



POSITION DESCRIPTION FORM

File No: PDF-0016155

POSITION IDENTIFICATION

Title:	Manager Community Development	Level:	Level 10
Service Unit:	Community Development & Engagement	Award:	Local Government Industry Award 2020
Directorate:	Sustainable Development	Date Effective:	6 January 2020
Reporting to:	Director Sustainable Development	Date Last Reviewed:	1 December 2023

PURPOSE OF POSITION

- Provide leadership, facilitate and coordinate the Place & Community Team to deliver Place Activation and Community Services through events & programs, to the community.
- Facilitate community and stakeholder engagement for producing Place Plans (Dardanup, Eaton/Millbridge/Burekup & Ferguson Valley & Surrounds) which are aligned to the Shire's Strategic Community Plan.
- Actively promote, grow and encourage creativity and vibrancy in the social and cultural programs of the Shire's Places (Dardanup, Burekup, Eaton/Millbridge and Ferguson Valley).
- Build and maintain strong internal and external relationships and networks to collectively work towards shared goals in the development and activation of the various Places across the Shire.
- Prepare short, medium and long term Place & Community Services Plans, ensuring compliance with Council Policy and budget provisions.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Place-Making and Community Development

- Proactively manage the PACE team to be a highly visible, available, single point of contact into Shire of Dardanup for stakeholders, community and place users.
- Facilitate and coordinate on-going community engagement, communication of the place programming and implementation of Place Plans for the various places across the Shire.
- Liaise with various government and non-governmental organisations in the region to develop and foster networks and partnerships.
- Coordinate the collection and reporting of baseline and on-going data to measure the success of the programming outlined in the Place Plans and/or Strategic Community Plan for the various Places across the Shire.
- Coordinate an annual evaluation of the Place Plans to assess improvements in capital works, progress against agreed actions and identify improvements to further the Shire's place-making objectives.
- Collaborate with the Communications Officer – Media to develop and implement a plan to regularly communicate and engage with internal and external stakeholders as relevant to Place-Making and Community Development.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

Community Engagement & Communications

- Coordinate and facilitate the development and implementation of community, stakeholder engagement plans and strategies for all the identified projects and place Ideas across the Shire.
- Facilitate the production of all Place Plans, publications (i.e. newsletters, advertising, press releases, fact sheets, key messages, presentation) and communications including writing, designing and printing relating to community engagement.
- Collaborate with the Communications Officer – Media to provide proactive digital project communications including social media (Facebook, Twitter, and LinkedIn), website information and eNews relating to community engagement.
- Facilitate and co-ordinate the PACE Team to deliver on the community events, festivals, activities and programs across the Shire.
- Provide support in building community engagement capacity and capability to contribute towards an organisational culture that is proactively focussed on community engagement.

Library Services

- Provide leadership and oversight to the Library Team to deliver contemporary library services and programs on behalf of the Shire.
- In consultation with Coordinator Library Services and the Director Sustainable Development, manage the strategic direction of the public library services in accordance with best practice and library framework agreements.
- Facilitate the development and implementation of library programs and initiatives that cater for the diverse interests and demographics of the community.

Community Development

- Coordinate and incorporate the Disability Access and Inclusion Plan initiatives into relevant plans and ensure reporting requirements are achieved on behalf of the Shire.
- Lead and incorporate the Reconciliation Action Plan initiatives into relevant plans and ensure reporting requirements are achieved on behalf of the Shire.
- Coordinate Community Safety and Crime Prevention initiatives which achieve Council's strategic objectives and outcomes.
- Provide policy advice to Council on appropriate initiatives, issues and legislation relevant to community development.

Grants

- Oversee the Shire's grant funding program and process to maximise grant and sponsorship opportunities in line with the corporate brand and values.
- Oversee and support the coordination of the community and cultural development grant applications and acquittals on behalf of the Shire.
- Coordinate the engagement with internal departments and facilitate the grant applications on priority projects requiring funding across the organisation.
- Oversee the development of business cases for State and Federal Government grant funding and other potential funding bodies to support investment into projects and initiatives within the Shire.
- Build and maintain strong long-term strategic partnerships with funding bodies and corporate sponsors.
- Oversee the negotiation of sponsorship benefits to maximise benefits for both the Shire and the sponsors, and ensure that

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

obligations are adhered to including recognition, branding and other negotiated benefits.

Other Duties

- Prepare and submit reports to Council as required.
- Represent Council on committees and/or advisory groups as required.
- Oversee budget submissions and manage the Place & Community Engagement department budget and reporting
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

ORGANISATIONAL RELATIONSHIPS

Responsible for: PACE Team Leader
Coordinator Library Services

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, ratepayers and general public.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: As defined by the Chief Executive Officer.

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

EXTENT OF AUTHORITY

This position operates under the direction of the Director Sustainable Development 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

CORPORATE ACCOUNTABILITIES

or with others) in the course of their employment.

- 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. Tertiary qualifications in a relevant field being Community Development, Place Making, Community Engagement, and/or Strategic Planning in addition to extensive experience in a role; or lesser formal qualifications with extensive experience and diverse senior management experience in similar role.
2. Demonstrated experience in bringing ideas to life, from idea inception to delivery of benefits using structured approached and methodologies.
3. Experience in compiling strategic operational planning for a similar business or functional unit.

4. Leadership capability coupled with strong interpersonal skills and an ability to manage the demands of varied areas of responsibility.
5. Proven ability to engage and influence outcomes, building strong stakeholder relationships for the organisation by managing issues and challenges.
6. Demonstrated public relations and interpersonal skills in a customer based environment with an ability to influence, negotiate and resolve conflict.
7. Demonstrated understanding of contemporary management practices including the principles and processes associated with continuous improvement, business excellence and project management.
8. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.

Desirable:

1. Experience working with and interacting with government agencies with regard to grant funding processes.
2. Qualifications in Project Management.