



COMMUNITY DEVELOPMENT OFFICER - PROGRAMS AND EVENTS

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| Position Number: | 43 | Department | Lifestyle & Community |
| Level: | 4 | Award: | May be covered by Local Government Officers' Award |
| Remuneration: | \$77,723.75 Base Salary | Plus superannuation, housing and district allowances. \$3,500 retention bonus payable on completion of 3 years. <i>Base Salary and allowances are pro-rata for part-time</i> | |
| Reports to: | Community Development Team Lead | Direct Reports: | NA |
| Last Reviewed: | People & Culture Officer | Date: | 5/8/2025 |
| Approved: | Executive Manager Lifestyle & Community | Date: | 5/8/2025 |

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

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Courage

Authenticity

Respect

Excellence

Cohesion

Humility

Inclusion

Passion

POSITION OVERVIEW

The Community Development Officer – Programs and Events is a pivotal role within the Lifestyle and Community Department, responsible for supporting the successful delivery of a wide range of community events, programs, and activities. This dynamic position combines behind the scenes logistics with on the ground action, including proactive planning, administration, and hands-on support tailored to each initiative. A significant portion of the work delivered through this role is funded by external grants. As such, the officer is required to plan, implement, and evaluate grant-funded programs, ensuring compliance with funding agreements, meeting reporting requirements, and adapting delivery based on available funding. Overall, this role plays a key part in ensuring seamless execution of community initiatives while fostering community growth, participation, and engagement.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.

- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Develop and deliver community events, programs, and activities for all age groups, from early years to seniors, including promotion, setup, pack down, equipment installation, and overall event coordination. A significant portion of these initiatives are funded through external grants, requiring adherence to funding agreements and flexible delivery based on available resources.
- ★ Develop strong relationships and enhance collaborations with stakeholders, community organisations and non-for-profit clubs.
- ★ Work closely with the broader Lifestyle and Community Department to provide comprehensive support for a range of community events, programs, and activities, most of which are grant-funded.
- ★ Provide efficient administrative support, including document preparation, data entry, and coordination of schedules and appointments.
- ★ Maintain organised records of community programs, events, and participant information.
- ★ Create marketing materials to promote community programs and events, ensuring consistency with the Shire of Carnarvon's branding guidelines.
- ★ Support the development, sustainability and success of local sporting clubs and organisations by providing guidance, developing partnerships, and facilitating access to resources and opportunities.
- ★ Drive initiatives to activate public spaces, enhancing community vibrancy and fostering a sense of place.
- ★ Effectively complete all duties as directed and provide support across all Shire locations as required, contributing to the successful delivery of programs, events, and operational activities.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Working with Children's Check.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills (written and verbal) including ability to prepare initial reports, letters, emails and assist with applications.
- ★ Sound understanding of budgeting with experience in grant applications and acquittals.
- ★ Strong organisational and multitasking abilities.
- ★ Experience working with diverse cultural and religious communities and recreational groups in a similar role.
- ★ Demonstrated ability to work within time constraints and assist the team in achieving the completion of projects.
- ★ Developed interpersonal, oral, and team-working skills to facilitate liaising with team members across the organisation and various external stakeholders.
- ★ Proficient in Microsoft 365 with experience using these tools for document management, communication, reporting, and supporting program and event planning, including grant-funded initiatives.

DESIRABLE CRITERIA

- ★ Knowledge of the traditional owners in the Shire of Carnarvon region.
- ★ Previous Experience in Local Government.
- ★ Previous experience in a similar role.

POSITION COMPETENCIES

| Experience | |
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| Focus of Role | Operational |
| Experience Level | Knowledge gained through a combination of education, training or experience |
| Tasks | |
| Context Method | Variety of tasks in trade, technical or administrative practices. |
| Skill Level | Knowledge is applied to recurring circumstances, may include the application of specialist skills. |
| Judgement and problem Solving | |
| Problem Solving | Solve diverse problems which require assessment of a range of options having elements of complexity |
| Judgement | Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients. |
| Supervision and Independence | |
| Level of Supervision | Routine direction is given on tasks with some latitude given. Checking is selective rather than constant. |
| Organisational Relationships and Impact | |
| Work Area Relationships | Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related policies and activities is considered |
| Public/Other Staff Relationships | Effective communication within standard work processes |
| Impact | Decisions made directly impact own work area |
| Interpersonal Skills | Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles. |
| Job Competencies | |

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| Time Management | Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management. |
| Conflict Resolution | Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation. |
| Planning & Organisation Skills | Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit. |
| Safety Procedures | Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting. |
| Administration Skills | Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems. |
| Equipment Operation | N/A |
| Supervision Skills | N/A |
| Project Management | Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project. |
| Policy and Procedure Development | Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department. |
| Policy or Legislative Interpretation | Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public. |
| Report Writing | Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence. |
| Budgeting Skills | Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities. |
| Customer Service Skills | Effectively communicate with clients and members of the public and in the resolution of minor matters. |
| Decision Making Skills | Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for more complex or intricate problems. |
| Management Skills | N/A |

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the **Lifestyle & Community** Team with a starting salary from \$ **77,723.75** per annum, plus allowances (if eligible) and superannuation (pro-rata for part-time)

Other cash benefits include but not limited to

- \$ 1,201.11 p/a District Allowance* (pro-rata for part-time).
- \$ 4,592.48 p/a Housing Allowance* (pro-rata for part-time).
- \$ 1,307.85 p/a Annual Leave Loading 17.5% (pro-rata for part-time).
- \$ 10,022.08 p/a Superannuation (Statutory) (pro-rata for part-time).
- \$ 1,670.35 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 3,500.00 Retention bonus upon completion of 3 years of service*
- \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave

2 Local Government Public Holidays

10 Days of Paid Personal Leave

10 Days of Paid Pandemic Leave

38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits

Annual Leave Travel Assistance Payment

Local Club Membership Subsidies

Gym Membership Subsidy

Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.



