



Community Development Officer

Shire of Shark Bay

Application Package



Shire of Shark Bay Community Development
Community Development Officer Recruitment 2026

ADVERTISEMENT

Shire of Shark Bay Community Development Officer

- **Package of \$77,587 to \$96,025 per annum**
 - **Inclusive of cash component from \$65,000 to \$80,000. Employment structure and remuneration will be negotiated based on the successful candidate's experience and capabilities**
- **Allowances of up to \$12,400 per annum**
- **Annual gym membership**
- **National Guarantee Superannuation currently 11.50% with the option of co-council contributions**

About Us:

Shark Bay is a growing tourist area on the pristine Coral Coast of Western Australia, approximately 830 kilometres from Perth. It is one of three World Heritage listed areas in WA and is famous for many attractions, including the internationally renowned Dolphins at Monkey Mia.

About the role:

The Shire of Shark Bay is seeking an experienced individual to assist in the delivery of outcomes associated with the Shire's Council Plan 2023-2033 with a significant focus on building community capacity.

The successful applicant will be a highly motivated professional with skills and experience in delivering events management, community engagement, facilitating community capacity building, recreation, sport, social inclusion and wellbeing projects, culture and the arts, community safety and grant writing and acquittal are required.

This full-time position offers an attractive salary package in the range of \$65,000 to \$80,000 per annum, plus housing and utility allowances, and superannuation. The final package will be negotiated based on the successful candidate's experience and capabilities. Assistance with relocation costs may also be available.

The Shire of Shark Bay promotes a workplace that actively seeks to include, welcome, and value the unique contributions of all people. We encourage applications from all suitable candidates regardless of abilities, age, culture, and gender.

How to Apply:

Written applications, including your current Resume and a covering letter that shows how you met the position requirements, should be sent to: admin@sharkbay.wa.gov.au and/or addressed to the Chief Executive Officer, Shire of Shark Bay, PO Box 126, Denham WA 6537.

Further information about the position is available by visiting our website www.sharkbay.wa.gov.au or by contacting Michelle Fanali, Executive Manager Community Development on (08) 9948 1218.

Applications Close: 4.00pm Friday 20th February 2026

SHIRE OF SHARK BAY

Community Development

POSITION DESCRIPTION



1. Position Identification

| | |
|----------------|--|
| POSITION TITLE | Community Development Officer |
| DEPARTMENT | Community Development |
| REPORTS TO | Executive Manager Community Development |
| CONTRACT | Performance Based Contract OR Permanent Full Time |
| LAST UPDATED | January 2026 |

2. Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Michelle Fanali

Executive Manager Community
Development

3 June 2025

3. Position Objectives

- Facilitate the development of civic pride through community engagement and participation, in accordance with the Shire's Council Plan.
- Ensure the ongoing delivery of relevant programs and support to community and stakeholder groups, including:
 - Community engagement
 - Capacity building strategies and programs
 - External grant applications, reporting and associated acquittals
 - Recreation and well-being activities (including liaison with and support of the CRC to run activities at the Recreation Precinct)
 - Access and Inclusion
 - Culture & the Arts
 - Community safety
- Establish and deliver the Shire of Shark Bay Calendar of Events.
- Manage the Shire's Community Assistance Grants process, including updating relevant policies where required and supporting the community to understand and apply for grants

- Engage with the community through regular contact with volunteers and community groups/committees to ensure the provision of relevant and up-to-date information to support community aspirations
- Assist with information dissemination and promotions of activities of the Shire of Shark Bay – through online and print media platforms (E.g., Website, SMS, Notice boards and social media)
- Review, implement and report on the Shire's Access and Inclusion Plan
- Manage the Shire of Shark Bay community recreational and social inclusion assets and associated equipment:

4. Requirements of the Job

a) Skills

- Highly developed interpersonal, verbal and written communication skills
- Reliable, self-motivated with well-developed time management skills
- Tact, diplomacy and the ability to facilitate community engagement and decision-making
- Problem solving and conflict resolution
- Computer literacy and social media & website communications and information dissemination

b) Knowledge

- A strong understanding of working with a cross-section of the community
- Understanding of delivering on Strategic Community Plan outcomes
- Grant funding application writing and acquittal procedures

c) Experience and/or Qualifications

- Certificate level in Community Development or equivalent experience or relevant transferable skills
- Demonstrated experience in community engagement and project facilitation
- Research and report writing
- Online and social media marketing & communications
- Grant writing

5. Key Duties/Responsibilities

Community Engagement & Facilitation

- Assist in the implementation of the Shire of Shark Bay's Council Plan
- Maintain engagement across all community groups on a regular basis
- Development of programs to support community wellbeing and empowerment through the facilitation of training and education programs, capacity building, reliable information, services and support for community groups, volunteers and other stakeholders
- Manage and promote the Shire's Community Grants Scheme
- Facilitate and support community engagement, including needs assessments, when required

Events facilitation and support

- Facilitate the development of community events through established community organisations and other stakeholders
- Support community groups to secure external event/activity/program funding

- Monitor, implement and promote the Shire's annual Calendar of Events
 - Including external grant applications, reporting and associated acquittals
- Work collaboratively with the Depot, Discovery Centre, and any other stakeholders to ensure the smooth running and promotion of all events and activities.
- Maintain an effective level of communication, online and via print media, for Shire related information and events

Research and reporting

- Establish relevant community development and capacity building initiatives
- Research and prepare external grant funding applications and acquittals as required
- Research and inform community groups about up-to-date and relevant grant opportunities
- Timely completion and submission of reporting against the Shire's Access and Inclusion Plan

Administration

- Provide monthly statistics and reports to Council
- Maintain a Community-Group contact list
- Prepare and submit expenditure items for approval
- Comply with job-specific Shire Policies and Procedures

Occupational Safety and Health

- Comply with the Shire's OSH Policy and other policies, procedures and legislation relevant to role and responsibilities.
- Observe safe work practices and operating procedures.
- Report any hazards, incidents or near misses in accordance with safety and health requirements.

6. Organisational Relationships/Accountability

| | |
|---------------------|--|
| Reports to: | Executive Manager Community Development |
| Supervision: | Nil |
| Internal: | All Shire staff |
| External: | Councillors Shark Bay community groups and organisations Government Agencies |

Freedom to act is limited by standards, procedures, statutes and the Shire of Shark Bay policies.

SELECTION CRITERIA

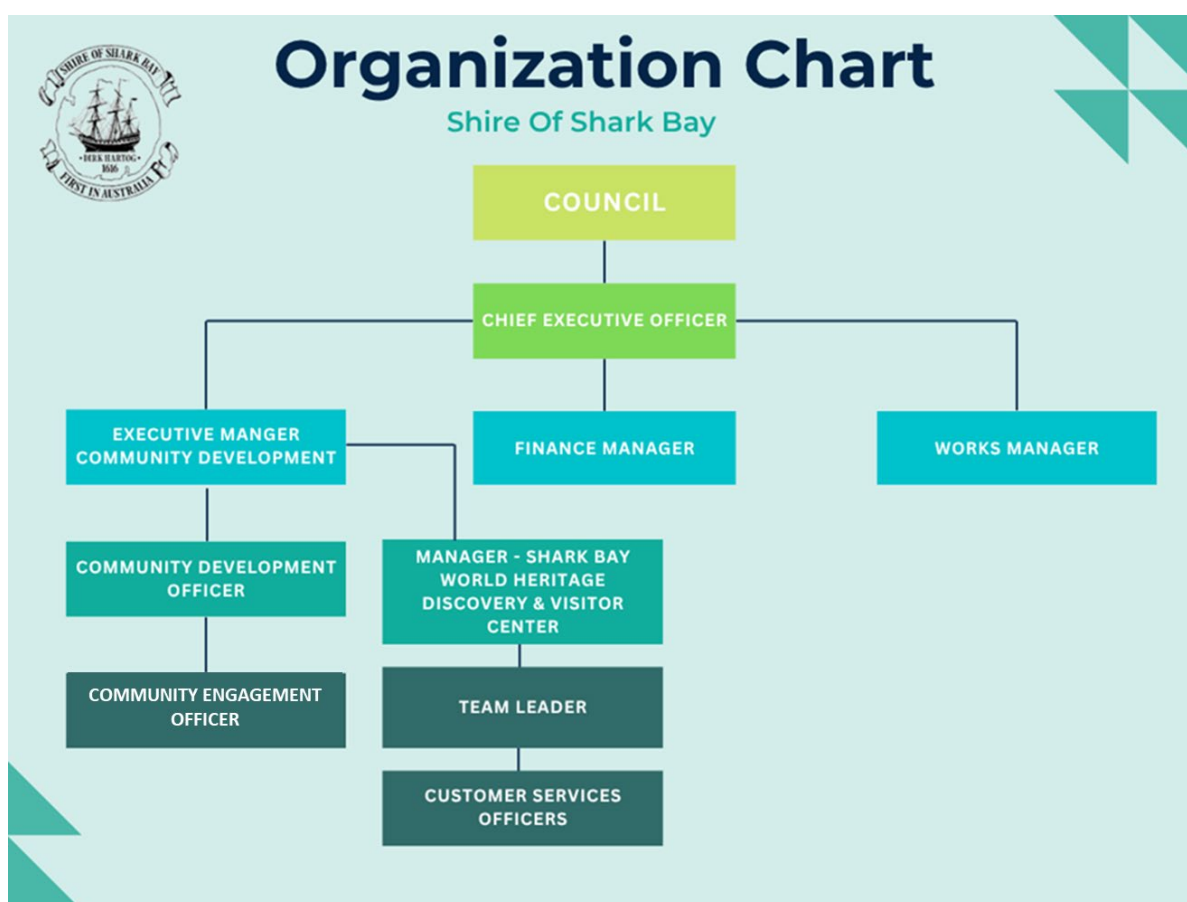
Essential

- Certificate level in Community Development or equivalent experience or relevant transferable skills
- A strong understanding of working with a cross-section of the community
- Highly developed interpersonal, verbal and written communication skills, including report writing, with a demonstrated ability to be tactful and diplomatic
- Reliable, self-motivated with well-developed time management skills

- Experience in community engagement with a demonstrated ability to facilitate community projects
- Problem solving, conflict resolution, and complex decision-making skills
- Grant application writing, reporting and acquittal procedures
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing work environment
- Computer literacy and social media & website communications and marketing

Desirable

- Understanding of the delivery of strategic plan outcomes
- Experience in working with a Local Government Authority
- Experience in Events and/or Project Management
- Experience in tenancy and accommodation support services
- Experience in living and/or working in a small/remote town



APPLICANT NOTES

Preparing your Application

Applicants who demonstrate that they meet the Selection Criteria for the position and who, from their written applications, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application.

To enable a valid assessment of your application, it must include the following information.

- **Resume (Curriculum Vitae) which comprises of:**
 - Personal Details - Name, address and telephone number.
 - Your education and training achievements.
 - Your work history including employment dates and details of the duties, performance and your achievements.
 - Any activities you have undertaken outside of work, which you consider are relevant to the position.
- **Covering Letter**
 - A covering letter with a short statement highlighting relevant experience and expertise that relates to the position
- **Other Documents**
 - It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council will require the provision of evidence of all claimed qualifications prior to commencing employment.
 - The successful applicant will be required to obtain relevant Police Clearances before commencing employment.
- **Referees**
 - Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those who can comment on work experience that is relevant to this position.
 - Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.
- **Contact Details**
 - Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

Late Applications

In exceptional circumstance the Chief Executive Officer may approve the submission of a late application, but written approval must be obtained prior to the closing date.

Interviews

The final decision on this position will be taken by Chief Executive Officer. An initial phone/Teams meeting may be arranged, but final interviews will be held in Denham. Council will meet reasonable, out-of-pocket expenses, including fares incurred in responding to an invitation for an interview.

ABOUT SHARK BAY

Shark Bay comprises two large shallow bays, numerous islands and a coastline over 1500 km long. The two peninsulas in the Shire form the western most point of Australia and along with the coastline there is also some 25,000 square kilometres of hinterland. Shark Bay's main body of water covers an area of approximately 8,000 square kilometres with average water depth of 10-15 metres.

The town of Denham, the main settlement within the Shire, is some 833 km from Perth, 405 km from Geraldton, 330 km from Carnarvon and 129 km from the Overlander roadhouse turnoff on the Northwest Coastal Highway. The geographical area of Shark Bay has a permanent population of approximately 984 people, with around 850 permanent residents in Denham.

Shark Bay residents enjoy a relaxed lifestyle, with lots of outdoor activities and a mild climate. Winter is beautifully moderate, with average temperatures of around 26°C and warm summers with south-westerly winds that keep it temperatures cool. The average annual rainfall is 228 mm, most of which occurs between May and August.

Shark Bay is a thriving community with the main local industries being tourism, fishing, salt production, pearl culturing and pastoral activities (sheep and goats). The reliance of these industries on the natural environment means conservation management is another significant source of employment.

The town of Denham boasts a wide range of local businesses providing services and goods for the local community; including two supermarkets, two service stations, a range of accommodation options (including three caravan parks), two hotels, cafe, several restaurants, plus a range of business and tour operators.

As well as Denham, there are also settlements at Monkey Mia, Nanga, Useless Loop and Overlander and Billabong roadhouses. There is a range of accommodation options at Monkey Mia, shops, a restaurant and various tourist activities.

Shark Bay attractions include:

- **Shark Bay World Heritage Discovery and Visitor Centre**
- **World Heritage Area**
- **Monkey Mia**
- **Shell Beach**
- **Hamelin Pool Stromatolites**
- **Steep Point**
- **Cape Inscription**
- **Dirk Hartog Island**
- **Peron National Park and Peninsula**
- **Ocean Park Aquarium**

The region's landscapes and habitats range from rugged sea cliffs along the coast to tranquil bays and inlets fringed with wide beaches of sand and shells.

Some of the activities residents and visitors can participate in are camping, bushwalking, boating and fishing, water activities such as swimming, snorkelling, windsurfing and kayaking, four-wheel driving and wildlife viewing, as well as experience an abundance of wildflowers (seasonal).

Shark Bay has a strong community spirit encompassing sporting, recreational and other community groups which host annual events such as the Shark Bay Fiesta and Beats in the Bay.

SHIRE OF SHARK BAY

Community Development

POSITION DESCRIPTION



1. Position Identification

| | |
|----------------|---|
| POSITION TITLE | Community Development Officer |
| DEPARTMENT | Community Development |
| REPORTS TO | Executive Manager Community Development |
| CONTRACT | Permanent Full Time |
| LAST UPDATED | 23 January 2026 |

2. Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

| | |
|---|------------------|
| <i>Michelle Fanali</i> | |
| Executive Manager Community Development | 2 September 2025 |

3. Position Objectives

- Facilitate the development of civic pride through community engagement and participation, in accordance with the Shire's Council Plan.
- Ensure the ongoing delivery of relevant programs and support to the community, including:
 - Community engagement and communications
 - Community events
 - Capacity building strategies and programs
 - External grant applications, reporting and associated acquittals
 - Activities, programs and relationship building to support the general Health and Mental Health Well-being of the community
 -
- Establish and deliver the Shire of Shark Bay Calendar of Events relevant to your portfolios
- Engage with the community through regular contact to ensure the provision of relevant and up-to-date information to support community aspirations.
- Ensure information dissemination and promotions of activities of the Shire of Shark Bay – through online and print platforms (E.g., Website, SMS, Notice boards and social media)

Shire of Shark Bay Community Development
Community Engagement Officer

- Facilitate Waste & Sustainability programs and events where possible to keep our World Heritage area pristine
- Work with relevant Schools and Community Groups to encourage and facilitate programs and events
- Collaborate with all relevant stakeholders to develop and run Major Events
- Access and Inclusion
- Volunteer ‘

4. Requirements of the Job

a) Skills

- Highly developed interpersonal, verbal and written communication skills
- Reliable, self-motivated with well-developed time management skills
- Tact, diplomacy and the ability to facilitate community engagement and decision-making
- Problem solving and conflict resolution
- Computer literacy and social media & website communications and information dissemination

b) Knowledge

- A strong understanding of working with a cross-section of the community
- Understanding of delivering on Strategic Community Plan outcomes
- Grant funding application writing and acquittal procedures

c) Experience and/or Qualifications

- Certificate level in Community Development or equivalent experience or relevant transferable skills
- Demonstrated experience in community engagement and project facilitation
- Research and report writing
- Online and social media marketing & communications
- Grant writing

5. Key Duties/Responsibilities

Community Engagement & Facilitation

- Assist in the implementation of the Shire of Shark Bay's Council Plan
- Maintain engagement across all community members on a regular basis
- Development of programs to support community wellbeing and empowerment through the facilitation of training and education programs, capacity building, reliable information, services and support for stakeholders and groups relevant to your portfolios
- Facilitate and support community engagement, including needs assessments, when required

Events facilitation and support

- Facilitate the development of community events relevant to your portfolios through established community organisations and other stakeholders
- Support community groups to secure external event/activity/program funding
- Monitor, implement and promote the Shire's annual Calendar of Events relevant to your portfolios
 - Including external grant applications, reporting and associated acquittals
- Work collaboratively with Administration, the Community Development team, Depot, Discovery Centre, and any other stakeholders to ensure the smooth running and promotion of all events and activities.
- Maintain an effective level communication, online and via print media, for Shire related information and events

Research and reporting

- Establish relevant community development and capacity building initiatives
- Research and prepare external grant funding applications and acquittals as required
- Research and inform community groups relevant to your portfolios about up-to-date and relevant grant opportunities

Administration

- Provide monthly statistics and reports to Council
- Prepare and submit expenditure items for approval
- Comply with job-specific Shire Policies and Procedures

Occupational Safety and Health

- Comply with the Shire's OSH Policy and other policies, procedures and legislation relevant to role and responsibilities.
- Observe safe work practices and operating procedures.
- Report any hazards, incidents or near misses in accordance with safety and health requirements.

6. Organisational Relationships/Accountability

| | |
|---------------------|--|
| Reports to: | Executive Manager Community Development |
| Supervision: | Nil |
| Internal: | All Shire staff |
| External: | Councillors Shark Bay community groups and organisations Government Agencies |

Freedom to act is limited by standards, procedures, statutes and the Shire of Shark Bay policies.