



# Community and Economic Development Officer

## Position Description

## 1 Title

- Community and Economic Development Officer

## 2 Level and Award

- Level 4 - Level 6 Local Government Industry Award 2020 Industrial Agreement (depending on experience)

## 3 Department – Section

- Office of the Chief Executive Officer

## 4 Location

- Administration Centre

## 5 Position Summary

- Support the efficient functions of the Office of the Chief Executive Officer of the Shire of Wickepin through the provision of community and economic development, grant application management, and community project management.

## 6 Key Duties and Responsibilities

### 6.1 Community and Economic Development

- Undertake research to identify key issues and economic development trends at a local, regional, state and national level.
- Oversee and review of the Shire's Growth Strategy.
- Assist in the development of initiatives for the Shire to enhance investment attraction to the region.
- Organise and support the running of key community events.
- Promote Shire services, events, and activities to support participation and engagement of the community.
- Build and maintain strong relationships with community members, service and delivery agencies, and stakeholder groups.
- Actively liaise with the Wickepin Community Resource Centre, Yealering Progress Association, Townscape Reference Group, Albert Facey Homestead Reference Group to deliver community initiatives in partnership and promote the district.
- Act as the Shire's contact with sporting clubs and community groups to provide guidance in administration and funding avenues.
- Develop and maintain effective communication links with all residents.
- Act as the Shire's representative and contact point for the local and regional tourism organisations.
- Promote and market Shire of Wickepin's tourism opportunities.

## **6.2 Grant Application Management and Community Project Management**

- Actively research, identify and attract grant funding to support the Shire's operations and projects, the development and maintenance of infrastructure, and the delivery of community services, in line with Council's strategic direction.
- Make community groups aware of funding opportunities and assist/guide them in preparing funding applications.
- Seek funding opportunities that will benefit local businesses and provide economic value to the district.
- Identify, secure, and acquit external funding opportunities to support the Shire's major projects.
- Identify, secure, and acquit external funding opportunities to support the Shire's short, medium, and long-term objectives in order to maximise grant revenue.
- Develop and maintain effective channels and networks with State and Federal Government and relevant funding bodies.
- Coordinate the Shire's grant funding streams, including liaison with community groups and organisations regarding project management from application to final acquittal.

## **6.3 Other Duties**

- Work towards the objectives of Council's Community Strategic Plan.
- Provide back up for front of office duties, when required.
- Demonstrate a strong commitment to Work, Health and Safety including risk management.
- Update Shire social media platforms.
- Any other duties as required.

# **7 Relationships**

## **7.1 Reports To**

- Chief Executive Officer
- Deputy Chief Executive Officer

## **7.2 Direct Reports**

- Nil

## **7.3 Internal Relationships**

- Inside employees
- Outside workforce

## **7.4 External Relationships**

- Community groups
- Ratepayers and residents
- Business organisations
- Government departments
- Other local governments

## 8 Extent of Authority

Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under the control of the position and for safety and security of the assets being managed.

## 9 Qualifications, Training and Experience

- Advanced knowledge and skills in community or economic development, or transferable skills.
- Experience in a similar role is desired.
- Completion of tertiary qualifications in community or economic development, or similar.
- Current C class driver's licence.
- Recent police clearance.

## 10 Role Requirements

- Developed typing and word processing skills.
- Developed time management and organisational skills.
- Developed knowledge of the English language, including spelling, grammar and vocabulary.
- Excellent communication and public relations skills.
- Sound numeracy knowledge.
- Excellent knowledge of MS Suite applications (primarily Word and Excel).
- Working knowledge of local government, the local area, and the community.
- Operational knowledge of the ReadyTech SynergySoft Local Government Software System.
- Commitment to ongoing personal and professional development.

## 11 Additional Information

- 24 hour equivalent working week (typically 8:30am to 5:00pm, Tuesday to Thursday).
- ½ hour lunch break
- Irregular hours outside of normal work hours, paid as overtime, may occur.
- Completion and acknowledgement of required employee induction processes.

## 12 Agreement

- Employee Name
- Employee Signature and Date \_\_\_\_\_
- Chief Executive Officer David Burton
- Chief Executive Officer Signature and Date \_\_\_\_\_

## 13 Review History

• 25 May 2017	Reviewed and updated	M Hook
• 11 August 2023	Reviewed and updated	N Cain
• 02 December 2024	Reviewed and updated	E Clement
• 14 January 2025	Reviewed and updated	K Bartley
• 22 September 2025	Reviewed and updated	E Clement
• 30 March 2026	Reviewed and updated	E Clement