

INFORMATION PACKAGE

Shire of East Pilbara

Community Development Officer - Newman

Job code: #045

Permanent, Full Time | Newman | Relocation Expenses | Living allowance up to \$13,125 p.a.

Success is a team effort. Come build the future with us!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Community Development Officer - Newman**

Do you have?

- Certificate IV qualifications in Community Development, social science or similar studies, or work experience resulting in the same level of skill and knowledge.
- Current National Police Clearance Certificate or willingness to obtain.
- Current Working with Children Check or willingness to obtain.
- Current First Aid Certificate or willingness to obtain.
- Highly developed communication, interpersonal, and facilitation skills.

To be successful in this role, you will have demonstrated experience in community projects and

programs with highly developed IT skills and experience with social media and digital communications. You will possess initiative and the ability to work unsupervised and autonomously within a team environment. You will have proven self-management, time management, and organisational skills.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership with HEART - Honesty, Excellence, Accountability, Respect and Teamwork.**

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website <http://www.eastpilbara.wa.gov.au/> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People & Culture** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Community Development Officer - Newman

Directorate

Community Experience

Reports to

Team Leader Disability & Inclusion

Position Number

#045

Position Level

LGIA 5/6

Position Summary

Under direction of the Team Leader Disability & Inclusion, assist in the effective planning, development, implementation of community development activities and events that meet the needs of a range of cohorts within the community. As part of the Community Development team, you will be responsible for the cultivating relationships a range of stakeholders for identifying shared resources and collaborative initiatives that build social capital and enhance local community capacity, and wellbeing. This approach will promote the Shire of East Pilbara and enhance its reputation within the wider community.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;

- Proactively reporting upon, and mitigating, risks.

Role Accountabilities

SOCIAL AND COMMUNITY DEVELOPMENT

- Apply Asset Based Community Development (ABCD) strategies to implement community initiatives.
- Ensure that all programs, activities and projects comply with relevant safety standards, legislation, regulations, policies and guidelines.
- Embed the community development principles in all endeavours including social justice and equity, self-determination and human rights.
- Ensure citizen engagement and community consultation is regular, and effective conducted using the IAP2 framework.
- In consultation with the Team Leader facilitate, and implement events, programs and services for the local community, working to specified budgets and timeframes.
- Assist in the implementation of strategies in the Shire's strategic documents in relation to community development and wellbeing.
- Establish and maintain high quality relationships with key stakeholders to ensure the effective implementation of community services and events.
- Consider specialist programs which target population cohorts from a variety of backgrounds including Aboriginal and Torres Strait Islanders and those from culturally and linguistically diverse backgrounds.
- Ensure that all programs, activities and projects within the position's responsibility



comply with relevant safety standards, legislation, regulations, policies and guidelines.

ADVOCACY

- Provide written reports and promotional material to raise awareness and advance advocacy and social justice issues.
- Identify marginalised cohorts provide opportunities and skills for them to advance a range of advocacy campaigns within their community.
- Attend various community network meetings, take minutes and provide administration support to the networks, as required.

PARTNERSHIPS AND ENGAGEMENT

- Foster an inclusion and diversity approach that targets marginalised groups to achieve equality of opportunity, social justice and systemic advocacy.
- Cultivate and nurture respectful relationships with Indigenous groups, communities and individuals across life stages, to drive positive opportunities and outcomes.
- Explore and support opportunities for partnerships with local community organisations, neighbourhood groups, residents and community groups, as required.
- Facilitate and maintain effective relationships with internal and external customers.

COMMUNICATION

- Assist with appropriate and timely communication between local networks, relevant agencies, community organisations and law enforcement sectors.
- Foster positive relationships with regional services and organisations to enhance Indigenous participation and engagement.
- Positively promote the Shire of East Pilbara in such a manner as to enhance its image within the wider community.
- Prepare and provide information and advice to community members on Community Development activities and events.

- Assist in the administration of Community Development information on the Shire's website and on social media platforms.
- Where relevant communicate, network and collaborate with other Teams, Departments and Directorates within the Shire of East Pilbara.
- Create promotional collateral for various programs within Community Development.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Certificate IV qualifications in Community Development, social science or similar studies, or work experience resulting in the same level of skill and knowledge.
- Current West Australian 'C' Class Drivers Licence.
- Current National Police Clearance Certificate or willingness to obtain.
- Current Working with Children Check or willingness to obtain.
- Current First Aid Certificate or willingness to obtain.
- Highly developed communication, interpersonal, and facilitation skills.
- Demonstrated experience in community projects and programs.
- Sound knowledge of Safety and Health requirements.
- Good time management and organisational skills.
- Highly developed keyboard and computer skills, including social media, and digital communications skills.
- Possess initiative and the ability to work



unsupervised within a small team environment.

- Proven self-management, time management and organisational skills.

Desirable Criteria

- Two (2) years' recent experience working in a community development role within a local government context.
- Higher level qualification.
- Knowledge of local government functions.
- Demonstrated experience in community consultation.
- Ability to apply legislation and standards relevant to office environments.

Remuneration details

Employment conditions in accordance with the Local Government Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Base salary \$83,154 - \$94,241 per annum.
- Living Allowance up to \$13,125 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary

Accommodation:

- Is not provided with this position.

Relocation:

- The Shire will negotiate reasonable relocation expenses with the successful applicant.
- Up to \$15,000 for interstate or up to \$10,000 for intrastate (GST Inc.).

In addition:

- Annual uniform allowance up to \$440.
- 5 weeks annual leave and the eligibility to accumulate rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Hours of Work:

- As per the Award, ordinary hours of work are 38 hours per week.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
Pilbara
THE HEART OF THE PILBARA

About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.