



## Position Description – Community, Tourism and Economic Development Officer

Last Updated: 23 April 2021

<b>Title</b>	<b>Community Development Officer</b>
<b>Department</b>	Community & Corporate Services
<b>Award</b>	Local Government Officer's (Western Australia) Interim Award 2011
<b>Level</b>	Six (6)

### POSITION OBJECTIVES

- Coordinate and implement community development functions of the organisation.
- Seek, develop, implement and coordinate projects and initiatives responsive to community needs and aspirations in accordance with the Shire of Kondinin Community Strategic Plan.
- Provide advice and guidance to the Manager Community & Corporate Services on community development matters.
- Provide the Manager Community & Corporate Services assistance on economic development matters.

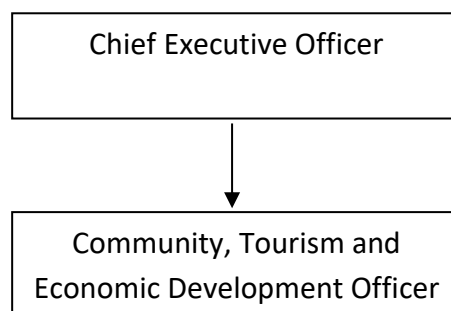
### ORGANISATIONAL RELATIONSHIPS

**Reporting to:** Chief Executive Officer

**Responsible for:** Nil

**Liaison with:** Community Members & Organisations, Funding Agencies, Government Departments, Contractors & Suppliers

### ORGANISATIONAL STRUCTURE



## **Operational**

### **Community Advice**

- Prepare and submit weekly Householder adverts/newsletters
- Prepare and submit (to local newspapers) any applicable advertising for community events, Shire events and services
- Submit any other relevant advertising forwarded to the Shire office by third party organizations including services available or regional event / service advertising
- Prepare and / or display posters locally in conjunction with the above
- Organize for Shire promotional event to be distributed to regional towns for their local newspapers or posters for their notice boards on behalf of the Shire or community groups

### **Community Awards**

- Assist with the compilation of Council orientated awards via WALGA
- Promote and coordinate the presentation of community awards offered via Local Government
- Promote community awards offered by third party groups

### **Community Database**

- Update community organization database when possible – reliant on the community to advise of changes in their association

### **Community Liaison**

- Make yourself known and available to all sectors of the community
- Assist with the coordination of joint initiatives across the Shire
- Be Active Community Sport & Recreation Coordinator

### **Community Recognition**

- Identify and congratulate individual members of the community or committees for their achievements via local newspapers
- Issue certificates of appreciation (in particular to youth) for their achievements in the community

### **Community Services**

- Initiate and co-ordinate visiting, professional services for Shire residents
- Initiate and coordinate community functions to increase social capacity among all sectors of the community

### **Council Reports & Correspondence**

- Submit a monthly report to Council in conjunction with their General Meeting outlining CDO activities for the month
- Correspond with Council outside of meetings to advise them of Shire functions you've coordinated allowing Council representation and also, so that questions directed at Council from the community can be answered regarding such functions

### **Council Functions**

- Prepare and submit various grant applications to assist with Council Functions when applicable
- Prepare and submit subsequent grant acquittals when applicable
- Co-ordinate and facilitate subsequent events and functions

### **Executive Administration**

- General administration as directed by and under the CEO
- Oversee any persons undertaking work experience with the Shire office in the realms of Community Development

### **Grants – Community Initiated**

- Assist community groups and/or individuals to seek funding
- Assist community groups with preparing applications
- Provide community groups and/or individuals with letters of support (signed off by CEO)
- Advertise suitable grant rounds via local newspapers
- Prepare and submit LIMITED grants on behalf of community groups and/or individuals
- Coordinate LIMITED projects and/or activities subsequent to successful funding applications
- Prepare and submit LIMITED subsequent grant acquittals on behalf of community groups and/or individuals

### **Grants – Shire Initiated**

- Prepare & submit various grants upon the request of the CEO
- Coordinate projects and/or activities subsequent to successful funding applications
- Prepare and submit subsequent grant acquittals

### **Personal Development**

- Attend courses / seminars / conferences, when approved, to expand potential in your employment, inspire new projects and to be made aware and open to new perspectives as your views and approach need to be suited to the “community”
- Ask for regular feedback from the CEO regarding current projects and their suggestions in relation to them

- **Regional Networking**

- Establish & maintain relationships with regional partners
- Attend bi-monthly Community Development Network meetings

- **Representative of Council**

- Attend community events / cheque presentations / celebrations / grand openings / official unveilings as a representative of Council where possible.
- Attend meetings as a representative of Council upon invitation by community groups where possible

## KEY RESPONSIBILITIES

- **Roe Tourism Association**
- Be a representative on the committee on behalf of the Kondinin Shire Council – meetings held every two months
- Act as a conduit between the association and the Kondinin Shire Council
- Provide information as requested to the association to assist with regional marketing
- Attend tourism related seminars / workshops on behalf of the association
- Assist with applicable grants initiated
- Assist with the subsequent grant acquittals
- Coordinate and organize catering for the Kondinin Shire location meeting annually
  
- **Shire Marketing:**
- Prepare and submit stories and photographs to the Narrogin Observer & Merredin Mercury (same story submitted to both)
- Maintain relationship with ABC Great Southern and meet with traveling representatives when convenient to undertake interviews to discuss happenings in the Shire
  
- **Shire Photographic Collection**
- Collect photographs of infrastructure, tourist / natural attractions and events in each town across the Shire and store for marketing purposes and/or grant acquittals
  
- **Sport & Recreation**
- Initiate activities based on community demand
  
- **West Australian Local Government Association**
- Co-ordinate & promote WALGA initiatives

### Youth

- Initiate projects to assist in alleviating youth boredom leading to long term benefits such as increase in self esteem, respect among peers, interaction with the wider community and a reduction in anti-social behavior
- Work with third party groups to provide services to youth and assist with their coordination

### **Strategic**

- Monitor and review relevant annual business plan objectives, strategies and actions, and report on results to the Chief Executive Officer.

### **Occupational Safety and Health**

- Responsible for ensuring own safety and health and that of other people in the workplace.
- Comply with occupational safety and health legislation and the Shire's OHS policies and procedures.

## KEY RESPONSIBILITIES

### Risk Management

- Comply with the Shire's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.

## REQUIREMENTS OF THE JOB

### Skills and Knowledge

- Effective time management and project planning skills.
- Well developed communication skills – written and verbal.
- Excellent interpersonal, public relations and facilitation skills, including public speaking and presentation.
- Developed analytical, problem solving and research skills.
- Knowledge of community development and capacity building theory, principles and practice.
- Sound negotiation skills.
- Computer literacy skills in Microsoft Office suite of products.

### Experience

- Demonstrated experience in a community or economic development position.
- Demonstrated experience in identifying, preparing and acquitting funding submissions.
- Experience in community and stakeholder consultation and engagement practices.
- Demonstrated experience in event management, delivery and measuring outcomes.

### Qualifications, Certificates and Licences

- Qualifications in community development or related field and/or extensive experience in community or related field.
- A current 'C' class drivers licence.
- A current National Police Certificate.

## EXTENT OF AUTHORITY

- Operates under the general direction of the Chief Executive Officer and freedom to make decisions in accordance with policies and procedures.
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
- Assistance available for problem solving.

- Work outcomes monitored.
- Position operates autonomously and decisions are made using own initiative within the Shire's policies, delegated authorities and relevant legislation.
- Authorises operating expenditure for the requisition of goods and services in accordance to the policy.

## Selection Criteria

	Essential	Desirable
<b>Skills</b>		
Good keyboarding and data processing skills	<input type="checkbox"/>	
Good public relation skills	<input type="checkbox"/>	
Sound mathematical and accounting skills	<input type="checkbox"/>	
Good written and verbal communication skills	<input type="checkbox"/>	
Good time management and organisational skills	<input type="checkbox"/>	
Sound project management skills	<input type="checkbox"/>	
Grant research and submission writing skills with proven ability to prepare successful grant submissions	<input type="checkbox"/>	
Good public relations skills	<input type="checkbox"/>	
<b>Knowledge</b>		
Working knowledge of Windows including Word, Excel, Access, Publisher, PowerPoint and Internet Explorer	<input type="checkbox"/>	
Sound knowledge of government/non-government funding sources		<input type="checkbox"/>
Basic understanding of Strategic Planning		<input type="checkbox"/>
Basic understanding of tourism and area promotion		<input type="checkbox"/>
Sound knowledge & experience in event coordination	<input type="checkbox"/>	
Sound understanding of grant and funding application processes	<input type="checkbox"/>	
An understanding of Council organisational structure and function		<input type="checkbox"/>
Familiar with the local district		<input type="checkbox"/>
<b>Experience/Qualifications</b>		
Current 'C' class WA driver's license.	<input type="checkbox"/>	
Police Clearance	<input type="checkbox"/>	
Working With Children Check	<input type="checkbox"/>	

CERTIFICATION			
<b>Approved by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Authorised by</b>	Chief Executive Officer	<b>Signature</b>	

<i>Date Reviewed</i>	
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<b>INCUMBENT ACKNOWLEDGEMENT</b>			
<i>Employee</i>		<i>Signature</i>	
<i>Date</i>			