



City of
Kalgoorlie
Boulder

Position Description

Position Title: **Community Development Officer – Wellbeing and Recreation**

Position Details

Position Number	3206
Position Classification	Level 6/1 – 6/7
Status	Full Time
Directorate	City and Community
Business Unit	Community Development
Work Location	Administration Building
Reports To	Senior Officer Community Development
Supervisory Responsibility	No direct/ indirect supervisory responsibilities

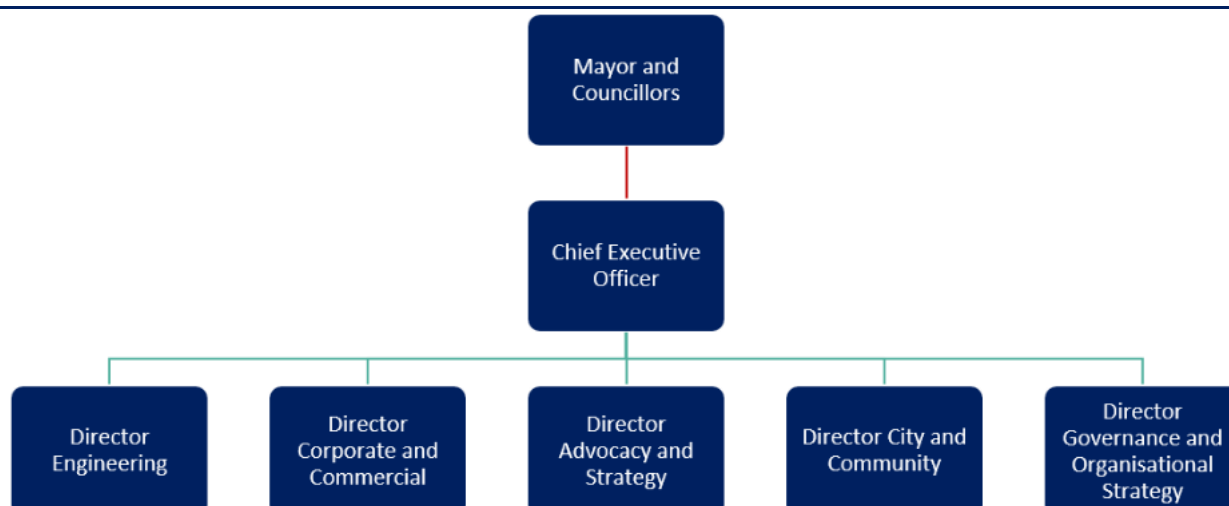
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

"Working together for the place and people we call home."

Position Objectives

This position is responsible for planning, facilitating and supporting the City's community development strategies, projects, and initiatives with a focus on leading and improving community wellbeing and community collaboration within Kalgoorlie-Boulder.

Key Responsibilities & Duties

Key accountabilities

- Work collaboratively with community stakeholders such as government, service providers, community and recreation organisations to coordinate and deliver on the Community Development priority programs and initiatives that align with the City's strategic priorities.
- Participate in meetings with community stakeholders such as government, service providers, community and recreation organisations to understand community issues and trends which will inform delivery of programs and initiatives for the Community Development team.
- Drive community development initiatives that support improved governance, connection, participation and sustainability for community and recreational organisations within Kalgoorlie-Boulder.
- Work collaboratively with key stakeholders to develop a strategy for community led initiatives, capacity building and volunteerism, including facilitating learning and development opportunities for community, sport and recreational organisations.
- Work collaboratively with key stakeholders to develop and action a sustainable model for community activation initiatives.
- Drive Community Development initiatives that support community led initiatives in accordance with the City's Strategic Community Plan and any other relevant City plans.
- Promote City led and Community led programs, activities, and events that improves the discussion around wellbeing, recreation and community participation, such as but not limited to; R U OK? Day, Harmony Week, Men's and Women's Health Weeks, Bike Month and other community events.
- Maintain databases and registers of service providers and community and recreational organisations to support strong communication networks with stakeholders.
- Research and deliver community partnerships, new project concepts and grant or funding opportunities aligned to the City's strategic direction.
- Promote and deliver the Kidsport program.
- Publish, maintain and review all associated processes and procedures of the role, to meet the required timelines of the City.
- Perform other duties as directed.

Key Performance Indicators

- Maintain accurate and up to date community organisation and service provider databases throughout the year – ongoing
- Engage with recreation organisations to increase Club participation in KidSport initiatives, and process 100% of KidSport applications within established service standards - ongoing
- Deliver three new programs aligned with the City's Public Health Plan – By 30 June 2027
- Assist in providing information relevant to PULSE Corporate Reporting Framework requirements – Ongoing

- Coordinate and deliver at least four community capacity building, governance, volunteer development, wellbeing or learning initiatives that support the sustainability of local organisations, with a minimum combined attendance of 50 participants from community organisations, sport and recreation organisations – By 30 June 2027
- Maintain and provide a report annually on community needs, service gap, and opportunities to inform planning and service delivery for wellbeing and recreation initiatives.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Demonstrated experience relevant to community development, sports and recreation or similar discipline including involvement on Committees for clubs or other types of not-for-profit organisations.
- Demonstrated experience in effective community consultation and engagement with stakeholders.
- Excellent written and interpersonal communication skills including negotiation and conflict resolution.
- Current Working with Children Check.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.
- Current Applied First Aid Certificate.

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

- Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City Policies and Procedures.