



Carrathool Shire Council

POSITION DESCRIPTION

Community Development & Projects Manager

DIRECTORATE	GENERAL MANAGER
REPORTS TO	GENERAL MANAGER
CLASSIFICATION	BAND 3 LEVEL 3
GRADE WITHIN SALARY STRUCTURE	22
STATUS OF EMPLOYMENT	PERMANENT
HOURS OF WORK	35
POSITION CODE	1201
DATE APPROVED	14 SEPTEMBER 2026

Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

Primary purpose of the position

The Community Development & Projects Manager provides support to the current and future need of the community through the procurement of grant funding, delivering community events and to develop, manage and deliver a range of projects, including Council and community projects. Manage all Council's Caravan Park and Swimming pool facilities and their operation.

Key accountabilities

Within the area of responsibility, this role is required to:

- Effectively manage all Council's Caravan Park and Swimming pool facilities and their operation.
- Project manages and facilitates predominantly grant funded projects that improve the community's services and facilities
- Monitor, track, and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects
- Effectively manage contractors engaged on Council works projects to ensure compliance with Council standards, policies and procedures.
- Monitor and maintain relevant budgets for activities, addressing variances as indicated.
- Develop and implement strategies which allow Council to promote Carrathool Shire to its maximum potential in terms of economic, tourism and promotional development
- Write submissions, grant applications and development projects based on identified community needs
- Liaise with government agencies, stakeholders and other Council departments in relation to Council projects.
- Prepare various complex reports on behalf of the Projects and Community Services Department, including; technical reports, proposals, investigations, presentations, recommendations and actions
- Lead and coordinate the delivery of the Carrathool's Community Grants Program
- Deliver and support community activities, programs and events which foster social connectedness, create awareness of issues and build relationships between groups, clubs, associations and individuals in the community
- In partnership with internal and external stakeholders develop, implement, monitor and review annual actions plans for assigned Carrathool Shire strategies and plans
- Provide training and instruction to new employees in office procedures, systems and work practices, as required.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Organisational accountabilities and responsibilities

Customer Service	• Ensure an efficient, courteous and professional service to internal and external customers at all times. • Present a positive image of Council at all times. • Promote a culture of understanding and exceeding customer expectations. • Ensure effective community consultation and communication strategies are implement for service delivery and projects where required.
Governance	• Carry out work in line with relevant legislative requirements, codes, practices and standards. • Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures. • Take responsibility for and manage own work and contribute to a productive work environment. • Comply with and ensure compliance of Council's Policies, Code of Conduct and requirements of EEO and anti-discrimination policies. • Promote responsible and accountable practices for keeping full and accurate records in relation to corporate activities and decisions.

Work Health and Safety	• Perform work in accordance with WHS Legislation and Council's Policies and procedures. • Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor. • Contribute to work health and safety of self and others. • Attend and participate in all training as directed. • Monitor work practices to ensure employee health and safety. • Respond to identified and reported risk in a timely manner. • Acquire and maintain knowledge of Work Health Safety practices and matters.
Risk Management	• Assist council supervisors and managers in identifying and assessing hazards at the workplace. • Be aware of and follow Council's risk management procedures when undertaking tasks or projects. • Do not interfere or misuse any safety device or equipment which has been provided.
Environmental Responsibilities	• Consider the protection on the environment in decision making and in the undertaking of all Council activities.

Key relationships

Internal	External
All staff	Members of the public
Community Development Officer	Government agencies
General Manager	Contractors

Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.

Essential requirements

1. Appropriate Tertiary Qualifications or experience demonstrating ability relevant to the position.
2. Demonstrated high level stakeholder engagement, conflict and negotiation skills.
3. Outstanding project management skills, with a demonstrated understanding of a project lifecycle.
4. Demonstrated ability to meet strict deadlines and to respond with flexibility to competing priorities.
5. Well-developed report writing skills.
6. Well-developed computer skills and experience with the Microsoft suite of programs.
7. Class C drivers' licence.

Desirable requirements

1. Additional qualifications in public health, project management, engineering, health surveying, town planning or other related post-graduate qualifications

Capabilities for the role

Carrathool Shire Council's Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, "how we do things around here". It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 Personal attributes	Manage Self	Advanced	1
	Display Resilience and Adaptability	Advanced	2
	Act with Integrity and Courage	Advanced	4
	Demonstrate Accountability	Advanced	3
 Relationships	Communicate and Engage	Proficient	2
	Community and Customer Focus	Advanced	1
	Work Collaboratively	Proficient	3
	Influence and Negotiate	Advanced	4
 Results	Plan and Prioritise	Advanced	2
	Think and Solve Problems	Proficient	3
	Create and Innovate	Proficient	4
	Deliver Quality Results	Advanced	1
 Resources	Finance	Proficient	1
	Assets, Tools and Resources	Intermediate	2
	Technology and Information	Proficient	4
	Procurement and Contracts	Proficient	3
 Workforce Leadership	Inspire Direction and Purpose	Intermediate	4
	Optimise Workforce Contribution	Proficient	2
	Develop and Manage People and Culture	Intermediate	3
	Lead and Manage Change	Foundational	4
	Cultivate Productive Relationships	Intermediate	1
	Operate Strategically	Proficient	3
	Drive Results	Intermediate	3
	Risk Management, Safety and Compliance	Advanced	2

Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Core Organisational Capabilities

Group and Capability	Level	Behavioural Indicators
 Personal Attributes Manage Self	Advanced 	- Demonstrates motivation to serve the community and Council - Initiates team activity on unit/Council projects, challenges and opportunities - Seeks out and accepts challenging assignments and other development opportunities Seeks feedback broadly and asks others for help with own development areas - Translates negative feedback into an opportunity to improve
 Relationships Community & Customer Focus	Advanced 	- Demonstrates a thorough understanding of the interests, needs and diversity in the workforce - Promotes a culture of quality customer service Identifies - Identifies, and assists with implementing, improvements to systems, processes and practices to improve service delivery - Supports, and demonstrates understanding of the importance of, social, environmental and economic sustainability in the workforce/community
 Results Deliver Quality Results	Advanced 	- Participates constructively in planning and goal setting - Identifies shifts in the environment which may impact on plans, and discusses with management - Implements systems for monitoring and evaluating effective program and project management
 Resources Finance	Proficient 	- Considers the impact of funding allocations on business models, projects and/or budgets - Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition - Prepares and evaluates business cases with due regard for long term financial sustainability - Applies high standards of financial probity with public monies and other resources - Identifies, monitors and mitigates financial risks
 Workforce Leadership Cultivate Productive Relationships	Intermediate 	- Actively encourages consultation and collaboration - Works with key stakeholders to proactively address issues and identify opportunities to improve performance and services to customers - Establishes and/or maintains systems to set and monitor service delivery standards in line with customer and community expectations - Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams

Progression skills, qualifications, and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above Step 1.

Step 1 (Entry Level) Essential Criteria	• Appropriate Tertiary Qualifications or experience demonstrating ability relevant to the position. • Demonstrated high level stakeholder engagement, conflict and negotiation skills. • Outstanding project management skills, with a demonstrated understanding of a project lifecycle. • Demonstrated ability to meet strict deadlines and to respond with flexibility to competing priorities. • Well-developed report writing skills. • Well-developed computer skills and experience with the Microsoft suite of programs. • Class C drivers' licence.
Step 2	• Prerequisites from Step 1 plus: • Council's general induction completed. • Submit accurate grant and funding applications within set timeframes as directed. • Able to co-ordinate maintenance works carried out by other staff to the correct standard. • Liaise with other Council departments on funding opportunities available and aid on submissions. • Demonstrates Stream 1 Capabilities.
Step 3	• Prerequisites from Steps 1 and 2 plus: • Ability to obtain and prepare accurate quotations for the undertaking of maintenance and capital works projects. • Demonstrated ability to project manage construction projects, including monitoring and approval of contract variations and progress payments. • Demonstrates Stream 1 and 2 Capabilities.
Step 4	• Prerequisites from Steps 1, 2 and 3 plus: • Demonstrated ability to effectively manage contractors in accordance with Councils Procedures. • Certificate IV in Grants/Events (or similar course with same content) completed. • Demonstrates Stream 1, 2 and 3 Capabilities.
Step 5	• Prerequisites from Steps 1, 2, 3 and 4 plus: • Demonstrated ability to cost works and develop budgets. • Demonstrated ability to develop and write complex tender documents for Council projects. • Attainment of Qualifications in Project Management or equivalent. • Demonstrates Stream 1, 2, 3 and 4 Capabilities.

Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

Declaration – Community Development & Project Manager

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name _____

Employee's Signature _____ Date ____ / ____ / ____

HR Signature _____ Date ____ / ____ / ____