



## COMMUNITY SERVICES OFFICER

Permanent, Part Time Opportunity

The Shire of Boddington is proud to be serving our community as a values driven organisation, with a diverse range of services. It is in servicing this great community that the Shire is seeking a suitably experienced and motivated individual to join our Community and Economic Development team as the Community Services Officer.

This is an exciting opportunity for an individual who has the genuine drive to create opportunities for change and a passion for all things community, coupled with a desire to support and enhance the Shire's engagement with its stakeholders.

As the Community Services Officer, you will be responsible for coordinating the day to day operations of the Youth Centre and Library as well as planning, developing, implementing and evaluating youth and library projects and programs that support the community of Boddington. Additionally, you will be also responsible for sourcing, applying and acquitting funding grants as well as providing support to the Coordinator Community and Economic Development.

You will have a positive, honest, collaborative attitude, experience within a Public Library or Youth Centre including superior skills coordinating staff and volunteers, and have the ability to produce high quality work under pressure.

An attractive employment package is on offer consisting of:

- Competitive hourly rate of up to \$32.39
- Generous superannuation (up to 22.5%, with superannuation co-contribution scheme)
- 22 annual leave days per annum
- Health & wellbeing benefits including discounted private medical insurance
- Training and development opportunities
- Supportive, inclusive and performance driven culture

Should you be our preferred candidate, you will be rewarded with a fantastic opportunity for work/life balance, as this position is for a minimum of 15 hours per week with the flexibility to work additional hours relevant to the needs of the role.

**To apply for this role**, please refer to the **Application Package** on the Shire of Boddington website. Applicants are requested to provide their resume, a cover letter, and a statement addressing the Essential Selection Criteria (not more than two pages).

For further information regarding this role, please contact Sam Kempton, Coordinator Community & Economic Development on 9883 4999. For queries regarding the application process, please contact Lauren Portman on [lauren.portman@boddington.wa.gov.au](mailto:lauren.portman@boddington.wa.gov.au).

Applications will close at 4pm on Monday 13 March 2023.

*The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation.*

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## SHIRE OF BODDINGTON AT A GLANCE

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Located in the Gnaala Karla Boodja region and sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming, rustic country charm, affordable housing and local employment prospects, it may be one of Western Australia's best kept secrets.

Less than 1.5 hours from Perth, the Shire of Boddington covers 1,900 square kilometres and takes in the locations of Boddington, Ranford, Marradong, Crossman and Quindanning. Five main rivers flow through the Shire of Boddington, and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, stand-up paddle boarding, horse-riding, birdwatching and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in Western Australia, draws large numbers of visitors each year. Other attractions include Boddington Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern. Boddington boasts numerous sculptures and public art installations. Many are the creations of Len Zuks, an acclaimed international artist, and local resident.

The traditional custodians of the land are the Gnaala Karla Boodja people, who used the area seasonally for food and water as well as quarrying stone and mining ochre. The area was settled gradually by farmers from the 1860s and became well known for its wool and wheat production. Boddington was named after a local shepherd, Henry Boddington, and gazetted in 1912 when the railway line arrived in the district to service the local timber industry.

Today, the main industry is mining, followed by agriculture. Mining employs 44 percent of the local workforce. There are two major mining operations in the area, being Newmont Boddington Gold, one of Australia's largest producing gold mines, and the South 32 bauxite mine. Agriculture employs six percent of the local workforce. The main agricultural industries are sheep farming, jarrah forest harvesting, blue gum and pine plantations and orchards. Viticulture and gourmet foods also contribute to the local economy.

As at the 2021 census, there were 1,705 residents. Around 2,000 additional people drive in and drive out weekly to live at the Newmont Boddington Gold mining camp. While it is expected that the future population will be impacted by Newmont's life of mine, broadly identified as 2032, there is a climate of opportunity and optimism with the Boddington SuperTown Growth Plan setting a vision for the Shire to grow to 4,500 people by 2051.

Boddington is well serviced with a local hospital, medical centre, childcare facility, local school catering from Kindergarten to Year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

## SHIRE OF BODDINGTON INFORMATION

### SHIRE OFFICE

Office: 39 Bannister Road,  
Boddington WA 6390

Email: [shire@boddington.wa.gov.au](mailto:shire@boddington.wa.gov.au)

Website: [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au)

Telephone: (08) 9883 4999

### COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Coert Erasmus  
Earl Schreiber  
Ian Webster  
Lee Lewis  
Andrew Ryley

Council Meetings are held on the 4<sup>th</sup> Thursday  
of each month at 5.30pm

### SHIRE STATISTICS

Population: 1,705 (2021 Census)

Area: 1,900km<sup>2</sup>

Distance from Perth: 123km

Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974

Number of Dwellings: 832

Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

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## REMUNERATION DETAILS

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### 1. REMUNERATION

Item	Lower Limit	Upper Limit
Hourly rate	\$ 30.99	\$ 32.39

### 2. EMPLOYMENT BASIS

Permanent, Part Time

### 3. HOURS OF WORK

Minimum 30 hours per fortnight with additional hours to be worked relevant to the needs of the role

### 4. ANNUAL LEAVE

Four (4) weeks annual leave pro rata

### 5. PERSONAL LEAVE

Ten (10) days per year pro rata

### 6. LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia

### 7. SUPERANNUATION

- a) Superannuation Guarantee 10.5%
- b) Matching up to an additional 6%

### 8. PROBATIONARY PERIOD

A six (6) month probationary period is applicable to this position

### 9. OTHER REQUIREMENTS

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Pre-employment medical, and/or medical declaration prior to commencement

## INFORMATION FOR APPLICANTS

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Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

To enable a valid assessment of your application, it must include the following information.

### **Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position.

### **Selection Criteria Responses**

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

### **Resume (Curriculum Vitae)**

Your resume should contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of at least two referees who can provide comments on your work performance

### **Other Documents (optional)**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

### **Referees**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

### **Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

## POSITION DESCRIPTION

### 1. TITLE

Community Services Officer

### 2. DEPARTMENT

Community & Economic Development

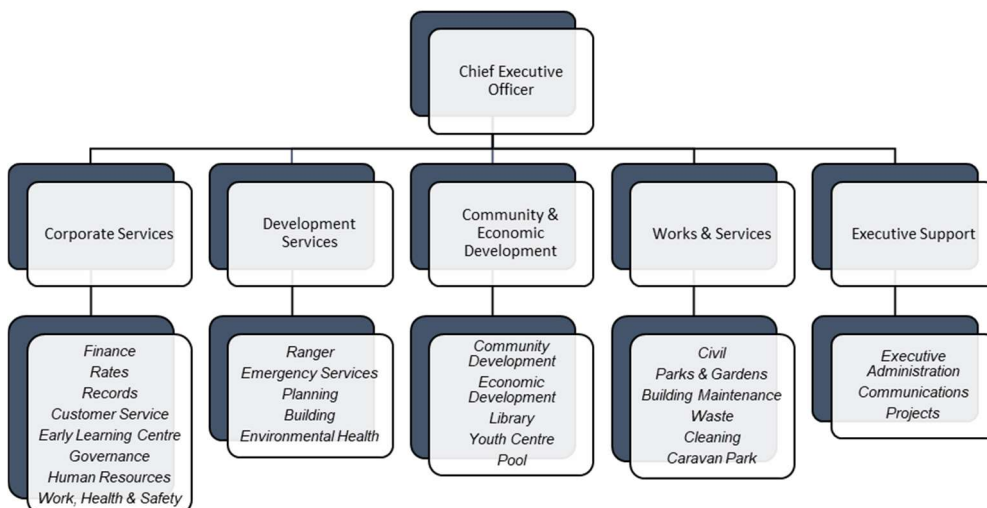
### 3. SALARY AND CONDITIONS

Salary and Conditions as per the Local Government Officers (WA) Award 2021

### 4. ORGANISATION RELATIONSHIPS

Responsible To: Coordinator, Community & Economic Development  
 Responsible For: Youth Centre Assistants (2 x Casual Staff),  
 Library Officers (3 x Part Time Staff)  
 Internal Liaison: Colleagues  
 External Liaison: Local Residents; Local Organisations

### 5. BUSINESS UNIT STRUCTURE



### 6. KEY RESPONSIBILITIES

- Coordinate the day to day operations of the Youth Centre and Library
- Provide leadership and support to Youth Centre Assistants and Library Officers
- Plan, develop, implement and evaluate youth and library projects and programs
- Work collaboratively with internal and external stakeholders to support the successful delivery of projects and programs
- Provide exceptional customer service and actively participate in the ongoing development, compliance and promotion of professional customer service standards

- Source, apply and acquit funding grants
- Ensure facility and employee compliance with all relevant OS&H practices and evacuation procedures for Youth Centre and Library
- Provide support to the Coordinator Community & Economic Development as required for community development projects and programs
- Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Community & Economic Development team, if and when required

### 7. GENERAL RESPONSIBILITIES

- Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program including hazard and incident reporting
- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Promote a harmonious working environment respecting all others and conform with duty of care requirements, by ensuring safety of self and of others through the prevention of any adverse acts or omissions
- Use, store and maintain items, equipment and facilities provided as properly instructed and not willfully interfere with or misuse items or facilities provided in the interests on safety and health
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Cooperate with the employer in the carrying out of their safety and health obligations under relevant Acts and Legislation

### 8. EXTENT OF AUTHORITY

This position operates under the general direction of the Coordinator, Community & Economic Development within established guidelines, policies and procedures of Council.

### 9. SELECTION CRITERIA

- Experience in a community services based discipline such as youth services, library services or similar.
- Staff leadership experience
- Excellent interpersonal and communication skills
- Strong administration skills
- Demonstrated ability to deal with difficult customers and situations
- Demonstrated ability to utilise own initiative and work independently
- Demonstrated ability to work collaboratively as part of a team

#### **Desirable**

- Qualifications relevant to the role.
- Working knowledge of Local Government procedures and policies.
- Awareness of community development principles.

#### **Employment Prerequisite**

- Provision of satisfactory National Police Clearance (issued within the last three months)
- Pre-employment medical, and/or medical declaration prior to commencement
- Current "C" Class Drivers Licence