief Executive Officer</i>	CEO’s Signature:	Date: