



A Fortunate Place

Shire of Wickepin

# Community Development Officer

## **Community Development Officer**

An opportunity exists for an enthusiastic, self-motivated person to fill the position of Community Development Officer at the Shire of Wickepin.

Remuneration will be based on the Local Government Industry Award 2010 starting at a Level 3 up to Level 5 depending on qualifications and experience.

For information on how to apply, please contact the Shire Office on 9888 1005 or email [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au). Details are also available on the Shire of Wickepin website [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au)

Applications close Friday 29 January 2021 at 4.00pm and should be addressed to:

Private & Confidential, Application – Community Development Officer  
Chief Executive Officer  
Shire of Wickepin  
PO Box 19  
WICKEPIN 6370

**Mark J Hook**  
**CHIEF EXECUTIVE OFFICER**

## **Community Development Officer**

### **Permanent Part Time Position**

The Shire of Wickepin is seeking an efficient, organised and community focused individual to join our team for the position of Community Development Officer.

#### **Position Objectives**

Assist with the development and promotion of social, cultural, recreation and economic activities within the shire.

#### **Key Responsibilities and duties**

##### **General**

- Promote the towns in the Shire of Wickepin as a healthy, strong and connected community, that is actively engaged and involved.
- Encourage the community to participate in a variety of recreational and educational activities.
- Promote arts and cultural events and activities.
- Assisting in the development of tourism and heritage attractions within the shire as a way of assisting the economic development of the shire.
- Sourcing grant funds to assist with the development of buildings and amenities to enhance the local community.
- Attending council and committee meetings as required.
- Preparation of public relations information for newsletters, website and social media on community and council activities.

##### **Council Support**

- Maintain accurate records of clerical involvement, correspondence and other record material applicable to the position.
- Provide monthly reports of activities to the council of the shire.
- Write regular press releases and advertising releases for the various media outlets to enhance the image of the shire as a leading authority in the field of community service and for public information of the role.
- Respond and prepare correspondence as relating to the position promptly and efficiently.

Attractive conditions of employment are offered including 9.5% superannuation, uniform and other benefits.

**Applications close 4.00pm Friday 29 January 2021.**

## **About the Shire**

We are located 210kms south east of Perth. Our shire is made up of five distinct areas – Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. We have unique wildflowers, big skies and lakes. The Swan River springs from here, beginning as the Avon River, as does the Blackwood River. We have the endangered Freckled Duck and the Spider Orchid. We boast rural living at its best with essential services close to hand. Excellent educational, medical and recreational facilities and community programs are available.

## **Our Vision**

The shire's vision statement has been revised to be more reflective of community sentiments following community consultation conducted, supporting the shire's envisaged strategic direction:

*A collaborative council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, a vibrant economy, successful businesses and a sound environment.*

## **Key Community Objectives**

We have grouped the aspirations and needs you, shared with us during consultation into themes, each with supporting goals and measures of success. These meet the four community objectives:

- (1) Social – this theme describes the social aspects of life in the shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.
- (2) Environmental – this theme relates to valuing the environment, including natural resource management; sustainable land use, waste management and recycling.
- (3) Economic – this theme describes infrastructure planning, transport infrastructure, facilities and services and asset management.
- (4) Civic leadership – this theme describes how the shire embraces a culture of leadership, customer service and inclusive community engagement.

## **Submitting an Application**

### **Guidelines**

These guidelines have been developed to assist you in preparing your application and to ensure all documentation is submitted with your application.

### **Eligibility**

In order to be considered for the position you must be able to show that you meet all the essential selection criteria. Before preparing your application, check the essential selection criteria described in the attached position description to make sure you are eligible to apply.

### **Preparing Your Application**

When you have ascertained that you have met all of the essential selection criteria your next step is to prepare your application.

#### **1. Covering Letter**

Your application should include a covering letter. The covering letter is an introduction to your application and should state identifying details of the position that you are applying for, your desire to be granted an interview, together with any relevant information on your availability for an interview.

#### **2. Resume/Curriculum Vitae**

Personal Details – name, address telephone number etc.

A summary of your work history beginning with your most recent position. Include starting and finishing dates, your position and the types of tasks that were required in each job, and your key achievements. Also provide reason for leaving previous position.

Your education and training achievements. Include any that you are currently undertaking. Membership of any professional bodies should also be included.

Any activities that you have undertaken outside of work which are relevant to the position that you are applying for.

#### **3. Statement of Claims against the Selection Criteria**

Your selection for an interview will depend on you demonstrating that you meet the essential selection criteria.

#### **4. When preparing your “Statement of Claims against the Selection Criteria”**

Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.

Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criterion is dependent on the position you are applying for. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.

Provide details of any activities you have undertaken outside of work which are relevant to the application.

## 5. Referees

Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.

Referees should be contacted for approval before listing them in your application.

Provide names, relationship to you (ie Supervisor), work addresses and daytime telephone numbers.

We understand you may not wish us to contact current work referees initially. If this is the case please let us know.

## 6. General Application Information

Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.

Do not attach any information that is not relevant to the position that you are applying for.

When lodging your application, submit a covering letter, resume, statement of claims against the selection criteria and written references.

Staple all information in the top left - hand corner. DO NOT submit your application in plastic or cardboard folders (as your application may need to be photocopied).

## 7. Submitting Your Application

You may post, deliver, e-mail or fax your application. Applications must arrive by 4.00pm on Friday 29 January 2021.

### Mark your application:

PRIVATE & CONFIDENTIAL - Application for Community Development Officer  
Chief Executive Officer  
Shire of Wickepin  
PO Box 19  
WICKEPIN WA 6370

### Should you require any further information or assistance, please contact:

Mark Hook  
Tel: 08 9888 1005  
Email: [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au)

The Shire of Wickepin is an Equal Employment Opportunity Employer and is committed to employing the best applicant for each vacancy.

### **Employment Conditions**

<b>Location</b>	The position is based at the Shire of Wickepin, 77 Wogolin Road Wickepin WA 6370.
<b>Industrial agreement</b>	Local Government Industry Award 2010
<b>Salary</b>	Level 3-5 Local Government Industry Award 2010
<b>Tenure</b>	Permanent Part Time
<b>Hours of work</b>	8.30 – 5.00pm 3 days per week The position may occasionally require work at weekends and outside normal office hours. Some flexibility in days and hours of work is permitted with prior arrangement with the CEO. A time sheet is to be completed to record hours of work.
<b>Superannuation</b>	Superannuation of up to 9.5%. Salary Sacrifice is available on the employee's contributions.
<b>Annual leave</b>	4 weeks (pro rata) as per Local Government Industry Award
<b>Personal/carer's leave (recognised as sick leave)</b>	As per Local Government Industry Award
<b>Long service leave</b>	13 weeks long service leave after 10 years continuous local government service (pro rata) transferable between local governments within Western Australia.
<b>Clothing allowance</b>	\$600 pa – subject to conditions.
<b>Probationary period</b>	Appointment is subject to a three month probationary period. At the end of the three month period your tenure and conditions of employment will be reviewed. The probationary period may be extended if performance is not satisfactory.

## **Community Development Officer**

### **Position Description**

**1 TITLE**

Community Development Officer

**2. LEVEL:**

Level 3-5 Local Government Industry Award 2010

**3 DEPARTMENT/SECTION**

Administration

**4 KEY OBJECTIVE OF POSITION**

Assist with the development and promotion of social, cultural, recreation and economic activities within the shire.

**5 OUTCOMES FOR THE POSITION**

**5.1 Within Organisation**

Sourcing and executing funding opportunities for projects and activities.

**5.2 Within Community**

Liaise with community members and groups for the creation and development of projects within the community.

**6 KEY DUTIES/RESPONSIBILITIES**

**General**

- Promote the towns in the Shire of Wickepin as a healthy, strong and connected community that is actively engaged and involved.
- Encourage the community to participate in a variety of recreational and educational activities.
- Promote arts and cultural events and activities.
- Assisting in the development of tourism and heritage attractions within the Shire as a way of assisting the economic development of the Shire.
- Sourcing grant funds to assist with the development of buildings and amenities to enhance the local community.
- Attending council and committee meetings as required.
- Preparation of public relations information for newsletters, website, Facebook pages and Watershed News on community and Council activities.



## Council Support

- Maintain accurate records of clerical involvement, correspondence and other record material applicable to the position.
- Provide monthly reports of activities to the Council of the Shire.
- Write regular press releases and advertising releases for the various media outlets to enhance the image of the Shire as a leading authority in the field of community service and for public information of the role.
- Respond and prepare correspondence as relating to the position promptly and efficiently.

## 7 ORGANISATIONAL RELATIONSHIPS

a) **Responsible to:**  
Chief Executive Officer  
Deputy Chief Executive Officer

b) **Supervision of:**  
Not applicable

c) **Internal and External Liaison:**

### Internal

- Chief Executive Officer
- Shire President/Councillors
- Senior Managers
- Other Staff

### External

- General public
- Community groups
- Ratepayers/residents
- Various business organisations
- Relevant government and applicable departments
- State and federal funding bodies
- State and federal politicians

## 8 EXTENT OF AUTHORITY

Work within confines of standards and procedures laid down while enjoying a self-managed work timetable and schedule of works under the limited supervision of and direction of the Chief Executive Officer.

## 9 AWARD

Local Government Industry Award 2010

## 10 SELECTION CRITERIA

### Skills

- (i) Well-developed liaison, consultation and negotiation skills.
- (ii) Sound interpersonal, public relations and customer service skills, with the ability to work in a team environment.
- (iii) Well-developed written communication and reporting skills.
- (iv) Well-developed time management, organisation and administration skills.
- (v) Computer literacy and proficiency including use of Microsoft Word and internet applications.

### Knowledge

- (i) Working knowledge of the requirements of the Shire of Wickepin community and its needs in the community service area.
- (ii) Working knowledge of funding avenues for community development.
- (iii) Working knowledge of community development principles and practises.

### Experience

- (i) Experience in the implementation of community based projects and initiatives.
- (ii) Experience in community consultation processes.
- (iii) Experience in program development, coordination and evaluation.
- (iv) Experience in the sourcing, application for, and acquittal of grant funds.

### Qualifications and/or Training

- (i) Completion of upper high school certificate either at tertiary level or vocational level.
- (ii) Hold a current unrestricted C - class national driver's licence.

## 11 COMMENTS

All employees are required to read and sign the Induction Manual 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.

Signed:

Signature:

Date

Employee

\_\_\_\_\_

\_\_\_\_\_

CEO

\_\_\_\_\_

\_\_\_\_\_

### Position Description Review History

Created		
Reviewed and updated	22 August 2017	CEO Mark Hook
Reviewed and updated	25 September 2018	CEO Mark Hook
Reviewed and updated	23 September 2019	CEO Mark Hook
Reviewed and updated	21 May 2020	CEO Mark Hook
Reviewed and updated	27 November 2020	CEO Mark Hook