



Position Description

COMMUNITY DEVELOPMENT OFFICER



OUR VALUES



ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.





Position Description: Community Development Officer

Position Number: Y023

Purpose: This position supports the community service operations of the Shire and the Lumen Wheatbelt Regional University Centre (Lumen WRUC). Responsible for Shire community events, services and programs.

Role Responsibilities

In an operational/supporting capacity, ensure effective, timely, cost effective and compliant community services for the Shire and Lumen University, which includes:

Community Development

- Assist the Manager Community & Place (MCP) with placemaking activities, events and general administration.
- Assist MCP with planning, implementation and delivery of the Shire's Disability Access & Inclusion, Aged & Youth Friendly Plans
- Coordinate regular meetings of the Access & Inclusion Working Group & Youth Working Group, including agendas, minutes and training.
- Develop and deliver events and activities for the local community including project planning, budgeting, promotion, set up, pack down, equipment installation and event coordination; as well as post event evaluations including the collation of statistics and feedback.
- Maintain a calendar of community events
- Seek grant opportunities to support Community Resource Centre (CRC) activities in line with the Shire Council Plan and DPIRD funding contract requirements.
- Develop & implement a school holiday program.
- Build and establish strong links to the community and the broader CRC network
- Promote and market CRC programs and activities in conjunction with the Media and Engagement Officer.
- Ensure the delivery of services and accurate statistics collection in line with Department of Primary Industries and Regional Development (DPIRD), and Services Australia contracts.
- Undertake reporting to service contract organisations, collection of good news stories for service organisation promotional activities.
- Provides supplementary customer support and assistance in the absence of the Customer Service Officer – CRC.
- Assist with supervision of CRC Customer Service Officers with daily operations, reporting back to MCP.
- Coordination of CRC team training and onboarding.

Lumen WRUC

Under the direction of the Study Hub Coordinator (Avon) - Regional Development Australia Wheatbelt (RDA)

- The delivery of support services to students accessing the Lumen Study Hub - York including study support, pastoral care and technology support.
- Facilitates study skills sessions and workshops/tutorials for students studying with higher education provider partners.
- Directs students to appropriate higher education provider course coordinators for advice on course specific issues.
- Liaises with enrolling higher education provider on student related issues.
- Manages the student registration process for eligible students.
- Manages the Student data collection and provides monthly reports on the Lumen York usage to the Director.
- In conjunction with Lumen Study Hub Student Support Officers develop initiatives to support the primary goal of building participation and outcome levels for Lumen Study Hub students.
- Establishes, develops and maintains a client network including schools, community organisations (in York and surrounding communities), students and Lumen Study Hub users.

- Identifies and analyses business development opportunities through industry and student intelligence gathering to assist and support the Director.
- Organises local seminars to support student aspirations including inviting employment and business leaders to address students.
- Provides content for the Lumen Study Hub website and social media presence.
- Fosters strong connectivity between the Lumen Study Hub, its users and the community.
- Provides feedback on Lumen Study Hub business systems, practices and processes including records management.
- Works closely with the Director and other Student Support Officers to ensure optimum functionality of the organisation and the quality of support provided to students.
- Liaises with industry stakeholders to identify student placement opportunities.
- Takes a positive, pro-active and a practical approach to Lumen Study Hub service delivery, acknowledging that all Study Hub staff will be required to perform a range of tasks at times.

General

- Ensure records are created, managed, and maintained in accordance with records management requirements relevant to the role.
- Be an active and engaged partner with the Corporate & Community Services Team, who adds value by completing high quality work, is a positive team member and strives to support the values we seek to foster in our organisation.
- Any other duties as required and approved.

Performance of Duties

- While on duty, staff will give their whole time and attention to the Shire of York's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of York uninfluenced by fear or favour.
- The Shire of York recognises its legal obligations under the *Equal Opportunity Act 1984* and *Amendment 1992* and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with all Shire policies and procedures including but not limited to *Policy 08 Employee Code of Conduct*.
- Staff must comply with *State Records Act 2000* Record Keeping requirements and legislation. All employees of the Shire of York are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.
- The Shire is committed to Work Health and Safety in all areas of the Shire's operations and requires you to comply with the requirements of the *Work Health and Safety Act 2020*.

Required Skills and Qualifications

Essential

- Highly developed administrative, organisational and time management skills
- Ability to be self-directed, flexible and work under minimal supervision
- Demonstrated ability to work in and with a team
- Highly developed public relations and interpersonal skills
- Highly developed written and verbal communication skills
- Highly developed computer and smart phone literacy (text, email, Microsoft Suite, Excel)
- Sound marketing, programming and promotional skills.
- Financial management skills
- Sound research, analytical and report writing skills.
- Experience in the preparation of funding applications, both government and private.
- Experience in dealing with statutory bodies

- Minimum C Class Drivers Licence
- Current National Police Clearance
- Working with Children Check

Desirable

- Knowledge of record keeping requirements of Local Government
- Established community networks
- Demonstrated passion for areas related to Community Development.
- Knowledge or previous experience in Community Services industry
- Experience in event / project planning
- Working knowledge of local area / local government
- Understanding of financial/budget requirements for Local Government

Level of Authority and Organisational Relationships

Reports to:

Manager Community & Place

Extent of Authority: Delegations or approvals as directed by the Council, CEO or Executive Managers

Direct Reports:

Nil

Internal Liaisons:

Manager Tourism & Economic Development

CEO and Executive Managers

Shire Staff

Trainees & Volunteers

External Liaisons

Lumen WRUC

Clubs and recreation bodies, Community organisations and individuals, schools and social groups local businesses and tourist operators, community, ratepayers and public, regional bodies and other local governments, State and Federal Government Agencies and funding bodies.

Classification: Level 4 - Inside Staff EA

Location: Community Resource Centre (CRC)

Position and Conditions Acceptance

Employee Name: _____

Signature: _____

Date: _____

Direct Manager Name: _____

Signature: _____

Date: _____

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| Last Position Description Review | Date: / / |
| Next Review Due | Date: / / |