



**SHARK BAY**  
**COMMUNITY DEVELOPMENT**

**Community Development Officer**  
**Information Pack**



**SHIRE OF SHARK BAY**  
**COMMUNITY DEVELOPMENT OFFICER**

**Full Time**

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.

The Shire of Shark Bay is seeking an experienced professional to assist in the delivery of outcomes associated with Council's Strategic Community Plan 2018-2028. A significant focus being on building community capacity.

The successful applicant will bring with them skills and experience in the delivery of relevant work with community & stakeholder groups, including:

- Community engagement
- Facilitating community capacity building
- Recreation, sport, social inclusion and wellbeing projects
- Culture & the Arts
- Community safety
- Grant applications, reporting and associated acquittals

Reporting to the Executive Manager for Community & Economic Development, the position requires a highly motivated Community Development Officer with a track record in facilitating the development of civic pride through community engagement and participation.

The position is offered, depending on skills and experience, with an attractive remuneration package valued at \$75,500 per annum, comprising a cash component of \$60,000 subsidized housing, superannuation and utility allowances.

Information about the position and Selection Criteria is available by visiting our website [www.sharkbay.wa.gov.au](http://www.sharkbay.wa.gov.au) or by contacting Linda Butterly, Executive Manager Community & Economic Development on (08) 9948 1218.

Written applications including your current Resume, a covering letter with statements addressing the Selection Criteria highlighting relevant experience and expertise relating to the position should be sent to: [emcd@sharkbay.wa.gov.au](mailto:emcd@sharkbay.wa.gov.au) and/or addressed to Chief Executive Officer Shire of Shark Bay PO Box 126 Denham WA 6537, marked "Private & Confidential" by 4.00pm Wednesday 5 December 2018.

# SHIRE OF SHARK BAY

Community Development

## POSITION DESCRIPTION



### 1. Position Identification

POSITION TITLE	Community Development Officer
CLASSIFICATION	Contract
EFFECTIVE DATE	
LAST UPDATED	November 2018

### 2. Certification

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

<p><i>Linda R Butterly</i></p> <hr/> <p>Executive Manager</p> <p style="text-align: right;">7/11/2018</p>
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### 3. Position Objectives

Facilitating the development of civic pride through community engagement and participation.

- To ensure the ongoing delivery of relevant support to community & stakeholder groups, including:
  - Community engagement
  - Capacity building strategies
  - Grant applications, reporting and associated acquittals
  - Recreation, sport, social inclusion and wellbeing projects
  - Culture & the Arts
  - Community safety
- To engage with the community through regular contact with volunteers and community groups/committees and to ensure the provision of relevant and up-to-date information in supporting community aspirations
- To assist with information dissemination and promotions of activities of the Shire of Shark Bay – through social media platforms (E.g., Website, SMS, and Facebook)
- Establish and deliver the Shire of Shark Bay Calendar of Events.
- Ensure the liveability and safety of the Shire of Shark Bay's pensioner unit accommodation, including processing of Tenant applications, property inspections and rent reviews.

- Maintain the sustainability of the Shire of Shark Bay community recreational and social inclusion assets and associated equipment:
  - Recreation Centre
  - Community Hall

#### **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
- Understanding of community engagement and project facilitation
- Research and report writing
- Online and social media marketing & communications

#### **5. Key Duties/Responsibilities**

##### **Community Engagement & Facilitation**

- Assist in the implementation of the Council's Strategic Community Plan
- Maintain engagement across all community groups on a regular basis
- Support the development of community wellbeing and empowerment through the facilitation of reliable information, services and support for community groups, volunteers and other stakeholders
- Implement and promote the Shire's Community Grants Scheme
- Facilitate Tenancy and maintenance scheduling for Pensioner Unit accommodation
- Participate in community needs assessments when required

##### **Events facilitation and support**

- Facilitate the development of community events through established community organisations and other stakeholders
- Research and support community groups to secure event funding
- Develop and implement the Shire's annual Calendar of Events
- In collaboration with Shark Bay Visitor Centre, maintain and update the Shire's Calendar of Events online and print media
- Maintain an effective level of social media-community communications on Shire related information and events

- Liaise with Shire Depot staff and key events stakeholders in construction/deconstruction of events equipment requirements

#### Research and reporting

- Establish relevant community project aspirations
- Research and prepare grant funding applications and acquittals as required
- Research and inform community groups on up-to-date and relevant grant opportunities

#### 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 Shire OSH policies and 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

<b>Reports to:</b>	Executive Manager Community & Economic Development
<b>Supervision:</b>	Nil
<b>Internal:</b>	All Shire staff
<b>External:</b>	Councillors
	Shark Bay community
	Community Groups
	Government Agencies

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

## **SELECTION CRITERIA**

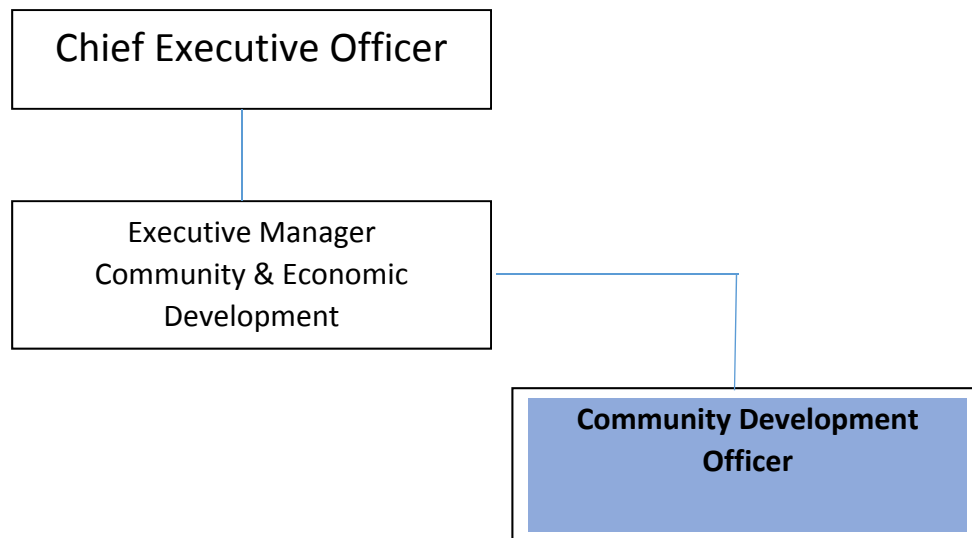
### **Essential**

- Certificate level in Community Development or equivalent experience
- A strong understanding of working with a cross-section of the community
- 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 projects, engagement and decision-making
- Problem solving and conflict resolution
- Grant application writing, reporting and acquittal procedures
- Community research, statistics and report writing
- 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
- Knowledge and experience of maintaining community assets
- Experience in tenancy and accommodation support services

## REPORTING STRUCTURE



## APPLICANT NOTES

### Preparing your application

Applicants who demonstrate they meet the requirements for the position, and who from their written applications appear to be competent, will be considered for an interview.

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

**Resume** (Curriculum Vitae) comprising of:

- Personal details – Name, address, telephone and email
- Education and training achievements
- Your work history, including employment dates and details of the duties and your work-related achievements
- Any activities achieved outside of work that you consider are relevant 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.

The successful applicant will be required to obtain a current Police Clearance.

### Referees

Applicants should provide the names and contact details of at least two (2) work-related referees. The most valuable referees will be those who can comment on your work experience relevant to this position.

### **Late applications**

Late applications will not be received unless permission has been sought from the Chief Executive Officer.

### **Interviews**

Interviews will be conducted either face-to-face or where necessary by telephone link-up.

### **Salary Package**

Cash component	\$60,000
Superannuation 9.5%	\$ 5,700
Housing Subsidy	\$ 7,800
Utilities subsidy	\$ 1,250
Telephone & Internet	\$ 750
<b>Total Package</b>	<b>\$75,500</b>

Employee contribution of 5% superannuation will attract additional 3% from the Shire.

## **SHIRE OF SHARK BAY**

### **OFFICE**

Knight Terrace  
DENHAM WA 6537

[www.sharkbay.wa.gov.au](http://www.sharkbay.wa.gov.au)

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