



## **Position Description**

### **MANAGER, COMMUNITY & PLACE**



# 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: Manager Community & Place

Position Number: Y022

### Purpose

To provide strategic leadership and operational oversight of the Community and Place portfolio, ensuring Council delivers inclusive, responsive, and place-based outcomes that enhance community wellbeing, liveability, social connection, and local identity. The role integrates community development, engagement, services, and place-making to ensure people and places are planned, activated, and managed in a coordinated and community centric way.

This role is responsible for working across the Shire of York with internal and external stakeholders to achieve broader community development goals and objectives.

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### Role Responsibilities

- Monitor and review relevant annual strategic objectives and actions, and report on results, with a focus on sport and recreation, early years, youth, seniors, CALD, ATSI, access and inclusion, arts and culture.
  - Developing or overseeing **place-based strategies or plans**
  - Aligning community development, tourism, and economic outcomes with place
  - Coordinating across teams to ensure consistent place outcomes
  - Advising executives and Council on community impacts of place-related decisions
- Encourage the development of community participation and leadership through recognising and supporting innovative community development practices which promote the concepts of self-help and volunteering and contribute to sustainable communities.
- Identify funding opportunities aligned with the Shire's strategic priorities and prepare and submit grant applications and acquittals.
- Support community organisations through the development of multi-year funding agreements and effective administration of the Shire's community grants program.
- Assist with advocacy and the development of partnerships with all spheres of government, business and services about community needs, funding arrangements, community consultation and other community concerns.
- Build strong partnerships with relevant funding bodies.
- Supporting a place management and making programs that will be responsible for delivering a place based collaborative approach to the design and development of the Shire, ensuring social and economic well-being are enhanced.
  - Supporting or overseeing **events, activations, and programs** in town centres and public spaces
  - Encouraging use of streets, parks, community buildings, and civic spaces
  - Working with community groups, traders, and artists to activate places
  - Strengthening the town's identity and sense of place
- Input into town centre improvements from a **community and user perspective**
- Advocacy for accessibility, inclusion, and usability of public spaces
- Coordinating feedback from residents, businesses, and visitors
- Translating community needs into design and improvement priorities

You'll often act as the bridge between **community expectations** and **technical delivery teams**.

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- Planning, organising and overseeing community events from start to finish according to requirements, target audience and objectives.
- Submit reports to Council, as required, and ensure Council is kept informed on current issues affecting the community.
- Provide oversight and coordination of the following key Community facilities:
  - York Swimming Pool.
  - York Community Resource Centre.
  - York Recreation and Convention Centre
- Oversight of cultural heritage activities and programs.
- Provide oversight of community facilities and shared spaces to ensure they are fit for purpose, well-utilised, and aligned with community needs.
- Support effective programming, use, and promotion of community facilities to maximise community benefit.
- Work collaboratively with internal teams to align asset use with service delivery and place outcomes.
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- **Local identity, heritage, and storytelling**
- “Place” also includes how the town tells its story.
- This may involve:
  - Supporting heritage interpretation and local history
  - Strengthening town branding and identity
  - Ensuring public spaces reflect local culture and values
  - Working respectfully with Traditional Owners on place narratives
- In practice, this is less about marketing and more about **authentic place identity**.
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- Oversight of the.
- Manage and maintain the Community Resource Centre (CRC) including negotiation of and reporting on any contractual or funding arrangements.

### **Organisational**

- Contribute to the development of policies where required to facilitate Shire’s Council Plan relevant to Community & Place.
- Prepare, collate and submit Council Reports as required.
- Annual development of capital and operational designated budgets including regular monitoring and preparation of requests for budget amendments, project briefs and salaries questionnaires.
- Be an active and engaged member of the Organisational Management Group.
- Teach, coach and mentor employees within the Community & Place team, encouraging effective cross organisational relationships and undertaking performance management.
- Be an active and engaged partner within 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.
- Ensure records are created, managed, and maintained in accordance with records management requirements relevant to the role.
- Undertake any other duties as required.

## **Key Responsibilities – Place**

### **Strategic Place Leadership**

- Provide strategic direction for place-based planning and initiatives that strengthen the Shire’s identity, liveability, and sense of place.
  - Lead the development and implementation of place-based strategies, plans, and frameworks aligned with Council priorities and community aspirations.
  - Provide high-level advice to the Executive and Council on place-related matters, including community impacts of projects, programs, and policies.
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### **Place-making and Activation**

- Lead and oversee place-making initiatives that encourage activation and positive use of public spaces, town centres, and community facilities.
  - Support the planning and delivery of community events, activations, and programs that enhance social connection and vibrancy.
  - Foster partnerships with community groups, businesses, cultural organisations, and other stakeholders to activate and enliven places.
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### **Public Realm and Community Experience**

- Champion a community-centred approach to the planning and improvement of public spaces, ensuring accessibility, inclusion, and usability.
  - Provide input into public realm, streetscape, and town centre projects from a community experience and place perspective.
  - Coordinate community engagement and feedback relating to place-based projects and initiatives.
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### **Community Facilities and Shared Spaces**

- Provide oversight of community facilities and shared spaces to ensure they are fit for purpose, well-utilised, and aligned with community needs.
  - Support effective programming, use, and promotion of community facilities to maximise community benefit.
  - Work collaboratively with internal teams to align asset use with service delivery and place outcomes.
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### **Local Identity, Heritage and Culture**

- Support initiatives that strengthen local identity, heritage interpretation, and storytelling within public spaces and community facilities.

- Ensure place-based initiatives reflect the Shire’s history, values, and cultural context.
  - Promote respectful engagement with Traditional Owners and support culturally informed approaches to place and identity.
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### **Leadership and Coordination**

- Lead, manage, and support staff contributing to place-based functions, ensuring clear direction, performance, and professional development.
  - Coordinate across internal teams (including planning, works, tourism, and corporate services) to deliver integrated place outcomes.
  - Manage budgets, grants, and resources associated with place-based programs and initiatives.
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### **Governance, Risk and Compliance**

- Ensure place-based initiatives comply with relevant legislation, policies, and governance requirements.
- Identify and manage risks associated with place-based projects, activations, and community use of public spaces.
- Contribute to organisational reporting, planning, and continuous improvement processes.

### **Position Objective – Community**

To provide strategic leadership and operational oversight of community development and engagement functions that strengthen community capacity, inclusion, wellbeing, and participation, ensuring Council services, programs, and initiatives respond effectively to community needs and priorities.

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### **Key Responsibilities – Community**

#### **Strategic Community Leadership**

- Provide strategic leadership in community development, engagement, and wellbeing to support inclusive, resilient, and connected communities.
  - Lead the development, implementation, and review of community-focused strategies, plans, and policies aligned with Council priorities and statutory requirements.
  - Provide high-level advice to the Executive and Council on community issues, trends, risks, and opportunities.
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### **Community Development and Capacity Building**

- Lead and oversee community development initiatives that build local capacity, strengthen social connection, and support community wellbeing.

- Apply strengths-based and inclusive approaches to community development, recognising the diversity of community needs and experiences.
  - Support initiatives that respond to vulnerable or priority community groups in line with Council's strategic objectives.
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### **Community Engagement and Participation**

- Provide leadership and governance oversight of community engagement practices to ensure meaningful, inclusive, and transparent participation.
  - Ensure community input is effectively gathered, analysed, and incorporated into Council decision-making processes.
  - Support staff to design and deliver engagement activities appropriate to project scope, risk, and community impact.
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### **Community Services and Programs**

- Oversee the planning, delivery, and evaluation of community services and programs to ensure they are responsive, effective, and aligned with community needs.
  - Monitor service performance and outcomes, ensuring continuous improvement and value for the community.
  - Ensure programs are delivered in accordance with legislative, funding, and policy requirements.
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### **Partnerships and Stakeholder Relationships**

- Develop and maintain strong relationships with community organisations, government agencies, service providers, and other stakeholders.
  - Represent Council in community forums, networks, and partnerships relevant to community development and wellbeing.
  - Facilitate collaboration and partnership approaches to address complex community issues.
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### **Leadership and People Management**

- Lead, manage, and support staff within the community portfolio, providing clear direction, performance management, and professional development.
  - Foster a positive, values-based team culture that supports collaboration, accountability, and service excellence.
  - Ensure staff operate safely and in accordance with Council policies and procedures.
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### **Governance, Risk and Compliance**

- Ensure community services, programs, and engagement activities comply with relevant legislation, funding agreements, and governance requirements.
- Identify and manage risks associated with community-facing activities, including duty of care and reputational risk.
- Contribute to corporate planning, reporting, and continuous improvement processes.

## Financial and Resource Management

- Manage budgets, grants, and resources associated with community programs and initiatives.
- Ensure responsible use of public funds and compliance with grant and funding obligations.
- Support the identification and pursuit of funding opportunities aligned with community priorities.

### 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 Health and Safety in all areas of Shire's operations and requires you to comply with the requirements of the Section 28 of the *Work Health and Safety Act 2020 WA*.

### Required Skills and Qualifications

#### Essential

- Highly developed communication skills – both written and verbal
- Strong interpersonal skills
- Sound administrative and time management skills
- Sound research, analytical and report writing skills
- Ability to be self-directed, flexible and work under minimal supervision
- Sound computer literacy with a focus on Microsoft suite of products
- Experience in the preparation of funding applications, both government and private
- Working knowledge of local area / local government
- Experience in dealing with statutory bodies
- Demonstrated leadership capabilities and experience in managing diverse teams

#### Desirable

- Knowledge of record keeping requirements of Local Government

- Established community networks
- Understanding of financial/budget requirements for Local Government
- Demonstrated passion for areas related to Community Development

### Level of Authority and Organisational Relationships

#### **Reports to:**

Executive Manager Corporate and Community Services

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

#### **Direct Reports :**

Arts & Cultural Heritage Officer

Pool Manager

Community Development Officer

CRC Customer Service Officer/s

#### **Internal Liaisons:**

CEO and Executive Managers

Organisational Management Group

Shire staff

#### **External Liaisons**

DPIRD

RDA Wheatbelt

Lumen WRUC

Clubs and recreation bodies, Community organisations and individuals, Schools, and social groups

Community, ratepayers and public. Regional bodies and other Local Governments, State and Federal Government Agencies and Funding bodies.

**Classification:** Level 7 Inside Staff EA

**Position Location:** Community Resource Centre

### Position and Conditions Acceptance

### Position Objective

To provide strategic leadership and operational oversight of the Community and Place portfolio, ensuring Council delivers inclusive, responsive, and place-based outcomes that enhance community wellbeing, liveability, social connection, and local identity. The role integrates community development, engagement, services, and place-making to ensure people and places are planned, activated, and managed in a coordinated and community-centred way.

### Key Responsibilities

#### Strategic Leadership – Community & Place

- Provide strategic leadership across community development, engagement, services, and place-based initiatives in alignment with Council's strategic objectives and priorities.

- Lead the development, implementation, and review of community and place-based strategies, plans, and policies.
  - Provide high-level advice to the Executive and Council on community issues, place-based initiatives, emerging risks, and opportunities.
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### **Community Development and Wellbeing**

- Lead and oversee community development initiatives that build community capacity, strengthen social connection, and support inclusive and resilient communities.
  - Apply strengths-based, inclusive, and trauma-informed approaches to community development and service delivery.
  - Support initiatives addressing the needs of vulnerable or priority community groups in line with Council priorities.
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### **Community Engagement and Participation**

- Provide leadership and governance oversight of community engagement practices to ensure participation is meaningful, inclusive, and appropriate to the level of community impact.
  - Ensure community feedback is effectively captured, analysed, and integrated into Council decision-making.
  - Support staff to design and deliver engagement activities consistent with organisational policies and best practice.
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### **Place-making, Activation and Public Realm**

- Lead and oversee place-making and activation initiatives that encourage positive use of public spaces, town centres, and community facilities.
  - Support the delivery of community events, activations, and programs that enhance vibrancy, social connection, and local identity.
  - Champion a community-centred approach to public realm projects, ensuring accessibility, inclusion, and positive user experience.
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### **Community Facilities and Shared Spaces**

- Provide oversight of community facilities and shared spaces to ensure they are fit for purpose, well-utilised, and aligned with community needs.
  - Support effective programming, use, and promotion of facilities to maximise community benefit.
  - Work collaboratively with internal teams to align asset use, service delivery, and place outcomes.
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### **Local Identity, Heritage and Culture**

- Support initiatives that strengthen local identity, heritage interpretation, and storytelling within public spaces and community facilities.
- Ensure community and place initiatives reflect the Shire's history, values, and cultural context.

- Promote respectful engagement with Traditional Owners and culturally informed approaches to community and place.
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### **Partnerships and Stakeholder Relationships**

- Develop and maintain effective relationships with community organisations, government agencies, service providers, businesses, and other stakeholders.
  - Represent Council in community forums, networks, and partnerships relevant to community development, wellbeing, and place.
  - Facilitate collaborative approaches to addressing complex community and place-based issues.
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### **Leadership and People Management**

- Lead, manage, and support staff within the Community and Place portfolio, providing clear direction, performance management, and professional development.
  - Foster a positive, values-based team culture that promotes collaboration, accountability, and service excellence.
  - Ensure staff operate safely and in accordance with Council policies and procedures.
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### **Governance, Risk and Compliance**

- Ensure community and place functions comply with relevant legislation, funding agreements, policies, and governance frameworks.
  - Identify and manage risks associated with community-facing activities, place-based projects, events, and public space use.
  - Contribute to organisational planning, reporting, and continuous improvement processes.
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### **Financial and Resource Management**

- Manage budgets, grants, and resources associated with community services, programs, and place-based initiatives.
- Ensure responsible stewardship of public funds and compliance with funding and reporting obligations.
- Support identification and pursuit of funding opportunities aligned with community and place priorities.