



Community and Economic Development Officer

Position Description

1 Title

- Community and Economic Development Officer

2 Level and Award

- Level 6 – Local Government Industry Award 2020 (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 ReayTech 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

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|---------------------|----------------------|-----------|
| • 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 |



Community and Economic Development Officer

Application Information

About your application

Applications must include a cover letter and resume, including the phone numbers of two (2) referees, and be submitted in any of the ways stated on the advertisement.

The cover letter should outline your desire for the role and why you feel you would be a successful candidate.

Applications received after the advertised closing date will not be considered in the initial selection process however may be used if no candidate is successful.

Referees and References

It is recommended you advise your referees you have nominated them on your application.

The referees you nominate should be able to comment on your recent work experience.

These referees will be contacted in the event you are the preferred applicant.

Resume

Your resume should provide personal details (e.g., name, address, and contact phone number), relevant work history, education, training courses attended, qualifications, and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates / period of employment.

In the description of history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications and Other Documents

Certain positions require tertiary qualifications or specific certificates.

It is recommended only copies of qualifications and other documents be included with your application so as to avoid loss or damage to the originals.

You may be required to present the originals at a later time.

Further Information

If you require further information in relation to this position, please contact the nominated person included on the advertisement on 08 9888 1005.

Additionally, the Shire website contains information about the district and the communities within it (www.wickepin.wa.gov.au).

Medical Examination

The preferred applicant may be requested to undertake a pre-employment medical, including substance and alcohol screening, which will be covered by the Shire.

Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.

Police Clearance

The preferred applicant will be required to provide a recent National Police Clearance, not more than three (3) months old, which will be covered by the Shire.

Any offer of employment will be conditional upon the applicant being assessed against the Police Clearance.

Eligibility to Work in Australia

The preferred applicant will be required to demonstrate eligibility to work in Australia and will be required to undergo an identity check.

Any offer of employment will be conditional upon the applicant being suitably identified and demonstrating eligibility to work in Australia.

Policies and Procedures

The successful applicant is required to comply with all policies and procedures of the Shire, including policies, practices, standards, specifications, instructions, and procedures.

Additionally, the successful applicant will be required to abide by the Shire's Code of Conduct, as amended from time-to-time.

Workplace Health and Safety

The successful applicant must take appropriate steps during the course of employment to ensure the safety of themselves and others are not compromised.

This includes complying with safety legislation and Shire policies.

Reliance on Qualifications

The successful applicant acknowledges and warrants –

- The Shire has relied on the qualifications and experience set out in the application for employment and related documents, and
- The correctness of all information contained in the application and those documents.

Probation Period

A standard probationary period of three (3) months will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to, the role.

Other Conditions of Employment

All other conditions of employment are in accordance with the *Local Government Industry Award 2020*.

Equal Opportunity

The Shire of Wickepin is an equal opportunity employer.