SHIRE OF DANDARAGAN
COMMUNITY DEVELOPMENT OFFICER
(Jurien Bay)

The Shire of Dandaragan invites applications for the position of Community Development Officer located in Jurien Bay.

The position of Community Development Officer implements and co-ordinates a range of projects and services across the youth, recreation, health and community services sectors.

This position is classified Level 9 of the Local Government Industry Award 2010 and has a salary package ranging from $57,323 - $68,308 dependent upon qualifications and experience.

An Information Package outlining details of the position is available as follows:
- via e-mail request to grichardson@dandaragan.wa.gov.au; or
- by phoning Gemma Richardson on 9652 0800; or

Applications close at **4.00pm Friday 3 July 2015**.

Tony Nottle
CHIEF EXECUTIVE OFFICER
Shire of Dandaragan
PO Box 676
JURIEN BAY WA 6516
Community Development Officer

Position Description

June 2015
1. TITLE: Community Development Officer

2. LEVEL: Level 9

3. DEPARTMENT / SECTION: Corporate & Community Services

4. POSITION OBJECTIVES:

4.1 Objectives of Position:
Facilitate community development in the areas of, aged care, health promotions, education, recreation, and other community development issues pertaining to the Shire of Dandaragan, together with promoting good public relations and communication between the community and Council.

4.2 Within Organisation:
Act as a liaison officer between the community and the Shire of Dandaragan.

5. REQUIREMENTS OF THE POSITION:

5.1 Skills:

5.1.1 Developed public relations, media and interpersonal skills (including research and analytical skills).

5.1.2 Highly developed oral and written communication skills, including report writing.

5.1.3 Developed time management, organisation and problem solving skills.

5.1.4 Demonstrate planning and coordinating skills.

5.1.5 Excellent computer knowledge.

5.1.6 Ability to work in a team environment.

5.1.7 Working knowledge of meeting procedures and administrative record keeping skills.

5.1.8 Demonstrated ability to work independently in the absence of direct supervision. Ensure confidentiality is maintained with all Council matters.
5.2 Knowledge:

5.2.1 Working knowledge of local government.

5.2.2 Some knowledge of small community towns or regional West Australian areas.

5.2.3 Understanding of community services, community infrastructure and development of sustainable community programs.

5.2.4 Knowledge of the partnership between community development and private sector support.

5.3 Experience:

5.3.1 Working with community groups.

5.3.2 Skills attained through previous work experience including community development areas, financial management and administration.

5.4 Qualifications and/or Training:

5.4.1 Hold a current "C" class drivers licence.

5.4.2 Current national Police Clearance Certificate.

5.4.3 Current First Aid Certificate (desirable).

5.4.4 Qualifications in community development, social services or previous experience working in a community development role.

5.4.5 Undertake approved professional development as deemed relevant to position.

6. KEY DUTIES / RESPONSIBILITIES:

6.1 Research, write and prepare promotional material for the Dandaragan Shire particularly in matters relating to economic and community development, community resilience and community infrastructure.

6.2 Implement recommendations from various planning documents pertaining to the Shire of Dandaragan, including the Shire Corporate Business Plan, Strategic Community Plan and Growth Plan.

6.3 Provide specialised advice and guidance on community development issues within the Shire of Dandaragan.

6.4 Prepare submissions on behalf of Council, and assist with the preparation of submissions on behalf of various community groups and activities for presentation to relevant government, semi-government and statutory authorities.
6.5 Organise and assist with coordination of promotional activities and community based programs.

6.6 Provide advice and guidance to various community committees to assist in developing their planning structures and implementing their overall plans.

6.7 Facilitate and maintain effective communication with internal and external customers including relevant stakeholders.

6.8 Liaison with the Executive Management Team and community organisations to attract grant funding to implement prioritised community projects with the Shire.

6.9 Seek and obtain sponsorship and development funds for various organisations by direct approach and preparation of sponsorship packages.

6.10 Provide print and social media relations service including writing and placing of press releases, liaison with relevant media.

6.11 Maintain Shire’s webpage and social media sites.

General:

6.12 Provide administrative support for committees as deemed necessary by Council and the Chief Executive Officer.

6.13 Assist with the preparation and compilation of the items for agendas and forums for Council Meetings.

6.14 Provide professional support to the Executive Management Team requiring a high degree of judgement, initiative and confidentiality.

7. ORGANISATIONAL RELATIONSHIPS:

7.1 Responsible to: Executive Manager Corporate & Community Services

7.2 Supervision of: N / A

7.3 Internal and External Liaison:

Internal
- Executive Management Team
- Councillors
- Staff

External
- Public
- Local governments
- State and Federal government departments
8. EXTENT OF AUTHORITY:

8.1 Freedom to act within established practices, Shire of Dandaragan policy and legislative guidelines.

8.2 Supervise projects, programs and volunteers where appropriate.

8.3 Represent Council and Executive Management at meetings or as directed.

9. SELECTION CRITERIA:

9.1 Essential:

9.1.1 Demonstrated oral, written and interpersonal communications skills (including report writing and submissions).

9.1.2 Highly developed personal relations and presentation skills.

9.1.3 Demonstrated conceptual and creative thinking skills.

9.1.4 Excellent computer knowledge with experience in various word processing software packages.

9.1.5 Current “C” class drivers licence.

9.2 Desirable:

9.2.1 Relevant tertiary qualification or equivalent experience.

9.2.2 Experience in working with communities to assist with community, economic and social development.

9.2.3 Working knowledge of local area and community structures.

10. TRAINING, CONFERENCES, SEMINARS:

The Shire of Dandaragan actively promotes self improvements within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged.

11. AWARD:

General conditions of employment are offered on the basis of a performance based contract, and if not stated in the contract in accordance with the Local Government Officer’s Award.
Shire of Dandaragan
Position Description - Community Development Officer

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

___________________________ Signature of Supervisor

___________________________ Signature of Employee

Date: _____/_____/_________
1.0 EMPLOYMENT TITLE

This position will have full time employment as Community Development Officer.

2.0 START PLACE

This position's start place of employment is the Jurien Bay Administration Centre.

3.0 HOURS OF WORK

You will be required to work 38 hours per week. Monday to Friday from 8.00am to 5.00pm. An hour will be allocated each day for a lunchbreak.

4.0 WORK CYCLE

Council currently allows a 19 day, four week working cycle.

5.0 CLASSIFICATION LEVEL

Your position is classified Level 9 on the Local Government Industry Award 2010.

6.0 SALARY

<table>
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<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Salary</td>
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<tr>
<td>Leave Loading</td>
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<td>$808</td>
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<tr>
<td>Uniform allowance</td>
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<td>$400</td>
</tr>
<tr>
<td>Superannuation (compulsory)</td>
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<td>Superannuation (additional)</td>
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<td>$1,800</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$57,323</strong></td>
<td><strong>$68,308</strong></td>
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7.0 LEAVE LOADING

17.5% leave loading will be paid at the time of taking annual leave.

8.0 UNIFORMS

“The approved clothing for which the subsidy will apply shall be either:
a) NNT Uniforms;
b) Yakka Style Corporation; or
c) any other clothing as approved from time to time by the Shire of Dandaragan.

Where employees choose to purchase the approved clothing, the Shire of Dandaragan will contribute on an annual basis. The contribution will be $400 and is subject to review of this policy.

The amount Council will contribute on an annual basis, to each employee, will be based on the level of employment as follows:

a) Full time - 5 days per week 100% of annual allowance
b) Part time - 2.5 days per week or greater 75% of annual allowance
c) Part time - 2.4 days per week or less 50% of annual allowance

 Provision of the clothing allowance will only apply to permanent (full or part time) employees and not to casual employees’ Policy 9.9.

9.0 SUPERANNUATION

The Shire of Dandaragan contribution to employee’s superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. To qualify for the additional 3%, the employee must contribute a minimum of 5% towards their superannuation from their ordinary earnings either by an after tax contribution or salary sacrifice or a combination of both.

10.0 LEAVE ENTITLEMENTS

Annual leave is provided for in the National Employment Standard. You are entitled to four weeks paid annual leave, which is accrued progressively during a year of service according to the employee’s ordinary hours of work.

Personal / carer’s leave is provided for in the National Employment Standard. You are entitled to 10 days of paid personal / carer’s leave, which is accrued progressively during a year of service according to the employee’s ordinary hours of work.

You are entitled to two 2 days unpaid carer’s leave for each permissible occasion when a member of the immediate family or household requires care or support.

You are entitled to two 2 days paid compassionate leave for each permissible occasion when a member of the immediate family or household is seriously ill or dies.

Long service leave is provided for in the National Employment Standard and the Local Government (Long Service Leave) Regulations. After 10 years of service you are entitled to 13 weeks long service leave.
Rostered days off are allocated to employees. Upon approval they can be changed to another date. However, they cannot be accumulated and therefore, must be taken within 28 days of being accrued. They cannot be taken in advance of their due date and will not be paid out in cash. You will have 12 rostered days off per twelve month period.

Instead of being paid overtime you will be entitled to accrue time in lieu. Time in lieu can be taken at the ordinary time rate, that is an hour off for each hour of overtime worked. All time in lieu accrued must be taken within 28 days of being accrued.

11.0 POLICY MANUAL

Shire of Dandaragan has a comprehensive policy manual. The successful applicant will be required to familiarise themselves with this document to gain an understanding of Council’s position and direction on a wide range of issues.

12.0 MEDICAL EXAMINATION

You will be required to undergo a medical examination within the three month probation period. You can arrange this yourself and the Shire will reimburse you the costs involved. We will also require a Police clearance, a copy of your driver’s licence and any qualifications and training you have relevant to the position.

13.0 PROBATION

All positions with the Shire are subject to a three month probationary period. Once your three month probation is complete you will receive a letter of permanency.

14.0 OTHER CONDITIONS OF EMPLOYMENT

All other conditions of employment are in accordance with the Local Government Industry Award 2010.
1. INFORMATION FOR JOB APPLICANTS

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the many others that will be received for the position.

2. SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection committee can readily assess your claim for the position. It is up to you to demonstrate to the committee that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here, it must be noted that it is impossible to interview all applicants and therefore, only those who best meet the criteria and outcomes will be short-listed for interview. The Selection Criteria can be found on page 7 under section 9 Selection Criteria.

3. REFEREES AND REFERENCES

While the names of referees may have been asked for in the advertisement those need not necessarily be supported by written reference at the time of sending your application. However, if you choose to enclose written reference, copies will suffice at this time subject to sighting originals at a later date.

It is recommended that you advise your referees that you have nominated them as the Council wishes to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

4. OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

5. CONTACT NUMBER

It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.

6. WRITTEN APPLICATIONS

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading by the selection committee.

7. LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received but the Council
will accept late applications when consent to such a request has been given by the Chief Executive Officer. A faxed or emailed copy of an application sent before the closing date would also ensure acceptance of the application followed by immediate mailing of original application.

8. APPLICATIONS

Applicants must address the selection criteria (on page 7 under section 9) and provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked “PRIVATE AND CONFIDENTIAL - COMMUNITY DEVELOPMENT OFFICER” to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Applications close at 4.00pm Friday 3 July 2015.

Emailed applications to the abovementioned email address will be accepted.