

Community Development Officer

Application Package 2024



Community Development Officer

Do you have a passion for community and being a part of a team that is committed to delivering projects, events, and initiatives for a proactive shire? Then we have an exciting employment opportunity for you. The Shire is seeking an enthusiastic person to fill the role of Community Development Officer.

Bruce Rock is ideally located just 245km east of Perth in the Wheatbelt region and has excellent services and facilities to make living in this great community very comfortable.

The successful applicant must possess;

- Excellent organisational skills, while having the ability to be flexible
- Good report writing skills
- Excellent communication and interpersonal skills
- Proven ability to deliver community projects and events; and
- Strong commitment to work as part of a team in an office environment

The position is being offered as full time, however applicants who may wish to work slightly reduced days/hours are encouraged to apply.

The position is offered between level 4.1 and 6.1, under the terms and conditions of the Local Government Officers (Western Australia) Award. Council offers an over award payment making the cash component up to \$67,991 pa depending on skills and experience. Other benefits include generous superannuation options, training, development and uniform allowance.

To obtain an information package contact Shenae Negri on 08 9061 1377, email shenae.negri@brucerock.wa.gov.au or visit the website www.brucerock.wa.gov.au.

Applications, addressing the selection criteria, including the names of two referees marked "Confidential – Community Development Officer", will be received until 10:00 am on Friday 8th March 2024.

Darren Mollenoyux
Chief Executive Officer
Shire of Bruce Rock PO Box 113
BRUCE ROCK WA 6418

POSITION DESCRIPTION

Position Title	Community Development Officer
Department	Governance and Community Services
Award/Agreement	Local Government Officers (Western Australia) Award
Classification	Level 4.1 to 6.1
Status/Hours	Full Time (Slightly reduced days/hours may be negotiated)

Position Objective

To identify and attract funding that is beneficial to Council and the community, and delivers community development both in the short and long term.

To work with the management team to provide a range of community initiatives, working within action plans and strategies of Council.

To implement plans and provide project management in areas of responsibility.

Key Responsibilities and Duties

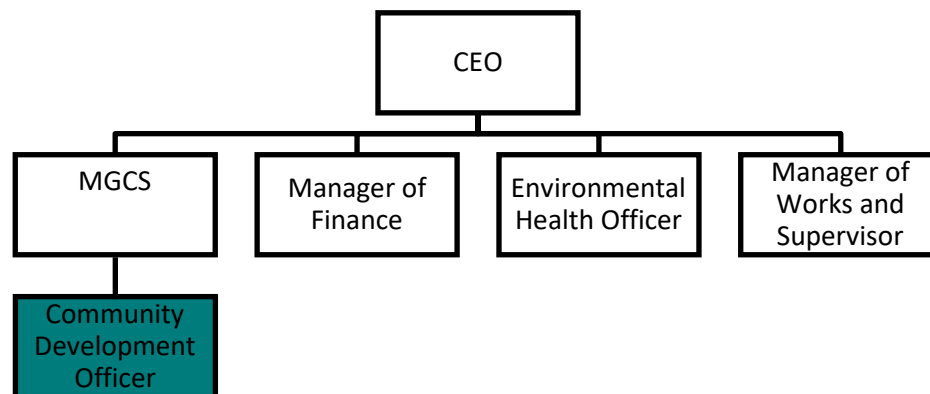
Key Areas of Accountability	
Community Development	<ul style="list-style-type: none"> Oversee the coordination of various Council based community events. In conjunction with the Bruce Rock Vietnam Veterans, coordinate the Annual Vietnam Veterans Back to the Bush Reunion. Actively liaise with Bruce Rock Community Resource Centre in partnership to deliver community initiatives and local tourism. Act as Council's contact with sporting clubs to provide guidance in sporting administration and funding avenues. Administer the Shire communications strategy news and public relations to ensure adequate promotion of Council and its activities. Develop and maintain effective communication links with residents of Bruce Rock. Act as Council's representative and liaison for local and regional tourism. Council promotion and awareness. Maintain and administer Council's Social Media in liaison with the Chief Executive Officer (CEO).
Grants	<ul style="list-style-type: none"> Actively identify appropriate grants that will be beneficial to Council. Investigate funding opportunities for projects as directed by the CEO or the Manager of Governance and Community Services (MGCS). Investigate funding opportunities in line with Council's strategic direction. Make community groups aware of funding opportunities and assist/guide groups. Prepare grant applications and acquittals as directed by the CEO and MGCS. Seek opportunities that will benefit local business and provide economic value.
Integrated Planning and Reporting	<ul style="list-style-type: none"> Work towards the objectives of Council's Community Strategic Plan 2022-2032.
Other	<ul style="list-style-type: none"> Back-up for front of office duties, when required.

Work Health and Safety and Risk Management	<ul style="list-style-type: none"> • Demonstrate a strong commitment to Work Health and Safety, including risk management. • Take all reasonable care in the performance of duties to prevent injury to self and others. • Report any risk, accident or incident immediately.
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Position Requirements

Skills	Knowledge	Experience/Qualifications
Developed keyboard and data processing skills	Good office administration knowledge	Tertiary training or equivalent professional experience, in a field related to essential skill requirements.
Developed mathematical skills	Working knowledge of local community and district	Understanding of grant processes and procedures
Excellent time management and organisational skills	Working knowledge of Windows based applications	Basic understanding of Local Government
Excellent written and verbal communication skills		
Excellent public relation skills		
Desire to learn new skills		

Organisational Relationship



Responsible to	Responsible For
Manager of Governance and Community Services	Not Applicable

Internal/External Liaison

Internal	External
Chief Executive Officer	Funding Providers
Manager of Governance and Community Services	Community Groups
Manager of Finance and Compliance	General Public
Executive Assistant	Government Departments and Agencies
Manager of Works and Supervisor	
Councillors	

Extent of Authority

Work under the guidance of Senior Management. Required to work without direct supervision, but abiding by set out procedures and policies.

Selection Criteria	Essential	Desirable
Skills		
Good keyboarding and data processing skills	√	
Excellent public relation skills	√	
Sound mathematical and accounting skills	√	
Excellent written and verbal communication skills	√	
Excellent time management and organisational skills	√	
Sound project management skills	√	
Knowledge		
Working knowledge of Windows including Word, Excel, Access, Publisher, PowerPoint and Internet Explorer	√	
Basic understanding of Strategic Planning		√
Basic understanding of tourism and area promotion		√
Sound knowledge & experience in event coordination	√	
Sound understanding of grant and funding application processes	√	
An understanding of Council organisational structure and function		√
Familiar with the local district		√
Experience/Qualifications		
Current 'C' class WA driver's license.	√	

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

MANAGER OF GOVERNANCE & COMMUNITY SERVICES

SIGNATURE_____

DATE_____

As the employee, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME_____

SIGNATURE_____

DATE_____

DATE APPOINTED_____

CONDITIONS OF EMPLOYMENT

1. Hours of Work

Ordinary hours are from 8:00am to 5:00pm with an hour for lunch.
Lunch break is to be taken in consultation and with consideration of others.
You will accrue one Rostered Day Off per month worked, to be taken at your discretion in liaison with the CEO.

2. Annual Leave

4 weeks pro rata annual leave after 12 months of service, including 17.5% leave loading.

3. Superannuation

(a) The Local Government shall pay any superannuation guarantee charge (as defined in the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992) payable by the Local Government in respect of the Officer ("Statutory Superannuation entitlement")

The superannuation payable at the commencement of the contract will be 11% of the ordinary time earnings.

(b) Council will make a matching co- contribution towards any superannuation payment, made by the officer before tax, up to a maximum amount of 6% of their salary.

(c) All contributions by way of superannuation must be paid by the Local Government in accordance with the Act and any other law but the Officer shall be permitted to have superannuation contributions paid by the Local Government into a superannuation fund of the Officer's choice if permitted under the Trust Deed of the Western Australia Local Government Superannuation Fund.

(d) At the request of the Officer, the Local Government may from time to time vary the amount of the Officer's contributions towards superannuation by way of salary sacrifice.

4. Public Holidays

In addition to the normal public holidays an additional 2 days paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after 10 years continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance of \$450 per year will be allocated annually and this allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the officer to participate in relevant training and attend relevant conferences, as approved by the Chief Executive Officer.

9. Housing

Council may be able to assist in finding suitable accommodation for the successful application.

10. Medical Examination

The Officer will be required as a condition of appointment to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. Council will bear the full cost of Pre-Employment Medical Examination. A copy will be retained in the employee's personal file and made available for the employee.

11. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire you may be required to take a test under the Shire's drug and alcohol policy.

12. Police Clearance

The Officer may be required as a condition of employment, to provide a current "Police Clearance" at Council's expense.

13. Probationary Period

A probationary period is applicable to this position will be discussed at the time of offer of the position to the successful applicant. At the completion of this period your position of permanency will be approved or declined by the Chief Executive Officer.

SUBMITTING YOUR APPLICATION

Statement of Claims against the Selection Criteria

Your Selection for an interview will depend on you demonstrating that you meet the essential criteria.

When preparing your statement of claims

- Treat each selection criteria separately. Use each criteria as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criteria is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

General Application Information

- Applicants should submit typed applications.
- When lodging your application, submit a covering letter, Resume, Statement of claims against the criteria and written references.
- Please only include photocopies of your attachments as the application will not be returned.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

Delivery of Application

You may post, deliver or email your application. Applications must arrive by **10.00am on Friday 8th March 2024.**

Mark your application:

Post:

"Confidential"

Community Development Officer
PO Box 113
Bruce Rock WA 6418

Email: shenae.negri@brucerock.wa.gov.au

Should you require any further information or assistance please contact:

Nerea Ugarte
Tel: 08 9061 1377
Mobile: 0408 383 530
Email: nerea.ugarte@brucerock.wa.gov.au

THE INTERVIEW

Preparing for the Interview

An interview will be conducted by the CEO and Manager of Governance and Community Services (MGCS).

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a Supervisor
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask Council.

The Selection Interview

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position even though you may have worked with them or have had previous experience in the position for which you have applied.
- Try to remember the names of the person/people interviewing you.
- Take time to answer each question. In some instances, you will be given the opportunity to read the interview questions and prepare brief notes immediately prior to the interview.
- If you do not understand a question ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible, relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

After the Interview

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

Statement of Claims against the Selection Criteria

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When preparing your statement of claims

- Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.
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- Referees should be contacted for approval before listing them in your application.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

General Application Information

- Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.
- Do not attach any information that is not relevant to the position that you are applying for.
- When lodging your application, submit a covering letter, Resume, Statement of claims against the criteria and written references.
- Staple all information in the top left-hand corner. DO NOT submit your application in a plastic or cardboard folder (as your application may need to be photocopied)
- Please only include photocopies of your attachments as the application will not be returned.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of 9 Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 1.30pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 43 staff, including administrative and external officers as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



THE STAFF

Chief Executive Officer (CEO)	1
Manager of Governance & Community Services (MGCS)	1
Manager of Finance	1
Manager of Works & Services	1
Environmental Health Officer	1
Community Development Officer	1
Senior Finance Officer	1
Administration Staff	4
Supervisors	2
Plant Mechanic	2
Town Maintenance	5
Outside Workforce	9
Gardeners	3
Cleaning Staff	4
Aquatic Centre Manager	1
Recreation Manager	1
Building Staff	2
Medical Centre Staff	3
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PHYSICAL CHARACTERISTICS

Location

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes 3 satellite town sites: Shackleton, Babakin & Ardath, and the Kwolyin locality.

Population

The permanent population of Bruce Rock townsite is approximately 700.

The permanent population of the Shire of Bruce Rock is approximately 1100.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

Soil Types

Good fertile soil suitable for agriculture.

HISTORY

The First Settlers

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

Railway

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

Townsite

The town was gazetted as Bruce Rock in June 1913.

PHYSICAL INFRASTRUCTURE

Roads	
Total Length in the district	1258
Main roads	72
Sealed local	425
Unsealed local roads	761

PUBLIC UTILITIES

Water

Water Corporation

Sewerage

Leach & Septic Individual Systems.

Electricity

Electricity is supplied by the Western Power electricity grid

Telephone

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.
Expanding pulses, lupins, course grains, eucalyptus oil mallees and sandalwood.

Support Industries

Metal Fabrication, Light industrial, agricultural agencies and transport operations.

COMMUNITY SERVICES

Health

20 bed hospital servicing by a resident local GP
Dentist

Emergency Services

St Johns Ambulance
Volunteer Emergency Services



Education and Training

Bruce Rock District High School caters for students from Kindergarten through to Year 10.
A daily school bus takes students to Merredin for years 11 and 12. Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

The Town and District Halls

Halls have been built at Bruce Rock, Babakin & Shackleton.

Recreation Centre and Facilities

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, hockey, netball, tennis and squash. A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre & Sculpture Park

The Bruce Rock Federation Amphitheatre was officially opened in October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is host for many get-togethers, community events including the annual Vietnam Veterans Reunion.

The adjoining Sculpture Park has contributions of artwork from all around the region and is a unique place for a family picnic or a stroll through the picturesque gardens that also become a popular venue for weddings.



TOURISM

Granite Way

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

Museums

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

Wildflowers

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire. A wildflower drive is also sign posted from Bruce Rock.

Other Places of Interest

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank

Accommodation

Bruce Rock Hotel Motel, Bruce Rock B & B, Bruce Rock Roadhouse, Ardath Hotel.

Other Information

Should you wish to obtain additional information on the Shire and services available you may contact the CEO, Darren Mollenoyux on 08 9061 1377 or 0428 611 377.

Canvassing of Councillors

Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

