



**COMMUNITY DEVELOPMENT OFFICER
INFORMATION PACKAGE**

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ADVERTISEMENT

COMMUNITY DEVELOPMENT OFFICER

- Permanent full time position (76 hours per fortnight, 9 Day Fortnight)
- Pay rate \$31.24 - \$37.27 per hour (Level 6.1 – Level 6.4)
- 11.5% Guaranteed superannuation plus up to an additional 6% matching employer contribution
- 20 days annual leave (pro-rata) and 2 days Public Service Leave

About the Shire of Chittering

Join the Shire of Chittering during an exciting period of growth fuelled by our scenic environment, desirable lifestyle, and extended Tonkin Highway. Our dedicated team of approximately 60 employees, based in Bindoon (just 30 minutes from Ellenbrook), is committed to fostering a positive and collaborative work culture. We offer diverse opportunities for professional growth and development. The Shire of Chittering is located 56km north east of the Perth CBD and covers a geographic area of 1,200km² with over 5,400 residents. The Shire consists of three townships: Bindoon, Muchea and Wannamal; together with three other localities – Mooliabeenee, Chittering and Lower Chittering.

About the Position

The Shire of Chittering is seeking a creative, and enthusiastic person with a passion for working within a team to guide and support resilient and sustainable communities. The role will include responsibilities across a wide range of Community Development principles, with a focus on youth initiatives and supporting our older community members. You will work alongside our events and facilities teams to encourage and support community resilience, sustainability, and connection through programs, projects, events and workshops. Ideally you will have experience or qualifications in either Community Development or Youth Services, however additional training may be provided to the successful applicant where required.

About You

We are seeking a positive team player who is motivated, has a can-do attitude, a friendly disposition and enjoys working with people. The successful candidate will have (although not limited to):

- An ability to provide responsive and informative customer service
- Advanced skills in professionally written and oral communications
- Advanced skills in use of relevant software programs, digital tools and social media
- Hold a current 'C' class drivers licence
- The right to live and work in Australia and a National Police Clearance

Applying for this Position

For position details and application information, please refer to the Information Package at [Shire of Chittering Employment](#). Applications must include a resume, a cover letter addressing the selection criteria and an Employment Application Form. **Applications are due by 9am, Friday 24 January 2024.**

We value diversity and are committed to providing an inclusive work environment where everyone is treated fairly and with respect. As an equal opportunity employer, we encourage applications from all backgrounds. Late applications will not be accepted. For further information, contact Human Resources at chatter@chittering.wa.gov.au or call (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer

ORGANISATIONAL STRUCTURE



OFFICE OF THE DEPUTY CEO

The Office of the Deputy Chief Executive Office includes Economic Tourism and Development, Financial Management, Records, Community Development, Customer Services, Library Services and Technology. The team operates under the direction of the Deputy Chief Executive Officer.

EMPLOYMENT CONDITIONS

Position	Community Development Officer
Location	Shire of Chittering Administration Office, Bindoon
Industry Award	Local Government Industry Award 2020 – Industry Agreement
Classification	Level 6.1 Level 6.4
Gross Salary	\$61,730.26 - \$73,633.42 (Level 6.1 – Level 6.4)
Tenue	Permanent Full Time Position
Hours of Work	79 hours per fortnight (9 Day Fortnight)
Superannuation	11.5% Guarantee fee plus up to an additional 6% employer matching
Leave Entitlements	Four (4) weeks annual leave per year (pro-rata)
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Policy 3.25.
	Other personal leave as set out in accordance with the Award.
Uniform	As per Shire Policy 3.4 Staff Uniforms
Probationary Period	A six-month probationary period applies to this position
Pre-Employment Medical	Candidates may need to complete a health-assessment as part of their selection process
National Police Clearance	Required (dated within 3 months of the position closing date)

WHY WORK FOR THE SHIRE OF CHITTERING?

There are many employee benefits in working for the Shire of Chittering that may not be offered when working for a larger Local Government or organisation.

- You will likely be able to work on a diverse range of activities in a Local Government environment for which can develop your professional interests and growth.
- Opportunities to work with other disciplines/service teams on projects and/or activities, providing a greater understanding and view of the integration of roles.
- Less links in the chain of command (authority and hierarchy) and therefore potential to work with and/or communicate directly with senior roles.
- As a fast-growing Local Government, there comes the opportunity to be an integral part of the growth including opportunities to identify and drive initiatives including improvements.
- With a small number of employees, there is greater opportunity to build connections and relationships with others and be part of a workforce community and team.

Whether it be for personal or professional gain, employment with the Shire of Chittering is built on opportunities and to be part of something that is not just good, but great!

POSITION DESCRIPTION

Community Development Officer

TENURE	Permanent Full-time	LEVEL	6 Negotiable
AWARD	Local Government Industry Award (2020) – Industry Agreement		
DIVISION	Office of the Deputy CEO		

POSITION OBJECTIVES

The overarching objectives of the Community Development Officer include:

- The delivery of CD programs, events and activities, that foster ‘*Connection...an active and thriving community*’ by delivering on the five focus areas of Community Resilience; Activated Community Spaces; Seniors and Aging; Children and Youth; and Council Projects, in line with the Community Strategic Plan, annual budget allocations, and other informing planning documents and strategies.
- The delivery of community projects, programs and activities, as identified in the Community Development Plan.
- To support and promote opportunities to build the capacity and the well-being of the community and its clubs/groups.
- To engage, establish and maintain networks, relations and partnerships with relevant stakeholders, including community, service providers, government bodies etc.
- To provide accurate information and support to the community and relevant stakeholders as required, and when in emergency/recovery situations.
- To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety.

KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Community and Club Development	<ul style="list-style-type: none"> • Facilitate and support activities and young people as part of the Chittering Youth Program. • Coordinate the Shire’s annual Community Assistance Grants and Sponsorship program. • Coordinate the Shire of Chittering ‘Education Scholarship Committee • Coordination of Community Transport services (car and bus) including volunteer induction, management, and support • Facilitate volunteer recruitment and management programs and/or activities which support and encourage local volunteer opportunities both internally and externally. • Support and promote opportunities to build capacity of the Shire’s community clubs and groups for purposes of fostering good governance and operational practices, resilience and long-term sustainability. • Administer volunteer induction management and processes related to events and programs. • Investigation of club development needs and engage consultants, State Sporting Associations and relevant agencies in the delivery of training and development programs.

	<ul style="list-style-type: none"> • Create awareness of available resources, best practice information and inter-club/group partnership opportunities. • Facilitate and support activities and events for older residents.
Projects Management	<ul style="list-style-type: none"> • Project planning and management of community and social projects (including budget and risk management). • Stakeholder management and community engagement in line with the IAP2 Public Participation Guidelines. • Research, develop, and manage funding submissions and acquittals, in line with internal grant guidelines and procedures. • Administer and oversee contractor procurement and associated delivery of scope of works.
Stakeholder Communications & Engagement	<ul style="list-style-type: none"> • Conduct and support business and stakeholder engagement processes and practices in line with the IAP2 Public Participation Guidelines • Respond to stakeholder and staff enquiries. • Liaise and engage with community and stakeholders to build rapport, partnerships and networks and a positive relationship with the Shire of Chittering. • Represent the Shire and provide support to Council advisory groups, stakeholder groups and committees (as directed).
Emergency Management & Recovery	<ul style="list-style-type: none"> • Liaise with and coordinate support for Shire community, vulnerable people, service providers and stakeholders when in an emergency/recovery situation, as directed by Community Development and Grants Coordinator or CEO. • Provide relevant community and stakeholder information for distribution via the Shire’s communications channels when in an emergency/recovery situation.
Budget Management	<ul style="list-style-type: none"> • Support the planning and administration of community development budgets, income and payments. • Monitor and manage budget expenditure in line with approved projects and programs included in annual budgets.
Administration, Record Keeping & Reporting	<ul style="list-style-type: none"> • Respond to administration requirements and maintain a high standard of record keeping. • Maintaining appropriate and timely records as per the Shire records management policy and protocols. • Prepare verbal and written reports/documents to Council and Executive Staff, and attend meetings as required. • Develop and improve operations procedures and guidelines, as required. • To apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety.
Other Duties	<ul style="list-style-type: none"> • Provide support and deliver on other duties, as directed by the Community Development and Grants Coordinator. • Provide back-up customer service support to the administration front desk and library service when required (including answering phone calls). • Deliver on other duties as directed by the Chief Executive Officer and/or Authorised Executive Managers.

EXTENT OF AUTHORITY

Operates under the general direction of the Community Development and Grants Coordinator within established guidelines, procedures and policies of the Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Community Development and Grants Coordinator
Number of staff positions supervised directly:	Volunteers
Number of staff positions supervised indirectly:	Contractors
INTERNAL	EXTERNAL
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

CORPORATE ACCOUNTABILITY

- To understand and work towards achieving the Shire’s Community Vision and the objectives of the Shire’s Strategic Community Plan.
- To behave in a professional, supportive manner and cooperate with fellow officers.
- To model behaviours which comply with the Shire’s values and achieve high standard of service delivery to the organisation, customers and the community that aligns with the Shire’s Customer Service Charter.
- To commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team.
- Comply with the Shire’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of the Shire’s resources (staff, equipment, finances and other) within the levels of accountability.

WORK HEALTH AND SAFETY

- To take responsibilities for safe working conditions including identifying and reporting hazards.
- To utilise equipment and applicable resources appropriately and as per manufacturer/supplier’s instructions.
- To protect the public, the environment, equipment and materials from injury, accidental loss or damage.
- To conform with statutory requirements as a minimum standard.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Tertiary qualification in relevant discipline such as Community Development or Youth Services or minimum two years' experience in a similar position including duties and responsibilities	✓	
Current 'C' Class Driver's License	✓	
Current National Police Clearance (within 3 months of application)	✓	
Working with Children Check (within 3 months of application)	✓	
SKILLS, KNOWLEDGE & ATTRIBUTES (KPIS)	ESSENTIAL	DESIRABLE
Community development, its principles and associated government/statutory body regulations and legislations are well understood and contribute to planning and informing decision	✓	
Project planning, coordination and management (including events) are consistently delivered at a high level including within scope, budget, timelines and appropriate procurement processes	✓	
Research skills, analytical thinking, lateral problem solving, and initiatives are applied to complex/major projects and issues	✓	
Working knowledge of health and safety principles and regulations	✓	
Community and stakeholder relations, partnerships and networks are supported and maintained, ensuring the respective stakeholders are appropriately informed and engaged	✓	
Grant Applications and acquittals are well structured; provide required details, informative and timely	✓	
Software programs, digital tools and applications are utilised effectively and to a professional level (e.g. Microsoft office, Excel, Project Management etc.)	✓	
Writing skills are of a consistently of a high professional standard, informative and demonstrate attention to detail	✓	
Contribute to a collaborative and positive team workforce environment/ culture by demonstrating a positive attitude, respect, accountability, and teamwork	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards		✓

IMPORTANT: APPLICATION GUIDELINES

1. CLOSING DATE

The Closing date and time for applications is **9am, Friday 24 January 2025**

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon. We may commence interviews upon receipt and reserve the right to close the position early.

2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire's Website Employment page and the Current Vacancies Position's Information page.

3. COVER LETTER / SELECTION CRITERIA

Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. In order for you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of three pages.

Selection Criteria

The selection criteria is the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly with the exception of items in bold which require more detail. It may be helpful to refer to the STAR (Situation Task Action Result) method in preparing your responses.

4. RESUME/CV

Your resume/CV should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Periods of employment;
- Position(s) held with details of the duties;
- Details of accredited and/or academic qualifications
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application; and

5. SUBMITTING APPLICATIONS

Applications need to be able to be copied for dissemination to recruitment staff. Email applications must be in a PDF format, Microsoft Word or Similar. All applications received will become the property of the Shire of Chittering and will not be returned to unsuccessful applicants.

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

Applications can be submitted by:

Email

chatter@chittering.wa.gov.au

**Confidential Application – Community Development Officer
Mrs Melinda Prinsloo
Chief Executive Officer**

Post

Applications must be posted in a securely sealed envelope and clearly addressed to:

*Shire of Chittering
PO Box 70
BINDOON WA 6502*

In-Person

Applications must be handed in to:

*Shire of Chittering
6177 Great Northern Highway
BINDOON WA 6502*

Opening hours 8.30am to 4.30pm Monday to Friday.

6. EMPLOYMENT INFORMATION & CONTACT DETAILS

Equal Opportunity Employer

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon, unless a mutually agreeable location is confirmed.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia;
- National Police Clearance (within 3 months of position closing date); and
- A satisfactory Pre-Employment Medical Examination.

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

7. SHIRE CONTACT

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing chatter@chittering.wa.gov.au.

8. APPLICATION CHECKLIST

- Employment Application Form
- Cover Letter Addressing Position Description (max three pages)
- Resume
- Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
- Submitted prior to the application close date and time
- Completed a separate application for each position (if applying for more than one)
- Retained a copy of the application for personal references.