



Shire of Kulin

SECTION 1 – POSITION IDENTIFICATION

Title:	Community Resource Centre Manager
Department:	Administration
Responsible to:	Shire of Kulin - Chief Executive Officer
Position:	Full time - 76 hours per fortnight
Award:	Local Government Industry Award 2010
Classification:	Level 6 Step 1

SECTION 2 - POSITION FUNCTION

To manage the Kulin Community Resource Centre (CRC) and provide specialised administrative support to the Shire of Kulin administration in tourism, desktop publishing, media and community engagement.

SECTION 3 - KEY DUTIES

Note:

Duties of the CRC and Shire are expected to split evenly under this position description.

Shire Wide Client Services

Act as the Manager of the Kulin CRC and be the focal point for all local organisations and groups seeking information and assistance regarding Government and Local Government Services;

Promote strong communication links between community members, local organisations and groups, Government Agencies and other service providers in relation to information technology, education, business development, and interest development opportunities;

To assist local organisations with the preparation of grant submissions, sponsorship and funding alternatives for programs or projects utilising CRC resources;

Assist with the promotion, marketing, research and development of Kulin region tourism activities/opportunities including co-ordination with Roe Tourism Association and regional tourism services and organisations;

Assist local organisations and groups to identify and access training and development;

Maintain Shire website (Linking Councils and Communities) and media links and liaise with Shire staff on content management.

Administration and Management CRC

Manage the day to day operations of the Kulin Resource Centre;

Manage CRC financial performance including the preparation of reports including Budget, CRC Annual Action plan, CRC Health Check returns and CRC activity reports;

Explore and secure new services for the CRC;

Manage and support the CRC trainee and volunteer staff;

Manage promotion and marketing activities of the CRC;

In conjunction with the Shire of Kulin, develop suitable policies and procedures relating to the Kulin Resource Centre membership, usage, data collection, financial management and other operations and ensure that all policies and procedures are enforced.

In conjunction with the Chief Executive Officer, ongoing evaluation of the CRC;

Shire Wide Research, Planning and Marketing

Research, plan and promote revenue generating programs, projects and opportunities;

Assess the educational and business requirements of the community and create educational and business development education opportunities;

Stay abreast of new developments in the areas of education, training, communication, information technology and business enterprise and research how these opportunities can best suit the Shire of Kulin;

Publication Duties

Prepare content and manage the publication of Shire of Kulin newsletters, promotions, articles, media and advertising either as stand-alone content or for inclusion on Shire website, Facebook page, Newsletter and Staff updates etc.

Co-ordinate, develop and attend Shire exhibitions, promotions and presentations.

Other Duties

Undertake tasks as directed by the Chief Executive Officer of the Shire of Kulin.

SECTION 4 - PERFORMANCE INDICATORS

This position is subject to ongoing performance appraisal and supervision support, as a minimum – the formal review of the duties, position description and ongoing compliance will be assessed every 6 months from appointment.

You will be assessed on your performance in:

1. Successfully carrying out the duties as described above.
2. Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below.
3. 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.
4. 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.
5. Client feedback and/or formal complaint process outcomes completed during the period of review.
6. The level of assistance provided to a range of Community Resource Centre participants/clients/community members.
7. Your capacity to work as a valued team member of the CRC and the Shire administration.

The logo for Kulin Shire Council is a large, light blue diamond shape. Inside the diamond, the words "kulin shire council" are written in a white, sans-serif font, stacked vertically. A stylized white graphic of a curved line, resembling a wave or a path, is positioned behind the text. The diamond is set against a white background.

SECTION 5 - SELECTION CRITERIA

Essential	<p>Skills Demonstrated administration skills, including staff supervision; Problem solving skills; Desktop Publishing skills including competent marketing and promotion skills; Excellent communication skills, including written skills, facilitation, negotiation, networking and public presentation/relations; Excellence in the use, operations, and teaching of information packages for the use of developing quality promotional material; Time management and organisational awareness skills;</p> <p>Ability Ability to manage a CRC service; Capacity to prioritise and achieve outcomes; A flair for creativity in publications, promotion and presentation; Ability to facilitate meetings.</p> <p>Knowledge Sound information technology knowledge; Sound knowledge of promotion, marketing and enterprise development in a small rural context;</p> <p>QUALIFICATION AND TRAINING Tertiary qualifications or high level experience in a relevant field will be highly regarded.</p> <p>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.</p>
Desirable	<p>DRIVERS LICENCE Minimum - Class A driver's licence – copy to be provided upon interview or at commencement.</p> <p>Skills Demonstrated initiative, motivation and self-direction; HR knowledge in relation to equal employment opportunities, workplace diversity and occupational health and safety issues.</p>

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Kulin Community Resource Centre, Johnston Street, KULIN WA 6365.
Organisational Relationships	Responsible to: Chief Executive Officer Supervision of: Resource Centre Trainee Liaison with: Members of the public, Government Agencies, Other Agencies and Shire of Kulin Administration staff
Extent of Authority	Work under the direction of the Shire of Kulin Chief Executive Officer. It is imperative that the successful applicant can manage other staff unaided and unsupervised.
Delegation Authority	Purchasing - Up to \$1000
Employment Terms	<p>This position is funded by the Shire of Kulin under a service agreement contract with the State of Western Australia. Underperformance (on the Shire's part) would require the Shire of Kulin to assess on-going employment contract duties and arrangements.</p> <p>The Local Government Industry Award 2010 applies to this position.</p> <p>A Probationary period will apply to this position in accordance with Shire policy.</p>

<p>On-going Eligibility</p>	<p>It is a condition of employment with the Shire of Kulin where an employee holds responsibility for financial transactions, ordering or the receipting of monies that it will not appoint or allow the continued employment of staff member where the person;</p> <ol style="list-style-type: none"> a. Is an undischarged bankrupt or has entered into a scheme of arrangement with his/her creditors; b. Has suffered final judgement against him/her for a debt, being a judgement which has not been fully satisfied; c. Has been convicted of an offence involving fraud, embezzlement, or conversion and that conviction is not spent within the meaning of the Crimes Act 1914; <p>It is a condition of employment with the Shire of Kulin that it will not appoint or allow the continued employment of a staff member where the person;</p> <ol style="list-style-type: none"> a. No longer holds the Motor Vehicle Driver's License necessary for the continuance of meeting the majority of the position description for a period exceeding one month beyond available leave entitlements.
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SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

CEO

Date

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed