



SHIRE OF WEST ARTHUR

POSITION DESCRIPTION

Job Title:	Community Development Officer	Position Number:	
Level/Grade:	9	Classification	Local Government Industry Award 2020
Position Type:	Permanent 38 hours/week		
Department	Office of the CEO	Location	Administration Office
Supervisor/Manager	Chief Executive Officer	Supervision of staff	Nil

ROLE AND SCOPE -

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

1. Achieve sustainable benefits to the West Arthur community by undertaking research and other activities necessary to progress and develop community development initiatives in line with Council's Integrated Planning Documents.
2. Provide a professional communications and promotional framework/service for the organisation.
3. Pursue relevant external funding opportunities and establish key stakeholder partnerships in order to implement Council's strategic objectives.
4. Assist community groups build capacity by offering reasonable support and assistance in the achievement of their Council acknowledged aims and objectives.
5. Encourage/promote tourism opportunities within the District.
6. Undertake other tasks as directed by the Chief Executive Officer.

****Individuals undertake their duties and responsibilities in accordance with the Shire's Code of Conduct, policies and procedures, and relevant Government legislation**.**

RESPONSIBILITIES OF THE POSITION AND BROAD OUTLINE OF DUTIES

Under the immediate direction of the Chief Executive Officer:

Duties include:

Project Management

- In conjunction with the Chief Executive Officer, undertake, organise and facilitate the advancement and implementation of projects relating to position objectives.
- Regularly review and update action plans and key performance measures related to projects and initiatives undertaken.
- Work with local groups and associations in the early development and implementation phases of community projects that will impact on their operations.

- Research and secure grant funding, in line with Council's capacity to contribute, in order to achieve identified strategic objectives.
- Administer relevant programmes which are the result of the Projects Officer's initiatives.

Events Management

- Brainstorming and implementing event plans and concepts.
- Handling budgeting and invoicing.
- Liaising and negotiating with vendors.
- Negotiating sponsorship deals.
- Handling logistics.
- Updating senior management.
- Managing branding and communication.
- Developing event feedback surveys.
- Obtaining permits.
- Handling post-event

Program Management

- Coordinate the Seniors Meals service.
- Coordinate Disability Access and Inclusion activities.
- Coordinate youth and aged services programmes.
- Seek opportunities to bring arts and cultural events to the District.

Promotion and Marketing

- Administer Council website and social media platforms.
- Encourage and support tourism activities and promote the District to visitors.
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Administration

- Provide advice to the CEO on community development matters.
- Provide regular progress reports to the CEO and prepare relevant material for Council Agendas and forums.
- Liaise with the Shire's senior staff to develop links between other initiatives and strategies being undertaken.

KNOWLEDGE SKILLS AND EXPERIENCE:

Knowledge:

- Experience working on projects, particularly those involving community-based organisations and external grant funding.
- A sound understanding of local government processes and functions.

Skills:

- Excellent communication skills with the ability to communicate both personally and in writing with a wide range of people.
- Well-developed problem solving, negotiation and prioritisation skills.
- Advanced time management skills.

Computer Literacy:

- Experience in using Microsoft Office (Word, Excel, Outlook) is essential. Knowledge of Publisher and PowerPoint is highly desirable.

Experience:

- Previous experience in the Local Government, and/or Community Development sector.

- TAFE Certificate, Diploma or Degree in relevant area (or equivalent) will be looked on favourably.

PERFORMANCE GOALS:

The level of performance must meet and or exceed set Key Performance Indicators (KPIs):

- Projects are completed on time and under budget.
- Excellent interpersonal skills demonstrated by the ability to develop professional relationships with a variety of stakeholders.
- Well-developed planning and organisational skills demonstrated by the ability to prioritise tasks and work within agreed timelines.
- Additional KPIs for this position to be set during the employee's annual performance review.

Reviewed By: Vin Fordham Lamont

Date: 4 November 2022

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