

Information Pack

Community Development Officer – *Community Support Services*

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

Applications must be submitted by Friday, 9 October 2026

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

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	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
Superannuation	12% with the option to co-contribute up to 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; may be extended to six 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 (Community Support Services)
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

- Plan, develop, manage, evaluate and measure Community Support Services projects in line with relevant strategies and plans
 - Develop and maintain effective, efficient and collaborative partnerships with key internal and external stakeholders
 - Guide, support and assist community groups, organisations and individuals to build their capacity and resilience through the provision of training, resources, programs and services relating to Community Support Services
 - Advocate to enhance identified service gaps to meet the current and future demands of City residents
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Organisational Relationships

Reporting to:	Coordinator Community Safety and Support Services
Responsible for:	Nil
Membership of:	Community Safety and Support Services

Liaison with: Managers, City of Rockingham teams, and Community Development customers and clients, other local, state, federal government agencies, non-government agencies and volunteers

Organisational Chart

Manager Community Safety and Support Services
Coordinator Community Safety and Support Services
Project Officer Community Transport
Community Development Officer (Community Support Services) x 2
Community Development Officer (Diversity & Inclusion)
Community Development Officer (Community Safety)
Community Development Officer (Social Cohesion)
Community Safety and Support Events and Administration Officer
Business Trainee

Key Responsibilities

Community Support Service

- Develop, implement, promote, monitor and evaluate Community Support Services strategies, plans, projects and initiatives and support the development, implementation and review of other City of Rockingham plans and strategies where appropriate
- Develop and maintain collaborative partnerships and alliances with local service providers including Not for Profit, faith based, government and non-government services to enable effective liaison on the needs of the residents
- Use a project planning approach to identify, plan, implement and review projects, programs, events and initiatives for residents across Rockingham This includes but is not limited to homelessness, family and domestic violence, social isolation, poverty, alcohol and other drugs, protective behaviours, elder abuse, suicide prevention, and mental health
- Adopt evidence-based decision-making processes that target areas of greatest need in the community
- Maintain awareness of issues that concern vulnerable populations and the Community Support Services sector
- Develop and maintain a current understanding of Australian and State Government policy and strategies relating to the Community Support Services Sector, with a particular focus on vulnerable populations

Administration

- Understand current and future demographic profiles of Rockingham to identify where service gaps may develop to inform the City's advocacy positions
- Prepare discussion papers and reports for Council and Executive
- Source and prepare grant funding applications ensuring compliance with conditions of grants and acquittals where relevant
- Develop and manage project budgets ensuring compliance with relevant policies and procedures.
- Support the contract management of external contractors
- Undertake research as required for projects and other initiatives
- Develop and maintain relevant Community Safety and Support Services policies, procedures, activities/events and operations and initiate improvements as necessary

- Schedule, document and chair meetings as required
- Other duties as requested relevant to the scope and level of this position

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 workplace health and safety and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Promote best practice and quality improvement programmes and activities within the team
- Perform other duties as directed when appropriate to the scope and level of this position

Functional Requirements

- This position involves event management, including manual handling of equipment and materials, and engagement with service providers and participants during and after community events. Candidates must be able to lift and move items of up to 20kg in weight and be able to stand for long periods of time

Requirements of the Job

Skills and Knowledge and Experience

- Sound knowledge of community development principles, theory and practice
- Sound knowledge of issues related to vulnerable populations with a particular focus on homelessness, and family and domestic violence
- Extensive knowledge and understanding of the Community Support Services sector
- Experience in planning and facilitation of community events, programs and workshops
- Knowledge of good governance principles with the ability to conduct effective meetings, set agendas and maintain associated administrative records
- High level of communication and networking skills including the ability to build and maintain internal and external stakeholder relationships
- Highly developed project management abilities and skills
- Demonstrated research and analytical skills relative to this role
- Sound experience identifying, engaging and building capacity of community groups, organisations and individuals
- Experience in identifying, preparing and acquitting funding submissions
- Demonstrated experience in reporting writing including Council reports, bulletins and discussion papers
- Experience working as part of team and autonomously

- Exposure to financial management through budget preparations and program delivery
- Experience in setting goals and achieving performance objectives

Qualifications, Certifications and Licences

Essential

- Degree in Community Development, Social Science or related field, or lesser formal qualifications with substantial years of relevant experience
- Current 'C' class driver's licence
- Western Australia Working with Children Check (or ability to obtain)

Desirable

- First aid and CPR certificate.
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Scope of Position

The Community Development Officer (Community Support Services):

- Works under general direction from Coordinator Community Safety and Support Services
 - Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
 - Exercises initiative and/or judgment within clearly established procedures and guidelines
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Certification

Approved by	Manager Community Safety and Support Services	Date reviewed	September 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)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

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 are able to 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.

jobs@rockingham.wa.gov.au or by calling 08 9528 0333.
