

# Information Pack



## Community Development Officer (Community Safety)

### 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 regarded as a response; your application will be regarded as incomplete and it will not proceed.

Applications will be accepted until **a suitable candidate is appointed**. The advert may close at any time, interested candidates are encouraged to apply as soon as possible.

Your application must be lodged online – <https://rockingham.bigredsky.com/page.php?pageID=106>

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



# Employment Conditions

Location	Administration Building, Rockingham
Agreement	City of Rockingham Enterprise Agreement 2021, or its successor
Gross Salary	\$81,808 per annum
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 <sup>th</sup> day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	11% plus the opportunity 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 WA
Probationary Period	Three months
Pre-employment Medical	If selected for interview you will need to complete a health self-assessment. You will be required to participate in a pre-employment medical examination and drug and alcohol screening before an offer of employment will be made
National Police Certificate	<p>A National Police Check is required prior to an offer of employment being made. You will be guided through this online process by a member of the Human Resource Development team. The cost of this check is met by the City.</p> <p>Please note that a prior conviction is not an automatic barrier to employment with the City. The Director will determine each case on its merits and give final approval of any appointment.</p>

# Position Description

<b>Title:</b>	<b>Community Development Officer (Community Safety)</b>
<b>Tenure:</b>	Permanent Full Time
<b>Division:</b>	Community Development
<b>Level:</b>	5 Enterprise Agreement General Classification

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## 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'



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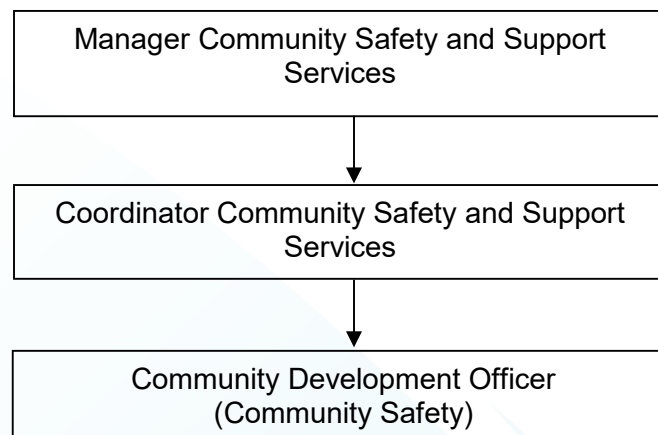
## Position Objectives

- Plan, develop, manage, evaluate and measure community safety projects in partnership with the community and key internal and external stakeholders, in line with relevant strategies and plans.
  - Develop and maintain effective, efficient and collaborative partnerships with key 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 safety, crime prevention, and community connection.
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## Organisational Relationships

<b>Reporting to:</b>	Coordinator Community Safety and Support Services
<b>Responsible for:</b>	Nil
<b>Membership of:</b>	Community Support and Safety Services
<b>Liaison with:</b>	City of Rockingham teams, and Community Development customers and clients, other local, state, federal government agencies, non government agencies and volunteers.

## Organisational Chart



## Key Responsibilities

### Community Safety and Crime Prevention

Develop, implement, promote, monitor and evaluate Community Safety strategies, plans, projects and initiatives

Recruit, train, retain and support Community Safety volunteers

Develop and implement a range of community consultation strategies and innovative solutions in relation to community safety and community connection

Adopt evidence based decision making processes that target areas of greatest need

Coordinate and implement community safety education throughout the City

Source and compile grant funding applications and manage subsequent projects ensuring compliance with conditions of grants and acquittals

Review and develop resources and promotional material to raise community awareness

Liaise with Police, government and neighbouring local government authorities to formulate an integrated approach to community safety issues.

### Administration

Support the development, implementation and review of relevant internal strategies

Use a project planning approach to identify or review projects, programs, events and initiatives

Prepare reports to Council, the community and key stakeholders

Develop and manage project budgets

Manage project accounts and acquittals

Support the management of external contractors and contract management

Undertake research as required for projects and other initiatives

Develop and maintain Community Safety policies, procedures, activities/events and operations and initiate improvements as necessary.

### Corporate Compliance

Maintain safe and compliant work practices in accordance with Workplace Health and Safety legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies 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.

## Customer Service

Foster, advocate and implement the City's Customer Service Charter

Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation.

## 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.

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## Requirements of the Job

### Skills and Knowledge

Highly developed knowledge of Community Development / Community Capacity Building principles, theory and practice

High level of communication and networking skills including the ability to build and maintain internal and external relationships

Demonstrated organisational research and analytical skills, relative to the role

Ability to conduct effective meetings and keep associated administrative records

Ability to set goals and achieve performance objectives

Highly developed project management abilities and skills

Extensive knowledge and understanding of Community Safety and Crime Prevention

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.

### Experience

Sound experience developing and consulting with community groups, organisations and individuals and ongoing support, guidance and assistance

Sound research and report writing experience with an understanding of strategy development, implementation and review

Exposure to financial management through budget preparations and programmes delivery

Experience in identifying, preparing and acquitting funding submissions

Sound experience in identifying stakeholders, community consultation and engagement

Sound experience of event management and delivery

Sound experience in facilitating community meetings including preparation of agendas and minutes.

### Qualifications, Certifications and Licences

#### Essential

Degree in Community Development, Criminology, Social Science or related field and/or relevant experience in Community Development

Current C class drivers licence

Working with Children Check.

#### Desirable

Provide first aid certificate

## Scope of Position

The Community Development Officer (Community Safety):

- 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		
Number of pages	Four	Date reviewed	June 2022

# 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 relevant information you provide in your application.

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

Canvassing of elected members will eliminate you from the recruitment process.

<b>Curriculum Vitae or Resume</b> (Required)	<p>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.</p> <p>You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.</p> <p>It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.</p>
<b>Selection Criteria</b> (Required)	<p>The selection criteria relevant to this role are specified in the advertisement and also set out in the application questions when you apply. You must address these as part of your application.</p> <p><b>If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.</b></p>
<b>Covering Letter</b> (Optional)	<p>You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.</p>
<b>Referees</b>	<p>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.</p> <p>Provide names, work addresses and contact telephone numbers of referees.</p> <p>Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.</p>
<b>Qualifications, Certificates, References, etc.</b>	<p>Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.</p> <p>If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.</p>
<b>If you have any queries</b>	<p>Please contact a member of the Human Resource Development Team.</p> <p><a href="mailto:jobs@rockingham.wa.gov.au">jobs@rockingham.wa.gov.au</a></p> <p>(08) 9528 0471</p>