



MAJU PULU KITA | ADVANCE OUR ISLANDS

Position Description

Position	Community Development Coordinator
Section	Office of the CEO
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	Level 8
Term of Employment	Permanent Full-Time
Location	Home Island Shire Office
Reports to	Chief Executive Officer
Number of Direct Reports	4

The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance
 General Purpose Funding
 Law, Order and Public Safety
 Health
 Education & Welfare
 Housing

Community Amenities
 Recreation & Culture
 Transport
 Economic Services
 Other Property & Services

Vision & Values

MAJU PULU KITA | ADVANCE OUR ISLANDS

SERVICE. Provide the best service we can. We serve the community and each other.

ACCOUNTABILITY. We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

SUPPORT. We support our team and our community. Look for opportunities to help each other.

RESPECT. We respect and value others. Our interactions are always respectful towards others.

INTEGRITY. We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

ACHIEVEMENT. Being Proactive and enabling the outcomes. Be creative and think outside the square.

Position Objective

To lead and manage the Shire's Community Development function, including community services, libraries, culture and heritage, youth and recreation programs, ensuring services, projects and initiatives support community wellbeing, Council's strategic objectives and organisational priorities. To provide professional advice and strategic support to the Chief Executive Officer, lead the development and implementation of community development policies, plans and programs, and oversee the effective delivery of community services across the Shire.

Vision & Values

Service

Provide the best service we can. We serve the community and each other.

Accountability

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Respect

We respect and value others. Our interactions are always respectful towards others.

Support

We support our team and our community. Look for opportunities to help each other.

Integrity

We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

Achievement

Being proactive and enabling the outcomes. Be creative and think outside the square.

Primary Responsibilities

Leadership and People Management

- Lead, supervise and support the Community Development team to deliver high-quality community services and programs.
- Foster a positive, inclusive and customer-focused workplace culture.
- Undertake performance management, workforce planning, coaching and staff development activities.
- Manage team resources and workloads to ensure effective service delivery.

Community Development Services

- Lead and coordinate the delivery of community development services including libraries, museums, culture and heritage, youth, recreation and community wellbeing initiatives.
- Monitor and evaluate services and programs to ensure they remain relevant, effective and responsive to community needs.
- Identify emerging community needs and develop initiatives to address service gaps and opportunities.

Strategic Planning and Policy Development

- Develop, implement and review community development strategies, policies and plans.
- Lead the review and implementation of plans including the Disability Access and Inclusion Plan, Positive Ageing Strategy and other community-focused strategies.
- Lead the development, implementation and review of community development initiatives arising from the Strategic Community Plan, Corporate Business Plan and other organisational strategies.
- Contribute to corporate planning and organisational strategy development as a member of the Shire's leadership team.
- Provide professional advice to the Chief Executive Officer, Executive Management Team and Council on community development matters.
- Prepare reports, briefing notes and recommendations for consideration by the Chief Executive Officer, Executive Management Team and Council.

Community Engagement and Stakeholder Management

- Establish and maintain productive relationships with government agencies, community organisations, funding bodies and key stakeholders.
- Lead community consultation and engagement activities relating to community development programs and projects.
- Represent the Shire on relevant committees, working groups and external forums.
- Facilitate partnerships that enhance community outcomes and service delivery.

Grants, Projects and Funding

- Identify, develop and manage grant funding opportunities that support Council's strategic objectives.
- Lead the preparation, implementation, monitoring, reporting and acquittal of grant-funded projects.
- Manage community development projects and initiatives from concept through to

completion.

- Ensure projects are delivered within approved budgets, timeframes and funding requirements.

Financial and Contract Management

- Monitor financial performance and prepare budget reviews, forecasts and reports for consideration by the Chief Executive Officer and Council.
- Monitor expenditure and ensure resources are managed effectively and responsibly.
- Authorise expenditure in accordance with approved budgets, delegations and procurement requirements.
- Manage assigned contracts, service agreements and contractor performance, ensuring compliance with contractual obligations, service standards and budget requirements.

Corporate Responsibilities

- Promote and demonstrate the Shire's values and behavioural expectations.
- Ensure compliance with relevant legislation, policies and organisational requirements.
- Provide cultural, language and community liaison support where required.
- Undertake other duties within the scope of the position as directed by the Chief Executive Officer.

Required Knowledge & Skills

- Demonstrated experience leading, supervising and developing staff within a team environment.
- Demonstrated experience managing community development services, programs and initiatives.
- Demonstrated experience developing, implementing and reviewing strategic plans, policies and programs.
- Demonstrated experience preparing and managing operational and capital budgets.
- Demonstrated experience identifying, preparing and managing grant funding applications, projects and acquittals.
- Demonstrated project management skills, including the ability to coordinate multiple projects and deliver outcomes within agreed timeframes and budgets.
- Demonstrated experience managing contracts, service agreements and contractor performance.
- Highly developed interpersonal, communication and stakeholder engagement skills, including the ability to build productive relationships with community groups, government agencies and service providers.
- Demonstrated ability to engage effectively with community members and undertake community consultation activities.
- Demonstrated ability to interpret and apply relevant legislation, regulations, policies and organisational procedures.
- Strong organisational and administrative skills, including the ability to prioritise competing demands and manage resources effectively.
- Demonstrated ability to provide professional advice and recommendations to senior management and elected members.
- Sound computer literacy skills, including experience using Microsoft Office and other relevant business applications.

Required Qualifications & Experience

- Diploma or tertiary qualification in Community Development, Community Services, Recreation, Arts Administration, Public Administration, Management or a related discipline, or demonstrated equivalent relevant experience.
- Demonstrated experience in a leadership or supervisory role.
- Current unrestricted C-Class Driver's Licence.
- Current National Police Clearance (less than three months old).
- Current Working with Children Check, or willingness to obtain.

Desirable

- Experience working within a local government environment.
- Sound understanding of local government governance, community engagement and service delivery principles.
- Experience living and working in a remote, regional or island community.
- Experience managing culture and heritage, library, youth, recreation or community services programs.
- Experience securing and administering grant funding programs.

Organisational Relationships

Reports to	Chief Executive Officer
Supervises	Community Development Officer - Youth & Recreation Community Development Officer - Culture & Heritage West Island Library Services Officer Home Island Library Services Officer
Internal stakeholders / relationships	Shire Executive Management, All Shire Staff and Councillors
External stakeholders / relationships	Museum WA, Regional Arts WA, Cocos Islands District High School, Funding Agencies/Government Departments, Cocos Keeling Islands Visitor Centre, Seniors Group – <i>Suka dan Duka</i> , Oceania House and community members.

Accountability and Extent of Authority

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| <ul style="list-style-type: none"> • Operates under the general direction of the Chief Executive Officer and exercises a high degree of autonomy in managing the Community Development function. • Responsible for the leadership, coordination and performance of Community Development staff and services. • Responsible for the preparation and management of approved operational and capital budgets. • Provides professional advice and recommendations to the Chief Executive | <ul style="list-style-type: none"> • Officer, Executive Management Team and Council. • Exercises delegated authority in accordance with Council policies, approved budgets and the Delegations Register. • Responsible for ensuring compliance with relevant legislation, policies and funding agreements within the Community Development function. • Responsible for the effective delivery of Community Development services, programs and projects in accordance with Council policies, adopted plans and approved budgets. |
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- Responsible for the supervision, development and performance management of Community Development staff.
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
 - *Equal Opportunity Act 1984*
 - Delegation Register
 - Code of Conduct (including Confidentiality & Privacy)
 - Customer Service Charter
 - Drug & Alcohol Policy
 - Occupational Safety & Health Policy

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.



Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire’s processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name _____
Employee Signature _____
Date _____

Authorised By
Name _____
Signature _____
Position _____
Date _____