



COORDINATOR
COMMUNITY DEVELOPMENT
Application Package

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COORDINATOR - COMMUNITY DEVELOPMENT

ABOUT THE ROLE

An opportunity exists for a skilled, motivated professional to join our team as the Coordinator - Community Development. Reporting directly to the Chief Executive Officer, this role involves fulfilling the Shire's community development priorities, supervising day-to-day activities at Dowerin's Community Resource Centre, and advancing the objectives within the Shire's Integrated Strategic Plan.

ABOUT THE SUCCESSFUL CANDIDATE

You bring expertise, enthusiasm, and a commitment to excellence in completing tasks efficiently and professionally, supporting the Council's goal of high performance. You are adaptable and results-driven, with proven skills in managing the Dowerin Community Resource Centre. Additionally, you will play a key role in promoting Dowerin as a tourist destination and fostering growth within the community.

WHAT WE OFFER

This permanent position offers employment terms and conditions in accordance with and above the *Local Government Officers' (WA) Award 2021*.

ADDITIONAL DETAILS

The position description is available on the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Manisha Barthakur, Chief Executive Officer via ceo@dowerin.wa.gov.au, or by phone on 08 9631 1202.

TO APPLY

Applications marked 'Private & Confidential - Coordinator - Community Development' and should be submitted via email to ceo@dowerin.wa.gov.au or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461. Applications must be received by **4.00pm Monday 11 November 2024**. Late applications will not be accepted.

Manisha Barthakur
CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the *Local Government Officers' (WA) Award 2021* Level Seven (7).

Classification	Level Seven (7)
Annual Salary	\$79,040 per annum.
Hourly Rate	\$40.00 per hour.
Industrial Allowance	As per Local Government Officers' (WA) Award 2021.
Superannuation	11.00% as per Superannuation Contribution Guarantee.
Leave Loading	17.5%
Housing	Housing as determined by the CEO.
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	9 day / 76-hour fortnight.
Location	Shire Administration Office - 13 Cottrell Street Dowerin.

Industrial Agreement

Employment conditions are in accordance with the *Local Government Officers' (WA) Award 2021*.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from the Chief Executive Officer.

Annual Leave – Pro Rata

20 annual leave days per year as per the *Local Government Officers' (WA) Award 2021* with an additional 17.5% leave loading.

Personal Leave – Pro Rata

10 personal leave days per year as per *Local Government Officers' (WA) Award 2021*.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Coordinator – Community Development

Created October 2024



Department	Office of the Chief Executive Officer
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Seven (7)
FTE	Full time

POSITION OBJECTIVES

- To manage the Community Development and Community Resource Centre team to deliver a range of the Council's social initiatives, community projects, action plans, and strategies that are relevant to community engagement and initiatives for the people of Dowerin.
- To ensure that the most appropriate and effective services in education, training, communication, information, and business are provided to the community, and manage the day-to-day operations of the Dowerin Community Resource Centre (CRC) in accordance with set policies and procedures.
- The Coordinator also facilitates community and economic outcomes to include providing assistance to community and sporting groups. These outcomes also include, but are not limited to, projects involving seniors, people with a disability, early childhood, families, youth, community safety and volunteering.

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Chief Executive Officer
Responsible for:	Community Resource Centre Staff, Community Development Staff
Liaison with:	Shire Staff and Management, Community Members, Organisations Contractors & Suppliers, Stakeholders

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

ADMINISTRATION AND MANAGEMENT

- Manage the day-to-day operations of the Dowerin Community Resource Centre and its staff.
- Be responsible for the support and supervision of volunteers.
- Manage CRC services in accordance with the Shires Integrated Strategic Plan and DPIRD service agreement.
- Manage the CRC and community development budget and financial management.
- Maintain and review CRC operations and procedures manual.
- Coordinate CRC information technology.
- Coordinate CRC information management.
- Apply and manage grant funding to assist with activities, events and projects and ensure that funding requirements are met.
- Prepare reports, submissions, and other documents for Council and compliance.

CUSTOMER SERVICE

- Provide service for customers.
- Ensure customer confidentiality is maintained.
- Provide information sessions, training, and workshops for community.
- Provide government and non-government liaison.
- Deliver positive and professional customer service to internal and external customers in a timely manner.
- Provide tourist and visitor information services.
- Promote excellence in customer service and assist with identifying, reviewing, and implementing strategies to improve service quality and efficiency.
- Maintain a professional customer service area including monitoring of display and promotional material.
- Promote membership of the library.

COMMUNITY DEVELOPMENT

- Promote Dowerin as a progressive, vibrant, and well-connected community that is actively engaged.
- Work with community and sporting groups to develop proposals and programs that align with the Shire's Integrated Strategic Plan.
- Liaise with community groups regarding funding opportunities for community projects, art and cultural activities, and events.
- Provide administration of community and economic development projects, including preparation of grant applications and acquittals as required.
- Provide information to residents regarding community services, facilities, and funding opportunities.
- To develop and implement a Community Wellbeing Plan.
- To develop and implement a Tourism and Economic Development Plan.
- Preparation of public relations information for the Dowerin Despatch, Social Media channels, and Website on community and Council activities.

COMMUNITY SERVICES

- Coordinate delivery of community activities, events, programs, and training.
- Manage the community library.
- Manage visitor information services.
- Manage the Dowerin Short Stay bookings and marketing.

MARKETING, PLANNING, RESEARCH AND TOURISM

- Supervise all content management of Shire, Community Resource Centre, and Dowerin Short Stay Social Media channels, websites, and Dowerin Despatch newsletter.
- Research, develop and implement tourism destination initiatives.
- Initiate and maintain revenue generating programs and projects.
- Assess and create educational and business opportunity in the community.

GRANTS AND ACQUITTALS

- Help identify and promote external funding opportunities that support the implementation of Council projects and programs.
- Prepare, review, and submit grant applications and acquittals on behalf of the Council and organisations under its auspices.
- Collaborate with internal service units to assess the impact of grant applications on people, systems, and financial resources.

OTHER DUTIES

- Record daily statistics and report to Council, DPIRD and all other stakeholders as and when required.
- Other duties as directed by the Chief Executive Officer.

REQUIREMENTS OF THE JOB

SKILLS

- Ability to identify solutions to complex problems.
- Developed marketing and public relations.
- Developed time management and organisational skills.
- Developed written and verbal communication skills.
- Developed analytical and research skills.
- Demonstrated leadership and supervision skills.
- Demonstrated project management skills.

KNOWLEDGE

- Working knowledge of administration and office management practices.
- Developed knowledge of community and local tourism.
- Developed knowledge in the preparation of grant applications and acquittals.
- Understanding the workings of Local Government.

EXPERIENCE

- Demonstration experience in community principles and practices.
- Demonstrated experience in delivery of events and training courses.
- Experience with modern office technology including computers, internet, Microsoft Office, printers, and photocopiers.

QUALIFICATIONS AND TRAINING

- Experience in a similar position of qualifications in business management is desirable.
- Hold a current C Class driver's license.
- Current or ability to obtain a Working with Children Check and current National Police Clearance.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Actively promote safety and lead by example.
- Actively promote and participate in Injury Management Programs as required.
- Ensure workers, contractors and volunteers have a safe place of work in which to work.
- Ensure all hazards are identified, assessed, and eliminated or controlled.
- Investigate incidents and ensure action is taken to control the cause(s).

EXTENT OF AUTHORITY

- Operates under the direction of the Chief Executive Officer.
- Supervision of the CRC staff.
- Internal liaison with the Shire staff and volunteers.
- External liaison with the community, contractors, government agencies, stakeholders, suppliers, and visitors.
- External representation for Pioneers' Pathway and Wheatbelt Way.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate and Working with Children Card is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

CERTIFICATION

Authorised by Chief Executive Officer

Signature

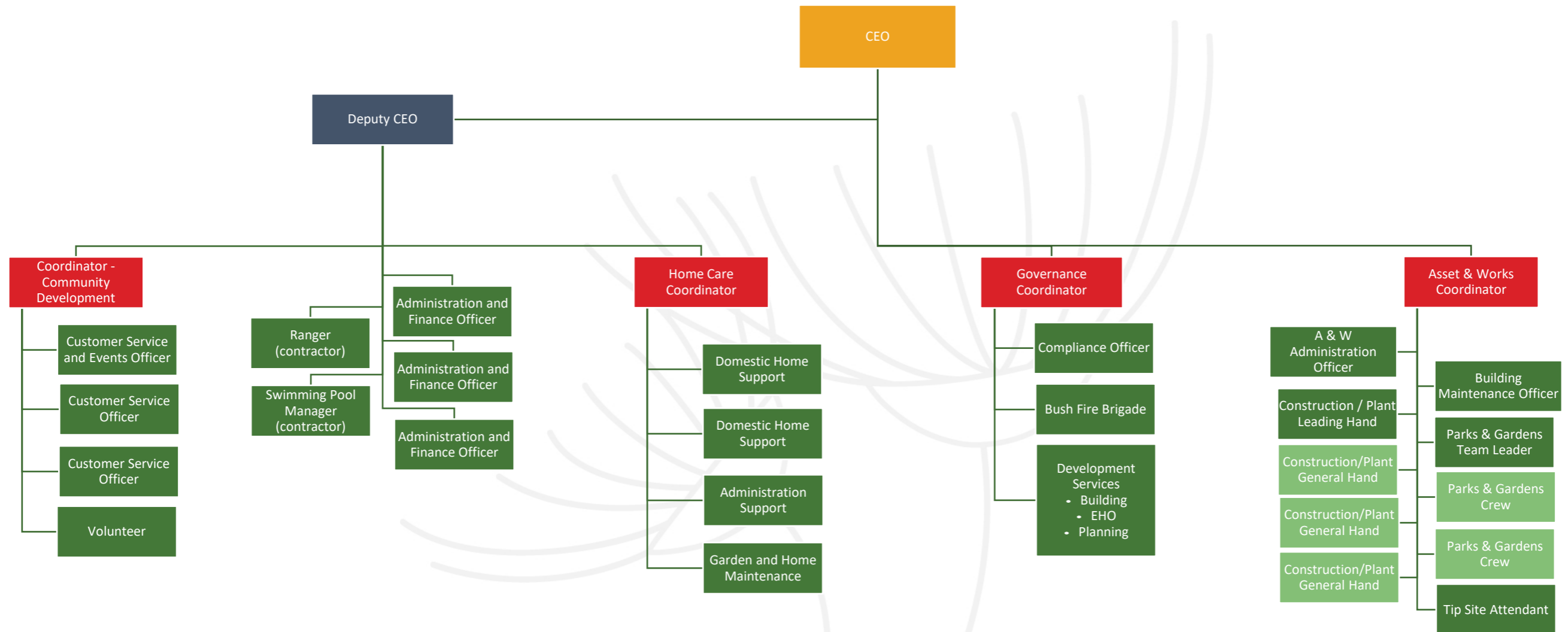
Date Reviewed 24 October 2024

INCUMBENT ACKNOWLEDGEMENT

Employee

Signature

Date



APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. 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.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.