

# POSITION DESCRIPTION



Date: 02/01/2024

## 1. Position Identification

<b>Title:</b>	Coordinator Community Development				
<b>Position Number:</b>	PE.RE.126	<b>Level:</b>	7	<b>Agreement:</b>	Shire of Exmouth Enterprise Agreement 2017
<b>Department:</b>	Community and Emergency Services				
<b>Section:</b>	Community Development				
<b>Location:</b>	Exmouth, Western Australia				

## 2. Reporting Relationships

<b>Reports to:</b>	Manager Community and Emergency Services
<b>Direct Reports:</b>	Events Officer Library Officers

## 3. Value Statement

Embrace and promote the values of integrity, accountability, respect and innovation.

- **Integrity**  
We act with care and diligence - making decisions that are honest, impartial, timely and based on all relevant information.
- **Accountability**  
We use Shire resources in a responsible and accountable manner that ensures the efficient, effective and appropriate use of resources and information.
- **Respect**  
We treat people with dignity, fairness and recognise their interests and rights.
- **Innovation**  
We strive for continuous improvement, embrace change and challenge the status quo.

## 4. Role Purpose

Reporting to the Manager Community and Emergency Services, the Coordinator Community Development is responsible for the development and delivery of the Shire of Exmouth's community objectives.

## 5. Key Objectives

- Lead the planning, development and implementation of a diverse and innovative range of activities, programs, facilities and events to improve the wellbeing of individuals, clubs and groups.
- Implementing and reporting on achievements for the Shire's Access & Inclusion Plan
- Provide effective and innovative library and information services and programs to activate and support lifelong learning for the Shire of Exmouth community and also for visitors to the Shire.
- Identify and develop partnership opportunities with community groups, clubs and agencies to achieve greater efficiency, ownership and involvement in the delivery of community engagement programs and activities
- Proactively promote and enhance Council's role, services and image in the community, delivering a highly professional, and customer focused Community Development service.

## 6. Key Responsibilities

Prepare and implement and maintain engagement and communications strategies for Community Development projects.

Develop, deliver and review Shire strategic/policy documents such as the Access and Inclusion Plan to contribute to the development and delivery of the Strategic Community Plan.

Strengthen, support and develop local community organisations and clubs through the application of community development principles. Specifically, support Exmouth sporting clubs through application of club development principles.

Coordinate and deliver a calendar of developmental, educational support opportunities to local community organisations and clubs within Exmouth.

Coordinate and work in partnership with key stakeholders in the planning, development and implementation of community & cultural events, projects, programs, services and sporting & recreational facilities. Some events and activities will be fully coordinated by the role, with other events and activities only involving the participation by the role, but not coordination.

Provide information, guidance and support to local community groups and clubs regarding grant opportunities with State and Federal agencies and other funding organisations.

Provide regular reporting to the Manager Community and Emergency Services and Executive on community development initiative and projects.

Draft policies strategies and action Plans within allocated areas.

Coordinate and administer the Shire's community grants program in line with current policies and procedures.

In liaison with the Manager Community and Emergency Services, prepare a budget for community development.

Apply for and acquit grant applications and external sponsorships that strengthen the community services department delivery of events and workshops.

Coordinate and participate in services rosters, coordinate development and training of staff and ensure a high standard of customer service.

Coordinate presentation of workspaces and public areas, including collections, technology, building maintenance, customer access, shelf order, displays and signage.

Contribute to the development and delivery of Literacy programs and library events. Evaluate value added programs and activities that promote library services.

Coordinate the development and delivery of information through newsletters, press releases, website and events calendars to community members and groups and apply sound community consultation & participation mechanisms. Represent Council at various meetings with government agencies, the community or other stakeholders.

Assist staff in developing improved processes and practices where identified by providing a customer focused and efficient service to the community

Youth and children's development and program delivery including liaison with youth and children's service delivery agencies.

Effectively roster and supervise relevant staff and ensure annual Performance Reviews are undertaken in accordance with required timeframes and processes.

Provide leadership to staff and participate in work team activities and contribute to relevant change management strategies.

Develop and train staff, including evaluation and monitoring of work performance and ensuring staff members work within the guidelines of established policies and procedures.

Support a culture of teamwork both within the department and across the organisation.

Results driven, demonstrated by actively leading continuous improvement initiatives, effectively collaborating with key stakeholders in support of the Community Strategic plan.

Drives a high performing customer focused culture where accountability, innovation, and excellence are valued.

Lead staff through organisational and process change, ensuring staff participation and owner of the change process.

## 7. Risk Management and Workplace Health and Safety

Participate, contribute and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

Identify potential hazards and take appropriate action in accordance with policies and procedures.

## 8. Qualifications and Work Experience

### Mandatory Requirements

- Hold a current national "C" class driver's license.
- Valid Australian Work Rights.

### Essential

- Tertiary qualification in Community Development or relevant demonstrated experience in a similar role.

- Developed knowledge of community program and policy development, coordination, and evaluation.
- Developed knowledge of community engagement best practice.
- Demonstrated experience in sourcing community grant funding, writing of application and acquittals.
- Experience in chairing meetings/working groups.
- Knowledge of budget development and monitoring.
- Demonstrated well-developed written and verbal communication skills and interpersonal skills.
- Demonstrate good organisational and time management skills with the ability to establish priorities, manage workloads and identify when to reschedule and reorganise work to reflect changes in priority.
- Knowledge of contemporary public library services to the community
- Demonstrated ability to perform duties responsibly under limited supervision to ensure the achievement of team goals.
- Demonstrated ability to use computers and a range of software packages, particularly databases, spreadsheets and Microsoft Office Suite, as well as social media platforms.

**Desirable**

- Post graduate Qualification in Community Development or similar.