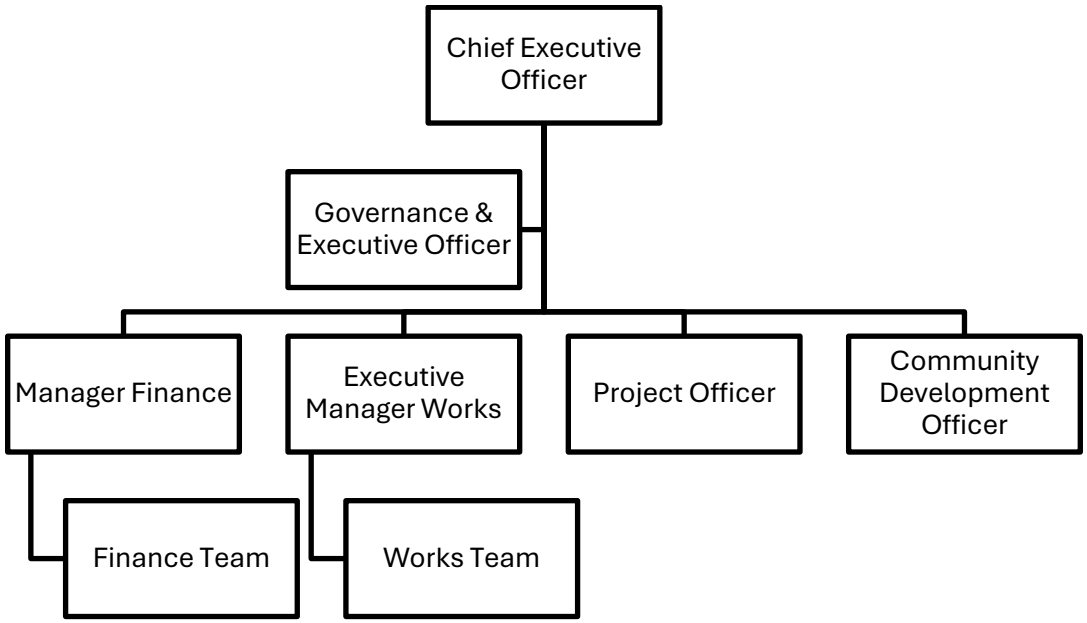
COMMUNITY DEVELOPMENT OFFICER POSITION DESCRIPTION

Shire of Pingelly
17 Queen Street, Pingelly, WA, 6308
pingelly.wa.gov.au | 08 9887 1066
admin@pingelly.wa.gov.au

Directorate: Office of the Chief Executive
Classification: Level 4.1 to 5.4
Reports to: Chief Executive Officer
Location: Shire Administration Office and other locations as required

ORGANISATIONAL STRUCTURE



POSITION PURPOSE

Coordinate community development, engagement, events, communications and grant activities that strengthen participation, wellbeing and connection across the Shire of Pingelly. Build effective relationships with community organisations, residents, businesses, government agencies and funding bodies, and deliver initiatives aligned with Council priorities. The position works with a high level of initiative within approved plans, budgets, policies and delegations, escalating sensitive, high-risk or non-routine matters to the Chief Executive Officer.

KEY RESPONSIBILITIES

1. Community Development

1.1 Plan, coordinate and evaluate initiatives for children, young people, families, seniors and other community cohorts, including Age is Just a Number, age-friendly initiatives, the Early Years Network, youth engagement, wellbeing, sport and recreation participation.

1.2 Support community organisations, sporting clubs and volunteers through information, governance and project support, funding pathways, volunteer attraction and retention, recognition, leadership development and succession planning.

1.3 Support implementation of the Shire's Reconciliation Action Plan and initiatives that build cultural awareness, celebrate Aboriginal people and stories, and strengthen relationships with the Pingelly Cultural Advisory Committee, Wilman Noongar people and Aboriginal organisations.

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2. Events

2.1 Lead the annual planning, promotion, delivery and evaluation of the Pingelly Christmas Village and Pingelly Heritage Festival as the Shire's significant community events, including expansion of the Heritage Festival in accordance with Council priorities.

2.2 Coordinate other civic, community-led and Shire-supported events included in Council's annual work program, including volunteer recognition, Community Awards and activities that celebrate Pingelly and rural life.

2.3 Use events to strengthen community participation, town-centre activation, local business involvement, regional visitation and the promotion of Pingelly.

3. Communications

3.1 Coordinate the Shire's community-facing communications across the Pingelly Times, website, social media, public notices, media releases, newsletters, advertising and digital information platforms.

3.2 Plan and deliver community engagement, consultation and marketing activities in accordance with the Shire's Engagement Strategy and Marketing Strategy, including the Annual Community Survey, and provide clear summaries and reports to management and Council.

3.3 Promote community activities, events, programs, grants, projects and visitor opportunities, including campaigns that encourage participation and showcase Pingelly's arts, culture, Aboriginal stories, local history, heritage and tourism experiences.

3.4 Maintain a coordinated communications schedule and ensure published information complies with Shire branding, records, privacy and approval requirements. Sensitive, reputational, emergency or incident-related communications must be approved by the Chief Executive Officer or another authorised officer before release.

4. Grants and Projects

4.1 Identify funding opportunities and prepare or coordinate grant applications, business cases, project plans, budgets and partner contributions aligned with the Community Plan and other adopted Council plans.

4.2 Administer funded projects and agreements, including milestones, expenditure, risks, variations, reporting, evidence and acquittal requirements.

4.3 Coordinate community projects arising from adopted plans, including age-friendly, early years, youth, wellbeing, arts, culture, heritage and tourism initiatives.

4.4 Develop and maintain partnerships with government, regional organisations, schools, service providers, businesses, community groups and funding bodies to support approved projects and events.

5. Administration and Governance

5.1 Translate relevant Community Plan and supporting-plan actions into annual work plans, project schedules and budget submissions, and provide Council reports, briefings and progress updates.

5.2 Coordinate the administration of Council Awards and Grants, including applications, assessments, recommendations, notifications, agreements, records and acquittals.

5.3 Maintain accurate records and registers, and complete purchasing, quotations, contracts, bookings, permits, insurance and other administrative arrangements required for approved activities.

5.4 Comply with work health and safety requirements, legislation, Council policies, procurement, records management, privacy, accessibility and risk management obligations, and undertake any other duties reasonably required within the position's scope and classification.

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SELECTION CRITERIA

Essential

A. Demonstrates a positive, proactive and community-focused approach, with a genuine commitment to supporting local communities.
B. Builds productive and respectful relationships with community members, volunteers, sporting clubs, community groups, businesses, government agencies and colleagues.
C. Plans and coordinates activities, projects, events or programs, manages competing priorities and deadlines, and follows work through to completion.
D. Communicates clearly through written, verbal, digital and social media channels, and can undertake community engagement, consultation, promotion and marketing for different audiences.
E. Has experience preparing, administering or supporting grants and projects, including funding applications, budgets, reports, records or acquittals.
F. Demonstrates initiative, sound judgement, problem-solving ability, attention to detail and the capacity to work independently while contributing positively to a small team.
G. Uses Microsoft 365 and digital systems confidently and is willing to learn new technologies.
H. Understands the importance of community presence and is willing and able to work outside ordinary business hours, including evenings and weekends, to support events, meetings and community activities.

Desirable

I. Experience in local government, community development, events, communications, tourism, recreation, arts and culture, economic development or another community-facing field.
J. Understanding of regional and rural communities, including experience working with volunteers, community organisations or community-led initiatives.
K. Current First Aid qualification or willingness to obtain one.

POSITION REQUIREMENTS

- Hybrid or flexible working arrangements may be considered from time to time, subject to operational requirements, Shire policy and prior approval by the Chief Executive Officer. The position must maintain a strong presence in the office and community and be available for meetings, events and service delivery as required.
- Some evening and weekend work, local travel and site attendance are required.
- Holds a current unrestricted C Class Driver's Licence.
- Able to obtain and maintain a satisfactory National Police Clearance and Working with Children Check, and comply with any child safety, safeguarding and induction requirements relevant to Shire programs and events.
- Required to comply with the Shire's Fitness for Work Policy and may be required to participate in drug and alcohol testing, including random or incident-related testing, in accordance with relevant procedures and lawful directions.

Prepared by: Chief Executive Officer
Supervisor: Chief Executive Officer
Review date: September 2026
Next review: As required or through the performance review cycle