



POSITION DESCRIPTION

Title:	Community, Tourism and Economic Development Officer	Position no:	GOV3
Level:	Level 5	Agreement/Award:	LGIA 2020
Responsible to:	Chief Executive Officer	Date effective:	13 July 2021

1. OBJECTIVES OF POSITION

The key objectives of the position are:

- 1.1 To promote, develop and undertake programs, activities and services in the Shire of Boyup Brook that reflect the needs of the local community as supported by the Council. Help to raise community awareness about the availability of resources and support local groups and clubs to develop sustainable initiatives.
- 1.2 Manage the grant process including identifying available grants and funding opportunities, research and analysis, risk assessments, budget process, preparing quality submissions, completing the agreement, compliance, monitoring and acquittal process.
- 1.3 Provide marketing expertise to the Shire webpage and social media communications to ensure relevant up-to-date information is available to ratepayers and the general public.
- 1.4 Ensure accurate and timely responses to customer service enquiries.
- 1.5 Provide recommendations, prepare and submit briefing notes and reports for Council and attend briefing and Council committee meetings as required.
- 1.6 Develop corporate documentation including templates, forms, business cases, guidelines, project plans, workflow procedures, surveys and communication strategies.
- 1.8 Manage Shire leases including four community housing units.
- 1.8 Develop Shire contracts, funding agreements and MOU's in consultation with the relevant stakeholders.
- 1.9 Work within the bounds of legislative and policy framework of the Local Government.
- 1.10 Work towards achieving the aims and objectives of the Shire of Boyup Brook strategic and corporate plans.

2. REQUIREMENTS OF THE POSITION

2.1 SKILLS

- 2.1.1 Sound typing and keyboard and data entry skills.
- 2.1.2 Advanced time management and organisation skills.
- 2.1.3 Advanced communication skills - both written and verbal.
- 2.1.4 Sound research and analytical problem solving skills
- 2.1.5 Good interpersonal skills.
- 2.1.6 Ability to identify typical hazards and risks within an office environment and take the appropriate actions in accordance with procedures.

2.2 KNOWLEDGE

- 2.2.1 Extensive working knowledge of the Microsoft Office suite of programs.
- 2.2.2 Sound knowledge of community groups/organisations or Sporting clubs.

2.3 EXPERIENCE

- 2.3.1 Highly desirable – Experience in Local Government
- 5.3.2 Highly desirable - Grant writing.
- 2.3.3 Desirable – Website maintenance and website management programs.

2.4 QUALIFICATIONS AND/OR TRAINING

- 2.4.1 A person holding a Cert III/Cert IV/Diploma as well as the necessary experience will be highly regarded.
- 2.4.2 Completion of Year 12 or High School graduation certificate.
- 2.4.3 Hold a current “C” class Motor Drivers Licence.

3. KEY DUTIES/RESPONSIBILITIES

- 3.1 Assist community organisations and others to work together with Council, to deliver selected community development services and projects in a coordinated manner.
- 3.2 Facilitate and encourage the achievement of activities identified in funding agreements entered into by the Council. Participate in financial, budgeting and acquittal processes as required.
- 3.3 Provide support and assist community organisations with the submission of grant applications where a general community benefit is determined.
- 3.4 Develop and maintain necessary channels of communication and networks to facilitate the implementation of community and economic development functions.
- 3.5 Facilitate the preparation and lodgement of applications and submissions for grants as appropriate, and within the required timelines, and ensure excellence in the standard of grants submitted, including associated research, analysis, liaison and consultative processes.
- 3.6 Co-ordinate and deliver selected projects and activities where a social or economic development benefit is deemed to exist.
- 3.7 Deliver agreed outcomes on time, with best practice and minimal exposure to risk, apply quality assurance.
- 3.8 Support the CEO Business Unit and undertake any other duties as directed by the CEO.

- 3.9 Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace; observe all safe working practices as directed by the supervisor and use personal protective equipment as provided.
- 3.7 ALL WORKERS
Workers have a responsibility to:
- 3.7.1 Participate in the development of a safe and healthy workplace.
- 3.7.2 Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- 3.7.3 Co-operate with management in its fulfilment of its legislative obligations.
- 3.7.4 Take reasonable care to ensure their own safety and that of others, and to abide by their duty of care provided for in the legislation.
- 3.7.5 To report any injury, hazard or illness immediately, where practical to their supervisor.
- 3.7.6 Not place others at risk by any act or omission.
- 3.7.7 Not wilfully or recklessly interfere with safety equipment.
- 3.8 Other duties as requested by the CEO.

4. ORGANISATIONAL RELATIONSHIPS

- 4.1 Primarily Responsible to the CEO.
- 4.2 Internal and External Liaison
- | | |
|----------|---------------------------------|
| INTERNAL | Chief Executive Officer |
| | Deputy Chief Executive Officer |
| | Finance Manager |
| | Project Officer |
| | Manager of Works and Services |
| | Garden and Building Coordinator |
| EXTERNAL | General Public |
| | Government Departments |

5. EXTENT OF AUTHORITY

- 5.1 Works under limited direct supervision, and work outcomes are monitored by the CEO.
- 5.2 Freedom to act is limited by developed procedures/ standards, and those that are developing.

6. SELECTION CRITERIA

The skills, experience, qualifications and attributes needed to do this job

Qualifications and/or training and/or licences	Essential	Desirable
Relevant Cert III/Cert IV/Diploma qualification		✓
National Police Certificate not more than three months old	✓	
You must be eligible to work in Australia	✓	
Experience and knowledge	Essential	Desirable

Experience in an administration role	✓	
Knowledge of local government		✓
Skills and attributes	Essential	Desirable
Well-developed numeracy skills	✓	
Proven ability to work as a member of a team	✓	
Strong customer focus and commitment	✓	
Well-developed time management and organisational skills	✓	
Communication skills to enable liaison internally and with members of the public	✓	
Sound information systems management skills		✓

7. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

8. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

9. GENERAL TERMS OF APPOINTMENT

- 9.1 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.
- 9.2 Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- 8.3 The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.
- 9.4 Normal working hours are 64 hours per fortnight, sometimes requiring attendance at special community events which may fall on public holidays.

10. CERTIFICATION

As Chief Executive Officer (CEO), I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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

Occupant	
Date	
Chief Executive Officer	
Date	