



POSITION DESCRIPTION FORM

File No: PDF-F0168948

POSITION IDENTIFICATION

Title:	Place & Community Officer	Level:	Level 5
Service Unit:	Place & Community Engagement	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Sustainable Development	Date Effective:	1 July 2020
Reporting to:	Place & Community Engagement Team Leader	Date Last Reviewed:	1 December 2023

PURPOSE OF POSITION

- Under direction of Place & Community Engagement Team Leader, is responsible for providing a range of community initiatives relevant to specific focus areas that aim to develop the community's capacities and improve wellbeing outcomes within the Shire.
- Focus areas within Place & Community Engagement include, but are not limited to; events, place making and activation, cultural development, arts, heritage, accessible and inclusive communities, community and event grants, sourcing external funding, and community engagement.
- To contribute to building vibrant places for people through strengthening community connections and developing a sense of place.
- Generate a sense of ownership and empowerment by the community to develop local and place-based initiatives for the benefit of the community.
- To work with the Place & Community Engagement team and other Council staff to achieve community development and engagement outcomes as adopted by Council.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Develop, implement, and evaluate a range of viable community programs and projects associated with various focus area priorities.
- Identify and establish collaborative relationships with key agencies, organisations and community leaders to develop sustainable partnerships.
- Work in partnership with the community to facilitate participation and access to facilities and services.
- Organise, coordinate, and evaluate the delivery of events, programs and place activations that encourage local connectedness, vibrancy and diversity.
- Facilitate connections between the community and Shire of Dardanup.
- Develop strategies in collaboration with external groups and organisations to encourage events and initiatives that drive economic activity to the Shire.
- Investigate and secure external funding through grants and/or sponsorships.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Work with the Communications Officer – Media to provide proactive community project and event communications including social media, website information, and eNews.
- Provide advice and guidance on community development issues within the Shire of Dardanup.
- Actively participate in social research to keep informed of best practice community development and engagement principles.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Nil

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: As defined by the Chief Executive Officer. Authority to sign purchase orders for supplies and services under delegated authority.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Place & Community Engagement Team Leader within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.

CORPORATE ACCOUNTABILITIES

- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, customer/Community, Excellence, Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA

Essential:

1. Demonstrated experience in establishing and delivering local and place based initiatives for the community.
2. Extensive knowledge and experience with community engagement principals and strategies.
3. Ability to effectively plan, implement and evaluate community development programs and projects.
4. Ability to establish and build relationships including the ability to effectively engage a range of community stakeholders.

5. Strong time management and organisational skills with the capacity to work independently and manage priorities.
6. Excellent communication skills including the ability to produce quality written reports.
7. Highly motivated and innovative thinker.

Desirable:

1. Demonstrated project management and/or event coordination experience.
2. Tertiary qualifications in a relevant field.