

Information Pack

Community Development Officer (Early Years and Children)

Your application can be lodged online – [City of Rockingham Jobs List](#)

Applications must be received by 4pm, Wednesday 26 August 2026

In the interests of fairness and equity, late applications will not be accepted

Selection criteria apply to this vacancy – refer to last page of this information pack

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process, please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	City of Rockingham, Administration Building, Civic Boulevard, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$94,367 per annum, plus superannuation
Tenure	Permanent, Full-Time
Hours of Work	An average of 38 hours per week, worked Monday to Sunday. The City offers flexible working hours, enabling employees to work a 19-day month (i.e. 152 hours worked over 19 days, with the 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to a maximum of 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description



Title:	Community Development Officer (Early Years and Children)
Tenure:	Permanent, Full time
Division:	Community Development
Level:	5 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Develop, implement and evaluate initiatives which provide positive outcomes and opportunities in relation to early years, children and families
 - Develop partnerships with the community and key stakeholders, in line with relevant strategies and plans, which contribute to developing and strengthening community connectedness and wellbeing
 - Guide, support and assist community groups, organisations and individuals to build their capacity through the provision of training, resources, programs and services
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Organisational Relationships

Reporting to:	Coordinator Recreation and Wellbeing
Responsible for:	Nil
Membership of:	Recreation and Wellbeing team
Liaison with:	Managers; City of Rockingham departments; community members; early years and children stakeholders and services; schools and primary school students; other local, state, federal government agencies and non-government agencies; not-for-profit organisations; contractors and volunteers

Organisational Chart

Manager Community Capacity Building
Coordinator Recreation and Wellbeing
Community Development Officer (Early Years and Children)
Community Development Officer (Sport and Recreation)
Community Development Officer (Health and Wellbeing)
Community Development Officer (Volunteers)
Community Development Officer (Rockingham Volunteer Centre)

Key Responsibilities

Community Development and Projects

- In line with the Strategy for Early Years, Children and Young People 2024 - 2030, oversee the strategic direction of the City's approach to community capacity building with a focus on early years (0-5 years), children (6-11 years) and families
- Develop, implement and evaluate community development projects, programs, events and initiatives with an early years and children focus
- Provide leadership and support to the Rockingham Early Years Group (REYG)
- Oversee the delivery of the Children's Week event
- Facilitate the implementation of the Junior Council program
- Build the capacity of groups, service providers, organisations and individuals to achieve their goals
- Promote community development programs, activities, services, initiatives and facilities to the Rockingham community
- Measure and communicate social outcomes associated with relevant projects, programs, events and initiatives to Council and the Community
- Promote the City's Community Grants Program, assist community groups with grant applications and assess applications
- Support and promote volunteering opportunities
- Identify gaps, review plans, provide relevant feedback and advocacy to attract additional facilities, resources, programs and services to support the Rockingham community

Administration

- Support the development, implementation and review of relevant City Strategies
- Use a project planning approach to identify or review projects, programs, events and initiatives
- Develop and maintain policies and procedures for projects, events and initiatives
- Prepare reports/bulletins to Council, the community and key stakeholders
- Develop and acquit funding submissions
- Manage project budgets, accounts and acquittals
- Undertake research as required for projects and other initiatives

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- While primarily based at the City's Administration Building, the employee will be required to work across other City indoor and outdoor facilities
 - Foster, advocate and implement the City's RESPECT Values Statements
 - Perform other duties as directed when appropriate to the scope and level of this position
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Requirements of the Job

Skills, Knowledge and Experience

Essential

- Demonstrated experience working in Community Development or Social Services with a focus on early years and children
- Demonstrated knowledge and understanding of needs, barriers and opportunities associated with the ongoing development of a strong early years and children sector
- Sound knowledge of community development and capacity building theory, principles and practices relevant to early years and children
- Demonstrated experience in strategy development, implementation and review
- Demonstrated experience in developing, implementing and evaluating programs, projects and events
- Demonstrated experience developing, facilitating and supporting stakeholder networks
- Excellent interpersonal, public relations and facilitation skills, including the ability to communicate with a wide range of stakeholders
- Strong verbal and written communication skills, including report writing
- Experience overseeing and managing program budgets
- Ability to prioritise work, multi-task and work in a fast-paced environment
- Computer literacy skills in the Microsoft Office suite of products
- As this position involves event management, including manual handling of equipment and materials and engagement with service providers and participants during and after community events, the ability to lift and move items of up to 20kg in weight, and stand for long periods of time is required

Desirable

- Experience in identifying, preparing and acquitting funding submissions
- Experience in assisting community organisations and groups, including assistance with grant applications and assessment
- Experience in contract administration
- Previous experience working in a similar role in the Local Government sector

Qualifications, Certifications and Licences

Essential

- Degree in Community Development, Social Science or a related field; or significant relevant professional experience
- Current Working with Children Check (Western Australian), or ability to obtain
- Current 'C' class driver's licence

Desirable

- Current Provide First Aid Certificate

Scope of Position

The Community Development Officer (Early Years and Children):

- Works under the general direction of Coordinator Recreation and Wellbeing
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Community Capacity Building	Date reviewed	August 2026
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide. Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

Please address the below three selection criteria as part of your online application.

- *Demonstrated experience working in Community Development or Social Services with a focus on early years and children*
- *Demonstrated experience in developing, implementing and evaluating programs, projects and events*
- *Demonstrated experience developing, facilitating and supporting stakeholder networks*

If you do not address the selection criteria, your application will be regarded as incomplete, and it will not proceed.

Covering Letter (Optional)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who can comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working with Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team at jobs@rockingham.wa.gov.au or, by calling 08 9528 0333.
