

SHIRE OF BODDINGTON



Community and Economic
Development Officer

POSITION DESCRIPTION

SHIRE OF BODDINGTON

Position Description

1. **TITLE:** Community and Economic Development Officer

2. **DEPARTMENT:** CEO

3. **TENURE:** Contract position for up to 3 years

4. **CORE FUNCTIONS:**

- To develop, implement and promote a strategic economic development framework for the Shire of Boddington to facilitate the sustainable economic growth and prosperity of Boddington.
- To promote and facilitate community development in order to continue to revitalise and develop the Boddington community, including not for profit groups.
- To promote and facilitate economic development, business and employment opportunities in the Shire of Boddington.
- To provide services and support to the business community, to assist them in becoming more competitive and informed.
- To assist in the implementation and further development of the Boddington Strategic Community Plan in the areas of Economic Development and Shire Promotion, Event Attraction and Tourism Promotion.
- Research and gather data and information from key sources to evaluate, interpret and understand challenges and opportunities of social and economic development within the Shire.
- To have involvement with HWEDA.

5. **ORGANISATIONAL RELATIONSHIP:**

- 5.1 Responsible to the Chief Executive Officer.
- 5.2 Communicates with Council as appropriate to role
- 5.3 Supports and liaises with Director Corporate & Community Services

6 KEY RESPONSIBILITIES AND DUTIES:

| Key Tasks/Responsibilities | Performance Indicators | Performance Standard |
|--|--|---|
| Administrative | | |
| Secure funding for development activities and programs. | <ul style="list-style-type: none"> Number of funding opportunities identified | <ul style="list-style-type: none"> Draft applications prepared in a timely manner Draft applications prepared to a high standard |
| Identify community training and development requirements. | <ul style="list-style-type: none"> Accuracy Appropriateness | <ul style="list-style-type: none"> Ability to identify requirements with minimal supervision |
| Facilitate implementation of approved projects | <ul style="list-style-type: none"> Timeliness Coordination | <ul style="list-style-type: none"> Implementation proceeds in a methodical, timely and coordinated manner |
| Research | <ul style="list-style-type: none"> Timeliness Quality | <ul style="list-style-type: none"> Appropriate sources identified Data facilitates evaluation, interpretation and understanding of challenges and opportunities |
| Communicate and promote social and economic development priorities to stakeholders and the community | <ul style="list-style-type: none"> Clear communications Timeliness | <ul style="list-style-type: none"> Priorities are understood Agreed outcomes are supported |
| Project and promote the image of Council as both positive and efficient | <ul style="list-style-type: none"> Professionalism and presentation | <ul style="list-style-type: none"> High level of professionalism and presentation maintained |
| Other duties as directed by the Director Corporate & Community Services and Chief Executive Officer | <ul style="list-style-type: none"> Willingness to assist | <ul style="list-style-type: none"> High level of co-operation demonstrated |
| Financial | | |

| Key Tasks/Responsibilities | Performance Indicators | Performance Standard |
|---|--|--|
| Facilitate the preparation of acquittal documentation | <ul style="list-style-type: none"> Accuracy Timeliness | <ul style="list-style-type: none"> Grants acquitted by the due date |
| Occupational Health and Safety | | |
| Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program | <ul style="list-style-type: none"> No of accidents, incident and hazards reported | <ul style="list-style-type: none"> Tasks are carried out in a safe manner |
| Actively participate in the Shire's risk management program, performance review and continuous improvement program | <ul style="list-style-type: none"> No. of accidents, incident and hazards reported | <ul style="list-style-type: none"> Tasks are carried out in a safe manner |
| Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions | <ul style="list-style-type: none"> No. of accidents, incident and hazards reported | <ul style="list-style-type: none"> Tasks are carried out in a safe manner |
| Comply with safety procedures and directions agreed between management and employees | <ul style="list-style-type: none"> No. of accidents, incident and hazards reported | <ul style="list-style-type: none"> Tasks are carried out in a safe manner |
| Not wilfully interfere with or misuse items or facilities provided in the interests on safety and health | <ul style="list-style-type: none"> No. of items, equipment and facilities that need replacing or fixing | <ul style="list-style-type: none"> Items, equipment and facilities are maintained so that they are available to be used as required |
| Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed | <ul style="list-style-type: none"> No. of items, equipment and facilities that need replacing or fixing | <ul style="list-style-type: none"> Items, equipment and facilities are maintained so that they are available to be used as required |
| Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures | <ul style="list-style-type: none"> No. of accidents, incident and hazards reported Timeliness | <ul style="list-style-type: none"> Tasks are carried out in a safe manner All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures |
| Cooperate with the employer in the carrying out of their safety and health obligations under legislation | <ul style="list-style-type: none"> No. of accidents, incident and hazards reported | <ul style="list-style-type: none"> Tasks are carried out in a safe manner |

7 SELECTION CRITERIA – Provide a response for each of the essential criteria below.

Essential

- Demonstrated experience in researching and grant writing
- Well-developed public relations skills and a commitment to customer service
- Effective verbal, presentation and listening communication skills
- Excellent knowledge of MS Word, Excel, PowerPoint and Outlook
- Have a high level of accuracy and attention to detail
- Ability to work within and contribute to a team environment
- Proven work ethic and capacity to thrive and excel without close supervision
- Applicant must pass a pre-employment medical examination and provide a current police clearance before employment commences
- Understanding of Occupational Safety and Health Standards
- Demonstrate appropriate and professional workplace behaviour in accordance with the Code of Conduct
- Ability to maintain a high level of confidentiality

Desirable

- Working knowledge of accounting and financial packages (Synergy Soft or similar).
- Ability to develop and analyse business plans.
- Commitment to further training and professional development.
- Working knowledge of the Boddington local community, Peel and surrounding districts.
- Completion of Year 12 Certificate with passes in English and Maths.
- Hold a current "C" class motor vehicle licence.
- Working knowledge of Local Government protocols.

Accepted

_____ Dated _____
Employee

_____ Dated _____
Approved by Director Corporate and Community Services