

Position Description

Community Development Officer

<i>Directorate</i>	Community Development
<i>Department</i>	Community Services
<i>Job Family</i>	Officer
<i>Reports to</i>	Coordinator Communities East or Coordinator Communities West (dependent on town of appointment).
<i>Direct Reports</i>	N/A
<i>Location</i>	Tom Price, WA Onslow, WA Paraburdoo, WA Pannawonica, WA
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 4

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

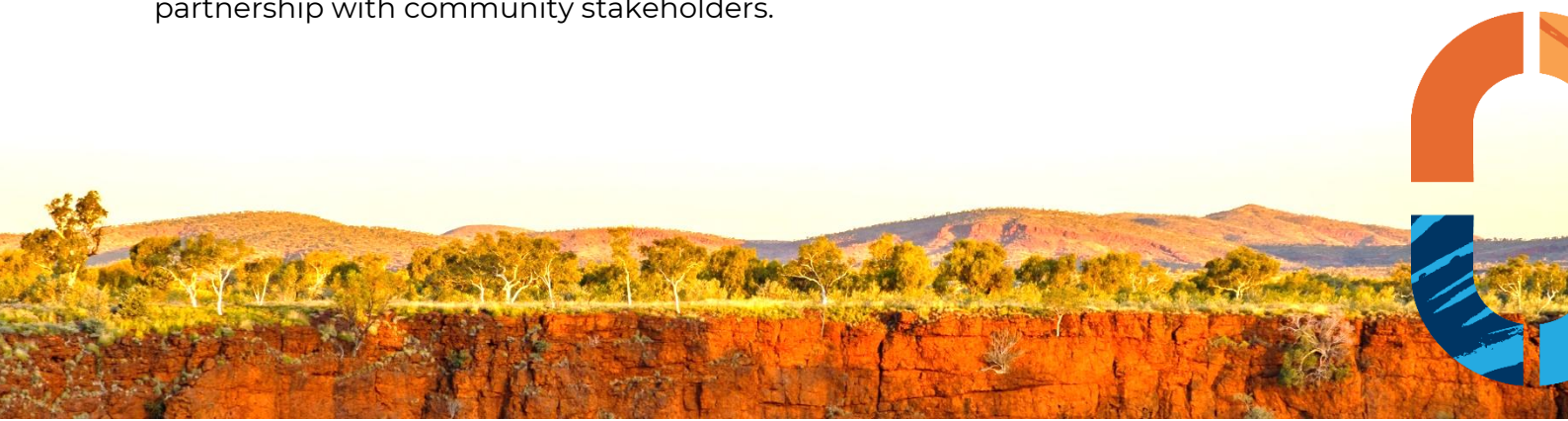
Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
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About the Role

Role Objective / Purpose

Deliver community service operations for the Shire, with primary responsibility for assisting in the delivery of Shire community events, initiatives, and programs, in partnership with community stakeholders.



Key Role Outcomes

Ensure the design and delivery of effective, timely, cost-effective, needs-driven and compliant community development initiatives for the Shire, including:

- Develop and deliver community initiatives, programs, and events, including planning, promotion, coordination, set-up/pack-down, and managing external facilitators.
- Form and maintain collaborative relationships with internal and external stakeholders, enabling a partnership approach and supporting the co-design of community programs and events.
- Promote sustainable community capacity-building practices and deliver initiatives in response to emerging community needs, in consultation with the broader Community Development team.
- Provide detailed program plans and evaluation reports in line with departmental operational budgets and funding agreements.
- Assist with administrative tasks required to support management.
- Participate in strategic planning, including researching and identifying community development and recreation trends within the Shire.
- Deliver flexible programs across multiple towns, including weekend and after-hours work where operationally required.
- Implement and deliver priorities as determined and directed by the Coordinator and/or Manager.
- Contribute to a safe workplace and to the Shire's commitment to Diversity, Access, and Inclusion, acknowledging this responsibility is shared by all staff.
- Ensure, at all times, the safety of all staff, contractors and community members, through safe work practices and compliance with Shire WHS procedures, Policies and Organisational Practices.
- Travel between Shire towns as operationally required to support regional service delivery.

Ensure the safety of staff, contractors, and community members interacting with the work undertaken in the role, including the safe operation of community services activities.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their



work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Advanced: Manages and plans own work, but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.



Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	Fundamental: Extent of leadership is setting a positive example through ones own actions to influence peers and supervisors.

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Advanced: Solve problems where there is a lack of definition requiring analysis of a number of options, including new problems outside developed or learned skills and knowledge in accordance with management directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.



Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Communications Skills	Advanced: Ability to write papers, presentations and other forms of written communication to suit a variety of audiences. Language will include more industry specific terminology. Able to participate in specialised discussions to resolve issues. Documents are expected to be formatted to a professional level.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.



Licenses, Registrations, Memberships or Qualifications Required of Role

- Minimum C Class Driver's Licence.
- Current National Police Clearance (within 6 months of commencement).
- First Aid Certificate, or ability to obtain.
- Working with Children Check, or ability to obtain.
- Desirable: Tertiary qualification in Community Services, Event Planning, Event Management, or equivalent.

Experience, Skills, Knowledge Required of Role

- Relevant experience in community services, event management, community engagement, or equivalent.
- Proficiency with Microsoft Office suite.
- Occasional manual handling (event equipment, marquees and tables).
- Highly desirable: Local Government experience.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

