



Shire of Kulin

Community Development Officer Information Package 2025



Community Development Officer

The Shire of Kulin is seeking a dynamic and enthusiastic Community Development Officer to join our Community Services team at the Shire of Kulin. This is a full-time position which will facilitate, and where directed coordinate, community development and services throughout the Local Government and to be proactive in the identification of and fostering access to government and non-government funds for Council and community-based projects.

The successful applicant will possess:

- Previous administration experience
- Strong knowledge of Microsoft and Adobe programs
- Excellent communication skills
- Ability to work in a team and independently
- Experience in social media management / willingness to learn
- Current Working with Children Check and Police Clearance or willingness to obtain

Kulin is located three hours southeast of Perth, has a district population of 700 and is well serviced in terms of health care and schooling (to year 10). There are recreation facilities second to none, and an energetic community provides the opportunity for plenty of active participation and quality living.

The position is full time, and an attractive salary will be negotiated in accordance with the Local Government Industry Award 2020, dependent on experience and qualifications. In addition, the remuneration package includes generous superannuation, subsidised Council housing and other benefits.

Further enquires can be directed to the Executive Manager of Community Services, on (08) 9880 1204 or email emcs@kulin.wa.gov.au.

Applications, addressing the selection criteria, marked "Confidential – Community Development Officer" should be addressed to the Shire of Kulin CEO and sent via email to ceo@kulin.wa.gov.au. Applications close **Friday 21st February 2025 at 4:00pm**.

POSITION DESCRIPTION

Position Title	Community Development Officer
Award/Agreement	Local Government Industry Award 2020
Classification	Level 4/5 Dependent upon experience, skills and responsibilities.
Status/Hours	Full-time 76 hours per fortnight

Position Summary

To develop and promote the social, cultural, recreation and economic activities throughout Kulin Region.

Position Acknowledgement and Acceptance

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

Date: _____

Alan Leeson
Chief Executive Officer
Shire of Kulin

Signature: _____

Date: _____

Employee Name: _____

Key Duties

Key roles of the Community Development Officer are:

General

- To work in a partnership with community stakeholders to improve awareness of the availability of community facilities and support services in the Local Government.
- To work in partnership with community stakeholders with the intention of raising awareness about social, recreational and cultural issues, needs and opportunities.
- To disseminate relevant information to community stakeholders throughout the Local Government.
- Plan and coordinate community-based projects, services, and events in consultation with the community and Executive Manager of Community Services
- Promote arts and cultural events and activities
- Assist in the development of tourism and heritage attractions within the Shire as a way of assisting economic development
- Encourage the community to participate in a variety of recreational and educational activities
- To improve networking and communication links between government, organisations, services and groups at both the local and regional level.
- Preparation of public relations information for newsletters, website, Facebook and Instagram pages on community and Council activities

Planning and Evaluation

- Assess funding options available to the Shire to meet its strategic objectives and work collaboratively to source those funds available.
- Assess community needs and interests and conduct community consultation in order to assist in planning to fill gaps in local services.
- Assist with advocacy to and development of partnerships with all spheres of Government, business and services about needs in the community, funding arrangements, community consultation and other community concerns.
- In conjunction with the Executive Manager of Community Services, prepare annual Kulin CRC Business Plan, Activity Plan and DPIRD reporting.

Community Empowerment

- Raise community awareness about availability of resources and support groups to develop sound grant submission skills to aid in development of sustainable local initiatives.
- Develop and maintain communication links with locally based and external agencies.
- Investigate opportunities for individuals, groups and organisations to undertake relevant training, planning, research and consultation.
- Guide and mentor community groups towards sustainability.

Grant Submissions

- Support the implementation of Council's Strategic priorities and community needs through the research of and preparation of grants submissions.
- Guide community stakeholders with grant submissions and information as required.
- Build strong partnerships and networks with funding bodies.
- Complete final reporting and acquittal processes applicable to grant funds received by the Shire including extension and interim reporting.

Communications and Marketing

- Content creation of Shire and Visit Kulin Facebook and Instagram pages

- Content creation and maintenance of Shire and Visit Kulin websites
- Work with relevant tourism bodies to promote Kulin and the region

Customer Service

- Provide positive and professional customer to internal and external customers queries (personal, phone and written), providing accurate information and defective assistance in a timely manner.
- Provide Fee for Service for customers (individualised jobs)
- Attend meetings with community groups (sometimes out of normal working hours) as required.

Other

- Other special projects and duties as directed.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Knowledge and Skills

Selection Criteria	
Skills	<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Sound time management and task prioritisation skills. ▪ Ability to work autonomously as well as an effective member of a team ▪ Well-developed computer skills including Microsoft Office and Adobe programs and internet applications ▪ Event management, delivery and measuring outcomes. ▪ Experience in social media content creation and website maintenance
Qualifications and/or Training	<ul style="list-style-type: none"> ▪ Relevant tertiary qualifications and/or two (2) years' experience in a community development role. ▪ Police Clearance – it is a requirement for all employees of the Shire of Kulin to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position. ▪ Current C class Drivers Licence ▪ Current Working with Children Check accreditation – It is a requirement of this position to provide a working with children's check (within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role.
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Working knowledge of administration and office procedures ▪ Developing knowledge of government/non-government funding sources. ▪ Experience in community and economic development ▪ Developing knowledge of community and local tourism ▪ Demonstrated and effective experience in small grant submissions
Desirable	<ul style="list-style-type: none"> ▪ Hands on experience in Local Government service delivery and management. ▪ Community consultation processes

General Responsibilities

Personal Attributes
<ul style="list-style-type: none"> ▪ Ability to work cohesively, efficiently and effectively in a team environment, with

consideration, respect, honesty, integrity and accountability.

- Good interpersonal and presentation skills.
- Ability to promote a positive workplace culture.
- Ability to communicate with people of diverse ages and backgrounds.
- Innovative and strategic thinker who can deliver organisational and corporate priorities.
- Political awareness.
- Ability to use initiative and judgement to resolve complex issues

Performance Indicators

This position is subject to ongoing performance appraisal and supervision support via fortnightly supervision meetings with your direct supervisor. As a minimum – the formal review of the duties, position description and ongoing compliance will be assessed every 12 months from appointment.

You will be assessed on your performance in:

- Successfully carrying out the duties as described above.
- Continued eligibility to meet the Selection Criteria and Appointment factors as defined below.
- Your continued capacity to maintain strong interpersonal boundaries so that your personal health is not affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses.
- Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Kulin Code of Conduct and organisation policies that apply to the position and appointment.
- Client feedback and/or formal complaint process outcomes completed during the period of review.
- The level of assistance provided to a range of Shire clients and community members.
- Your capacity to work as a valued member of the Shire administration.

Extent of Authority

- The position operates under the general guidance of the Executive Manager of Community Services
- Works within clearly established Council policies and guidelines within the confines of legislative standards, policies and procedures of the Shire of Kulin.

Organisational Relationships

Position reports to:	Executive Manager of Community Services
Supervision of:	Nil
Internal Liaison:	Chief Executive Officer Staff
External Liaison:	Councillors Government and non-Government Agencies Community Members and Groups General Public Suppliers of goods and services, contractors

Remuneration Package and Terms and Conditions of Employment

POSITION:

The duties of this position are outlined in the attached Position Description (PD). You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

PROBATION:

A 3-month probationary period applies. During this time, we will assess your progress and performance in the position. During the probation period you or the employer may end your employment by providing notice in accordance with the Fair Work Act 2009.

TERMS AND CONDITIONS OF EMPLOYMENT:

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Local Government Industry Award 2020 (the Award) and applicable legislation. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009. Neither the Award nor any applicable legislation are incorporated into your contract of employment.

HOURS OF EMPLOYMENT:

The Full Time Equivalent of this position is 38 hours per week. This role would be required to work a mixture of office hours, after hours and weekend hours.

Normal working hours are 8:30am to 5.00pm with a half-hour lunch break plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer. Depending upon hours worked, this position has the potential to accrue Time in Lieu.

LEAVE

You are entitled to leave (e.g. annual, personal, carers, compassionate, parental, and long service leave) in accordance with the Award and the National Employment Standards.

PERFORMANCE APPRAISALS

The Shire of Kulin has an ongoing Performance Appraisal system. Discussions with your Supervisor occur regularly throughout a working fortnight and conversations about your performance and duties are usually included; it is the responsibility of all staff to ensure these engagements with the Supervisor are maintained.

DUTIES AND OBLIGATIONS

You will be required to:

- Perform all duties to the best of your ability at all times.
- Attend work in a state fit for work; including mentally alert and not under the influence of alcohol and/or drugs (suspension of employment provisions apply).
- Use your best endeavours to promote and protect the interests of the Shire of Kulin at all times.
- Follow all reasonable and lawful directions given to you by the Shire of Kulin, including, complying with Shire policies and procedures as amended from time to time. These policies are not incorporated into your contract of employment.

TERMINATION OF EMPLOYMENT

Under the Fair Work Act 2009 the employer may terminate your employment at any time by providing you with notice in writing in accordance:

Length of continuous service with employer	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years, but less than 5 years	3 weeks
More than 5 years	4 weeks

You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given. If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table above.

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 criterion separately. Use each criterion as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion 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 responding to the selection 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 email your application.

Mark your application:

"Confidential Application – Community Development Officer"

Attention: CEO – Shire of Kulin

Via Email: ceo@kulin.wa.gov.au

Should you require any further information or assistance please contact:

Taryn Scadding

Tel: 08 9880 1204

Email: emcs@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the CEO and Members of the Shire Executive.

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 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.

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.
- Take time to answer each question.
- 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.

The Shire of Kulin - Overview

The Shire of Kulin is situated in the Central Wheatbelt 280km southeast of Perth. The Shire comprises of four townsites Kulin, Pingaring, Dudinin and Holt Rock. The main industry within the Shire is agriculture with most farmers growing cereal crops and sheep for meat and wool. With a population of approximately 700 people statistically we are a small town however when it comes to spirit this town is far from small.



The community has rallied together over the past few decades and worked together to create and construct community facilities and events which unite and ignite our town. Some of the remarkable achievements which have been realised are the Kulin Bush Races, a community owned and run bank, the Kulin Retirement Homes and the Cultivating Kulin Committee as a fundraising body fundraising for facilities such as the All Ages Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest slide in regional WA, football & hockey oval, indoor netball & basketball courts, competition sized bowling rink, tennis courts, 18-hole golf course and extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, & basketball court.

There are services available in town which include a District High School, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, speech therapist, infant health care, home and community care, Child Care Centre, Community Resource Centre, Visitor's Centre, Caravan Park, Police Station, supermarket, hotel, mechanic, hardware stores, Post Office, Library, beauty therapist and hairdressers

The Shire itself covers an area of over 4,700km² with a road network of over 1,600km.

Our Shire services the community in several ways including:

- the construction and maintenance of local roads, footpaths & drainage, public buildings and facilities.
- the provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- the provision and maintenance of community services such as childcare, aged care and accommodation, community care, community transport, emergency services, welfare services
- lobbying and working with State and Federal Government, regional organisations and agencies
- advocating for local needs whilst operating in a regional context, corporate governance to ensure it delivers good decision making, leadership and professional management

For more information on the Shire of Kulin and the Kulin Region please see our website:

www.kulin.wa.gov.au

www.visitkulin.wa.gov.au

