



COMMUNITY DEVELOPMENT OFFICER PART TIME POSITION

Looking for interesting work that fosters positive community change in the Shire of Wagin? This could be your perfect way to start a career in local government. The Community Development Officer delivers progressive projects, applies for grants, and builds connections across Wagin and beyond. Share your expertise and learn on the job – be part of a cohesive, impactful team and make a real difference.

Working alongside the Community Liaison Officer, you'll implement council projects and scout grant opportunities. Strong computer skills, a positive attitude, and excellent time management and organisational abilities are essential. All backgrounds are valued.

Essential:

- National Police Check and Working with Children Criminal Check (costs reimbursed if obtained in the last three months)
- Ability to work independently and as part of a team
- Ability to maintain confidentiality and professionalism
- Valid motor vehicle driver's license

This role offers a fantastic opportunity to kick-start a career in local government. We understand the importance of work-life balance, and we can accommodate school hours if needed.

A competitive salary for part-time hours (minimum of twenty hours per week) will be negotiated with the successful applicant. The position description can be downloaded from the shire's official website or viewed at the administration office, 2 Arthur Rd Wagin. For confidential inquiries, contact Mr John Fathers at 9861 1177 or via ceo@wagin.wa.gov.au.

Applications are open until close of business Friday, April 12th, and can be hand-delivered to the Shire Administration Office at 2 Arthur Rd Wagin, or by submitted by email to ceo@wagin.wa.gov.au. Incomplete or late applications will not be considered.

Dr Kenneth Parker
CHIEF EXECUTIVE OFFICER



Community Development Officer Position Description Part time

1 Industrial Instrument and Level

Local Government Officers (Western Australia) Award
Base Level 3– to be negotiated at appointment

2 Position Summary

- 2.1 Support the Community Liaison Officer in community development, community events, community projects, and management of community facilities.
- 2.2 Support the Community Liaison Officer to implement actions within the Shire's Corporate Business Plan.
- 2.3 Undertake Administrative duties as required.

3 Requirements of Position (Selection Criteria)

3.1 Skills

- Ability to work independently and as part of a team.
- Computer literacy and experience using Microsoft Office programs (Word, Excel, Outlook, Teams)
- Developed communication skills, both written and verbal.
- Ability to maintain confidentiality and professionalism

3.2 Knowledge and experience

- Demonstrated experience in community development and event management.
- Developing knowledge of Council's organisation structure and function.
- Working knowledge of the local area.

3.3 Qualifications and/or training

- Certificate I, II, or III in Community Development (desirable)
- Completion of Year 12 Certificate with English or Maths or completion of Year 10 with relevant and recognised ability and/or experience.
- Hold a current "C" class driver's license.

4 Key Roles and Responsibilities

4.1 Community Development

- Support the Community Liaison Officer to administer community and regulatory services
- Facility Management assistance (facilitating bookings, cleaning and inspections) of Shire hired facilities such as Sport and Recreation areas, Medical Centre, Swimming Pool, Caravan Park and Town Hall.
- Assist with the coordination of Community Functions and Events, including Risk Management Planning.
- Research, develop and facilitate community development programs and services.
- Source and assist with grants for Community Development, Recreation and Sporting purposes, including evaluation, reporting and acquittal processes.
- Assist with Social Media and Promotional activities

4.2 General

- Undertake counter duties involving cash receipting and general enquiries during customer service staff absences.
- Answering the phone and responding accordingly or forwarding calls.
- Assist with the Council's School-based Trainee Program.
- Any other duties consistent with the level of this position.
- Some out of hours work will be required.

5 Organisational Relationships:

5.1 Position is *responsible* to:

- Community Liaison Officer

5.2 Position supervises:

- N/A

5.3 Key Relationships:

Internal:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager of Finance
- Manager of Works
- Community Liaison Officer
- Caravan Park Caretaker, Swimming Pool Manager, Recreation Centre Manager, Librarian and Cleaners.
- Administration Staff
- Other staff as employed from time to time

External:

- Key Stakeholders
- Other Local, State and Federal Government agencies
- General Public (including Ratepayers and Residents as appropriate)
- Suppliers of goods and services, contractors

6 Extent of Authority

Works within the confines of standards and procedures under regular supervision of the Community Liaison Officer and as per the delegations register.

7 **Public Responsibilities**

To promote a favourable public image of Council's personnel, operations and the Shire in general.

Signed:

	<i>Signature:</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

Position Description Review History

Created	17 May 2023	
Reviewed & Updated	13 March 2024	