



Community Development Officer

October 2024

Celebrating our diversity

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Community Development Officer – F240198

Part-Time (up to 0.8 FTE), \$79,675.48 per annum, pro rata (plus entitlements)

The Position

The Shire of Manjimup is seeking a suitably qualified individual to engage in the planning, development, implementation and evaluation of the Shire's Community Services strategic plans that guide priorities and enable the provision of adequate services to the community.

This role includes, but not limited to:

- Developing local ownership and community decision making in community development initiatives and planning.
- Building capacity in local community groups, organisations and individuals who contribute to community participation and activation.
- Fostering the development for positive social interaction and celebration within the community.
- Preparing submissions and reports seeking to attract additional resources to community projects.
- Supporting the development and delivery of events that promote the region and grow the economic benefit of the visitor economy.
- Working as part of a Community Development Team, prioritising special project focus as directed. Projects and tasks within the team's strategic portfolios.

The Person

To be successful in this role you will need:

- Tertiary qualification in Community Development or related field and/or 2 years' experience in a community development or similar role.
- Demonstrated experience in forming cooperative and productive relationships with community members, groups, organisations, funding bodies and local, state and federal government bodies.
- Excellent understanding of the principles and practices of 'community development' and 'community capacity building'.
- Strong cultural awareness and understanding of reconciliation.
- Proven, well-rounded communication skills, which encompass all facets of effective communication including report writing.
- Proven ability to prepare and work within a budget.
- Effective computer skills including use of Word, Excel, Outlook and PowerPoint.

To Apply

Head to www.manjimup.wa.gov.au for information about the position, including the position description, how to apply and information on the Shire of Manjimup and the benefits of the local community. For further information, please contact Emily O'Neil, Human Resources Manager on (08) 9771 7751 or at hr@manjimup.wa.gov.au

Closing Date: 5.00pm Friday 15 November 2024

The Shire of Manjimup reserves the right to commence interviews prior to the closing date for applications.

Shire of Manjimup Information

The Noongar people are the Traditional Custodians of the lands on which the Shire of Manjimup is located and there are three Noongar language groups that span this area being the Bibbulmun, Minang and Kaniyang.

The Shire of Manjimup, with an area of 7,028 square kilometres, is the largest shire in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,000 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

Within the Shire there are the four main townships of Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements of Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

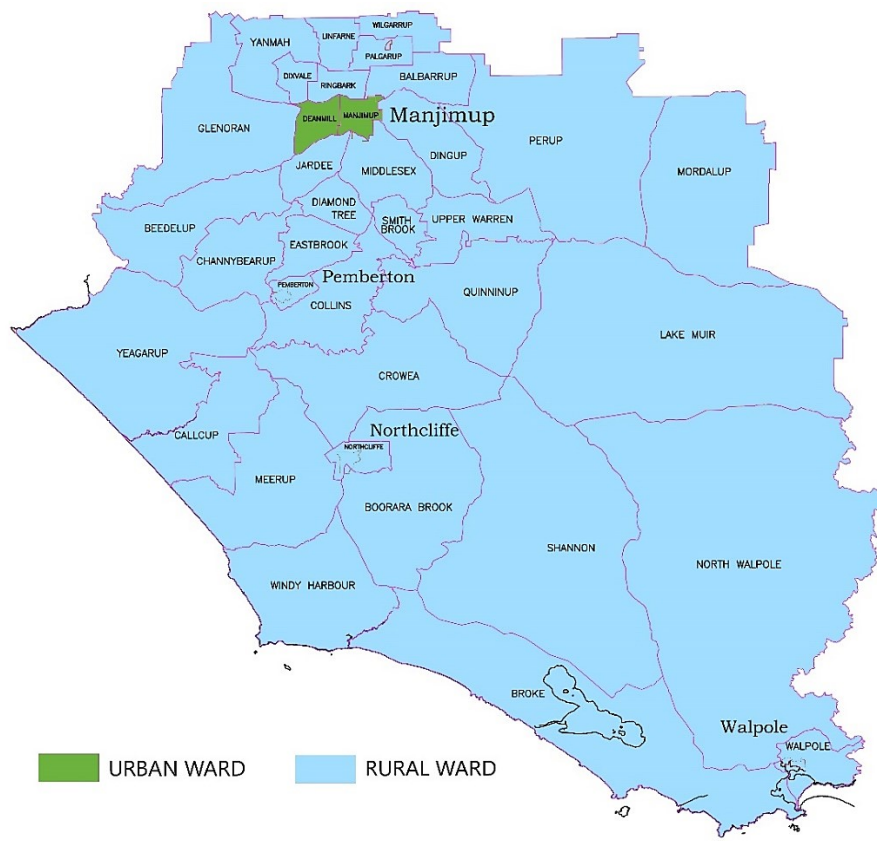


Image: The electoral Ward boundaries, towns, and localities of the Shire of Manjimup.

Manjimup possesses areas of ecological, historical, agricultural, commercial, and industrial interest. Within a short drive of the town, you can visit the King Jarrah, the Diamond Tree Lookout Tower, and the Four Aces. Water attractions include historic Fonty's Pool, the Donnelly River and Glenoran Pool.

Watch this video tour of all our region has to offer:

<https://www.facebook.com/shireofmanjimup/videos/1807679652632922>

Our Community Vision

- We are a thriving region offering an excellent quality of life that is safe, liveable, and welcoming.
- We value and care for our natural environment, which sustains both economic and recreational pursuits.
- Our industries are recognised for their resilience, quality, and innovation and for their contribution to the state of Western Australia.
- Our economic diversity provides business and employment opportunities for all.

Our Mission

- The Shire of Manjimup is a professional, effective, and helpful organisation with a genuine commitment to facilitating good governance and achieving the community's vision.
- We provide services and facilities, as well as manage legislation and develop policy, and we play a lead role in our Shire being an enjoyable and enviable place to live, work and visit.
- We care about our community – its wellbeing, its prosperity, and its sustainable future.

Working at the Shire

The Shire of Manjimup employs over 180 employees throughout the region. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

Working for the Shire also comes with some added benefits. Some of the benefits available to employees may include:

<p>A comprehensive healthy lifestyle and wellbeing program</p> <ul style="list-style-type: none">• HIF and HBF private health discounts• Influenza vaccinations• Health seminars and exercise sessions• Executive health assessments• Employee assistance program <p>Financial Reward</p> <ul style="list-style-type: none">• Superannuation up to 16.5%• Relocation expenses	<p>Professional and Personal Development</p> <ul style="list-style-type: none">• Training and development• Study assistance• Study leave <p>Flexible Working Arrangements</p> <ul style="list-style-type: none">• Flexible working hours• Rostered day off• Hour bank
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Note: The benefits listed above are not available to all employees (i.e. dependent on position and requirements of the job). They are also subject to change. Please contact Human Resources on (08) 9771 7777 for more information.

Organisational Values

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

Professionalism	We provide competent and effective services and encourage innovation and excellence in our people.
Courtesy	We are polite, approachable, and helpful in our dealings with all people.
Integrity	We are honest and trustworthy and make fair and transparent decisions.
Reliability	We deliver services in an efficient and consistent way and honour our commitments.
Proactivity	We actively identify solutions to community issues by being consultative, open-minded, and showing bold leadership.

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

How To Apply

Preparing your Application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview. For your application to be considered it **must** include:

1. Cover letter
2. Resume / Curriculum Vitae
3. Selection Criteria Statement
4. References
5. Supporting Documents

A cover letter

- A short statement highlighting relevant experience and expertise that relates to the position.

Your Resume (Curriculum Vitae)

- Contact Details - Name, address, email, and telephone number.
- Education and Training achievements.
- Work history - including employment dates, details of the duties, performance, and achievements.
- Any activities undertaken outside of work, which you consider are relevant to the position.

A Selection Criteria Statement

- This is the most important part of your application and must be provided as a separate document.
- Make sure that each selection criteria are addressed separately and that the information you provide is clear, concise, and relevant, so that the selection panel members can readily assess your suitability for the position.

- It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience, and qualifications to successfully carry out the duties.
- Only applicants who best demonstrate they meet the competency requirements of the position will be interviewed.
- The selection criteria for this position can be found on the last page of this pack.

Your Referees

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

Other Supporting Documents

- Please provide **Only copies** of supporting documents with your application.

Applications

Applications should be sent, marked “Private & Confidential - CEO Manjimup” to:

info@manjimup.wa.gov.au

OR

Benjamin (Ben) Rose – Chief Executive Officer
 Shire of Manjimup
 PO Box 1
 MANJIMUP WA 6258

In fairness to all applicants, late applications cannot be received by the Shire of Manjimup unless permission has been sought from Council prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment

The Shire of Manjimup will undertake confirmation of one or more of the following pre-employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker’s Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- NDIS Worker Screening Check
- Compliance with any State Government Directions for COVID-19

The Shire of Manjimup is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Manjimup is an equal opportunity employer and provides a smoke free work environment.

The Shire of Manjimup complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).

Community Development Officer

Directorate	Community Services
Department	Community Services
Reports to	Manager Community and Recreation Services
Direct Reports	Nil
Industrial Instrument	<i>Shire of Manjimup Enterprise Agreement (as amended)</i>
Classification	Level 5/6
Primary Location	Shire of Manjimup Administration Office

Position Benefits

Vehicle	No	Mobile	Yes
Laptop	No	Relocation expenses	No

Position Objectives

- To develop local ownership and community decision making in community development initiatives and planning.
- To build capacity in local community groups, organisations and individuals who contribute to community participation and activation.
- To develop and implement, through community engagement and research, strategic plans that guide priorities and enable the provision of adequate services to the community.
- To foster the development for positive social interaction and celebration within the community.
- To prepare submissions and reports seeking to attract additional resources to community projects.
- To foster a multicultural and inclusive community.
- To support the development and delivery of events that promote the region and grow the economic benefit of the visitor economy.
- Working as part of a Community Development Team, prioritising special project focus as directed. Projects and tasks within the team's strategic portfolios include:
 - Sport & Recreation
 - Access & Inclusion
 - Arts & Cultural Development
 - Cultural Awareness
 - Age-Friendly Communities
 - Community Health
 - Community Wellbeing
 - Community Events Development
 - Tourism and Marketing
 - Youth Development

Key Duties and Responsibilities

This position is a broad scope community development role with projects and activities within the departments' portfolios shifting emphasis to reflect the Shire's strategic community priorities and needs.

- Seek to understand our community's diverse aspirations and expectations.
- Effectively engage with and build networks of stakeholders relevant to the Officer's portfolio.
- Develop partnerships and communication channels between organisations, services and groups at both the local and regional level.
- Assist with research and prepare grant submissions for community development projects in accordance with Council's strategic priorities.
- Raise awareness of and build the profile of our community development activities.
- In accordance with best practice, provide advice and support clubs and community groups regarding governance, administration, grants and business.
- Encourage clubs and community groups to share plans, resources and facilities.
- Assist with submitting reports and making presentations to Council, as required, to ensure Council is kept informed.
- Assist with preparing project budgets as required.
- Assist with identifying and pursuing external resources and alternative sources of income where strategically appropriate.
- Prepare and implement activities, events and projects as directed, in line with the strategic portfolios, with the aim of community capacity building and sustainability.
- Demonstrate sound leadership and professional conduct when coordinating and mentoring community groups, advisory committees and stakeholder networks.
- Foster and encourage a positive and supportive team spirit within the Community Services Team.

Physical and Environmental Demands

- Organising and attending events and community activities.
- Office based; sitting, walking and bending.
- Outdoor based, moving and lifting event equipment.
- Attending after hours meetings and events or activities etc. as required.
- Driving is an essential requirement.
- Use of computers is essential.

Extent of Authority

- Operates under general direction of the Manager Community and Recreation Services within established guidelines, procedures and policies of Council.

Skills, Knowledge, Experience and Qualifications

Skills

- Proven, well-rounded communication skills, which encompass all facets of effective communication including report writing (such as funding proposals, research reports, media statements, project plans and/or data analysis and interpretation).
- Excellent negotiation, facilitation and mediation skills.
- Proven ability to prepare and work within a budget.
- Effective computer skills and ability to use the following software: Word, Excel, Outlook and PowerPoint.

Knowledge

- Excellent understanding of the principles and practices of 'community development' and 'community capacity building'.
- Data collection, analysis and interpretation.
- Knowledge of the Shire of Manjimup and its communities.
- Strong cultural awareness and understanding of reconciliation.

Experience

- Demonstrated experience in forming cooperative and productive relationships with community members, groups, organisations, funding bodies and local, state and federal government bodies.
- Demonstrated ability to work autonomously as well as an effective member of a team (demonstrated through work within project teams, the use of initiative and problem solving, working to documented strategic plans and through setting of objectives and priorities).
- Grant and report writing.

Qualifications

- Tertiary qualification in Community Development or related field and/or 2 years' experience in a community development or similar role.
- Working With Children's Check.
- Current "C" class drivers licence.
- National Police Clearance.

Responsibilities Common to All Employees

Commitment to service delivery

- Seeks, listens to and acts on feedback.
- Works as part of a team, supports the achievement of team goals, co-operates and communicates with colleagues.
- Shows an appreciation for others – their skills and knowledge, their attributes and differences.
- Recognises and understands organisational changes, helps to make improvements happen and shares good practice.
- Makes a positive contribution to the Shire and demonstrates flexibility and resilience.
- Accepts responsibility for own health and wellbeing to perform the role.

Achieve results

- Does what is required from the role, including;

- Meeting targets
- Following procedures
- Working with standards
- Providing required level and quality of service
- Maintaining records
- Contributing fully to all work situations
- Gets the facts right – ensures information is clear and correct.
- Supports colleagues to ensure wider organisational objectives are met and outcomes are achieved resourcefully.

Workplace Safety and Health

- Fulfil requirements of Council's Workplace Safety and Health policy.
- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and following them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazards and incidents to their Supervisor/Manager.
- Participate in personal return to work plans.

Selection Criteria

Essential

1. Tertiary qualification in Community Development or related field and/or 2 years' experience in a community development or similar role.
2. Demonstrated experience in forming cooperative and productive relationships with community members, groups, organisations, funding bodies and local, state and federal government bodies.
3. Excellent understanding of the principles and practices of 'community development' and 'community capacity building'.
4. Strong cultural awareness and understanding of reconciliation.
5. Proven, well-rounded communication skills, which encompass all facets of effective communication including report writing.
6. Proven ability to prepare and work within a budget.
7. Effective computer skills and ability to use the following software: Word, Excel, Outlook and PowerPoint.