



RECRUITMENT INFORMATION PACKAGE

COMMUNITY DEVELOPMENT PROJECT OFFICER

FULL TIME/PART TIME

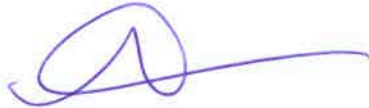
Applications will be accepted until 4pm **Friday 8 March 2024**

COMMUNITY DEVELOPMENT PROJECT OFFICER – STATUS

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications – includes information on how to submit an application.

If you have any queries regarding the position please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or via email to ebrowne@bridgetown.wa.gov.au.



Nicole Gibbs
CHIEF EXECUTIVE OFFICER

VACANCY

COMMUNITY DEVELOPMENT PROJECT OFFICER FULL TIME

The Shire is seeking applications from motivated and passionate individuals to fill the newly created position of Community Development Project Officer. This role will be responsible for the development and implementation of community programs and initiatives, grant sourcing for community projects and providing support to key Council advisory committees.

The full-time position is offered at Level 5/6 of the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Employee Enterprise Agreement, with an annual salary of \$68,004.

How to apply: The Recruitment Information package can be downloaded from the Shire website www.bridgetown.wa.gov.au/employment or obtained by emailing careers@bridgetown.wa.gov.au.

Your confidential application should be addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255. Applications will be accepted until Thursday 27 October 2022 via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

If you have any queries regarding the position please do not hesitate to contact Elke Browne, Manager People & Culture on (08) 9761 0800 or via email to ebrowne@bridgetown.wa.gov.au.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing careers@bridgetown.wa.gov.au

Your confidential application, addressed to the CEO, will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

POSITION DESCRIPTION

1. **POSITION TITLE** COMMUNITY DEVELOPMENT PROJECT OFFICER

2. **DEPARTMENT** COMMUNITY, CULTURE AND ECONOMIC DEVELOPMENT

3. **AWARD COVERAGE AND CONDITIONS**
 - Level 5-6 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.

4. **POSITION OBJECTIVES**
 - To develop and implement community development initiatives and provide support to the Community, Culture and Economic Development team.
 - Assist with planning and project implementation and support the Executive Manager Community and Economic development, to achieve cultural and community benefit through services, programs, projects, events and future engagement initiatives.
 - Develop and deliver events and activities for the local community including promotion, set up, pack down, equipment installation and event coordination.
 - Coordinate the internal and external events management process for shire facility hire.

5. **REQUIREMENTS OF THE POSITION**
 - 5.1 **Skills**
 - Well-developed interpersonal and public relations skills.
 - Good analytical skills and capacity to interpret legislation and other technical information.
 - Ability to work as part of a team and effectively communicate with all staff.
 - Ability to develop and maintain effective relationships with all stakeholders.
 - High level of computer literacy and proficiency.

 - 5.2 **Knowledge**
 - Good working knowledge of Community Development principles and practices
 - Working knowledge of the *Local Government Act 1995* and associated regulations, with experience in interpreting a range of legislation that is complex in nature.

 - 5.3 **Experience**
 - At least 3 years' experience in a community development role within local government or similar.
 - Exposure to best practice principles in the achievement of continuous improvement in an organisation.

5.4 Qualifications

- Completion of a recognised tertiary qualification in a relevant discipline and/or equivalent experience.

6. **KEY DUTIES/RESPONSIBILITIES**

Community Development

- Develop, implement and manage Councils events processes.
- Provide administration support to key Advisory Committee's to Council including Trails Development, Access & Inclusion, Youth Services and Cultural Inclusion.
- Prepare grant submissions and reports seeking to attract funding for community projects.
- Co-ordinate and supervise the community bus operations.
- Coordinate and supervise the Summer Film Festival.
- Advise Executive Manager Community and Economic Development on trends in the field of community development and in key community sectors.
- Participate in the development, implementation, and review of key community development initiatives and activities including the coordination of community engagement, place making, arts and culture.
- Evaluate relevant programs and projects and report findings.
- Coordinate community development activities including the coordination of community engagement, place making, arts and culture.
- Community survey development.
- Assist with stakeholder meetings (community groups).
- Other duties as required.

Corporate Responsibilities

- Foster a culture of process improvement across all levels of the organisation, developing systems that encourage innovation and new ideas.
- Deliver key projects, programs, events and activities.
- Report to Council as required.
- Officiate on external committees as directed by the Executive Officer Community and Economic Development.
- Other duties and project work as directed.

7. **WORK HEALTH & SAFETY**

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Management Team where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

8. ORGANISATIONAL RELATIONSHIPS

Reporting to: Executive Manager Community and Economic Development

Supervision of: Community Bus Support Officer and Film Festival Officer



9 EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council policies and delegated authority.

10 SELECTION CRITERIA

Criterion	Essential	Desirable
Formal qualification in community development		✓
Demonstrated experience in community engagement	✓	
Previous experience working as part of a multi-disciplinary team	✓	
Demonstrated experience in successful grant writing and report writing	✓	
Demonstrated record of achieving results in project and program development implementation and evaluation	✓	
Professional experience in relationship-building within the community and working with a diverse range of interest groups and stakeholders to deliver mutually beneficial outcomes	✓	
Highly developed communication (oral and written) and interpersonal skills	✓	
Knowledge of workplace health and safety responsibilities and a commitment to attending relevant WHS training	✓	

I, THE UNDERSIGNED, AS THE INCUMBENT OF THIS POSITION, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED IN THIS POSITION DESCRIPTION.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE

Employee

Signature: _____

Date: _____

Supervisor

Signature: _____

Date: _____

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criteria*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au; or

Mailed or hard copy applications must be marked **"Confidential – Human Resources"** on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

The Interview Process

If you are selected for an interview, you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Elke Browne, Manager People & Culture on (08) 9761 0800 or ebrowne@bridgetown.wa.gov.au.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au

VACANCY

COMMUNITY DEVELOPMENT PROJECT OFFICER

FULL TIME/PART TIME

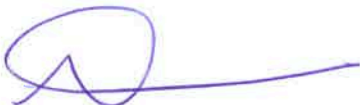
The Shire is seeking applications from motivated and passionate individuals to fill the newly created position of Community Development Officer. This role will be responsible for the development and implementation of community programs and initiatives, grant sourcing for community projects and providing support to key Council advisory committees.

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NOTE: The recruitment process for this role will remain open until a suitable candidate is found. Applications for this position will be considered as they are received and the Shire reserves the right to close submissions once a suitable candidate is identified. You are therefore encouraged to submit an early application.



Nicole Gibbs
CHIEF EXECUTIVE OFFICER

Advertising Checklist		✓
Name of Advert	Community Development Project Officer	✓
File No	116.105	✓
Document Registration No		✓
Account/GL Code	1056120.46	✓
Name and Date of Publication/s advert to be placed in	SHIRE WEBSITE, NOTICEBOARD, COMMUNITY NOTICEBOARD, RESOURCE CENTRES	✓
Time period for Public comment/date of closing	UNTIL SUITABLE APPLICANT FOUND	✓
Date advert emailed to Media		
Proof sighted by CEO/Authorising Officer	Signed  Date 13/02/24	
Date advert placed on Website		
Date advert placed on Notice boards/Library		
Date advert emailed to Greenbushes CRC		
Does advert need to be placed on Facebook? Date placed		

Checklist Completed

Signature of Advertising Officer

Date

CEO/Authorising Officer

Date