

POSITION DESCRIPTION

Position Title	Community Resource Centre (CRC) Coordinator/Community Development
Division	Corporate and Community
Reports to	Deputy Chief Executive Officer
Position Classification	Level 4 Shire of Laverton Enterprise Bargaining Agreement 2017.

POSITION OBJECTIVES

The position's primary purpose is to be committed to servicing the regional community of Laverton providing a diverse range of services for families living within surrounding areas. The CRC works in a partnership arrangement with a variety of organisations in the delivery of key services to the community.

Community Engagement, Development and Stakeholder Communication

- Act as the link between communities, and a range of partner agencies
- Communicate with young people and families openly, with respect for cultural diversity and showing an understanding of cultural competency
- Build effective working relationships with colleagues, and initiate, maintain and strengthen relationships with relevant local service providers and agencies, including working closely with community, police and school
- Identify community needs, service gaps, and barriers to access through a range of capacity building initiatives and activities including: liaising, engaging and consulting with communities, service providers and other relevant agencies and organisations; implementation of workshops, information sessions, presentations, events, and other relevant meetings. In particular review and further develop the Shire of Laverton Community Safety and Wellbeing Plan with the aim of developing and implementing programs identified by the plan.
- Identify funding opportunities to provide new or expanded services and or facilities to strengthen and improve the lives of people within the Laverton Shire, prepare, submit grant applications where required and oversee the implementation of successful applications, manage the projects and acquit the funds in accordance with the funding requirements.
- Liaise with the Aboriginal Community, Laverton Police, and Shire works staff in relation to the establishment and management of temporary "Sorry Camps".

Community Resource Centre

The centre Coordinator is responsible for coordinating the day-to-day processes of the Laverton Community Resource Centre.

Position Objectives

- Ensure that the most appropriate and effective services in education, training, communication, information, events and business are promoted and provided to the community.
- Provide community and economic development assistance to the local community groups.
- Provide community members with access to Government and community information services
- Prepare, implement and monitor the CRC Annual Action Plan pertaining to the delivery of initiatives that provide skills to community groups and local businesses which assist in strengthening and sustaining their ongoing growth and development.
- Seek to support and complement existing partnerships within the community between agencies and other providers.
- Be the responsible officer and work within the financial budget for the CRC including participation in budget planning processes and overseeing expenditure and income.
- Apply for and comply with grant funding requirements.
- Comply with all Department of Primary Industries and Regional Development (DPIRD) contract requirements, ensuring that the CRC delivers services as per the service agreement.
- Maintains positive and collaborative communication and working relationships and partnerships with various stakeholders, such as government agencies, community groups, not-for-profit organisations, the media, local schools, businesses, police and the general public.
- Manage the CRC website and Facebook pages to promote the CRC, local events and provide updates.
- Attend and take minutes for various community-based CRC led initiatives.
- Participate in information sharing with other regional CRC facilities as part of the CRC network.
- Manage event planning, including development and implementation.

- Always promote the Shire in a positive manner when dealing with external parties.
- Identify, monitor and implement library-based programs to maximise the use of the library eg/ visiting authors, reading time etc
- To provide support as the CRC Coordinator with CRC operations including customer service, library and general duties.
- Process Department of Transport (DOT) licensing transactions (*this is not an immediate requirement, but it is anticipated that DOT training will be provided within twelve months of commencement*)
- Assist the Council Administration office with finance duties when required.

POSITION COMPETENCIES

Skills

- Developed computer literacy, including ability to operate within Microsoft Office.
- High level customer service skills.
- Strong communication skills including the ability to produce formal correspondence as well as abbreviated social-media updates.
- Strong community focus and a desire to achieve outcomes for the community.
- Ability to constructively contribute to organisational and team outcomes.
- Ability to plan, organise, set priorities, and manage time to ensure objectives are achieved within an agreed timeline
- Capacity to communicate effectively both in oral and written form.
- Ability to work independently without direct supervision.
- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Possess and maintains a current class 'C' Drivers Licence
- Possess or be able to attain a Working with Children Check

Knowledge and Behaviours

- Willingness and ability to undertake instruction, and exercise good judgement and initiative in completing tasks.
- Takes responsibility for own actions.

- Is aware of the decisions that need to be referred to the Deputy Chief Executive Officer and acts accordingly.
- Being self-motivated and proactive to produce a positive outcome.
- Maintain a safe working environment for all personnel, contractors and general public using or working within the CRC facility.

Qualifications

- Must hold a Western Australian driver's licence ('HR' class or above would be an advantage)
- Completion of Year 10 (or equivalent)
- Previous experience in an office environment.
- Experience in building and construction works

General

- Understand the implications of the Shire of Laverton's Code of Conduct with all requirements regarding standards of professional and personal behaviour including demonstrating corporate values.
- Create and retain accurate and complete records of business activities, in accordance with the Shire's record keeping plant, for instance pre-start checks.
- Support the equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines, and standards.
- Participate in all performance management processes.
- Undertake any other duties, as reasonably required by the Deputy Chief Executive Officer; or delegate, within known competencies or with adequate instruction/training.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Deputy Chief Executive Officer

Internal:

- Chief Executive Officer
- All staff, as required

External:

- Council
- Other Local Governments
- Public/Ratepayers

EXTENT OF AUTHORITY

Operates under the direction of the Deputy Chief Executive Officer within established guidelines, procedures and policies of Council, including statutory provisions of the Local Government Act 1995 (WA) and other relevant legislative requirements.

PUBLIC RESPONSIBILITIES

To promote a favourable public image of Council's personnel, operations, and the Shire in general.

In line with the Shire's commitment to a high-performance culture, it is expected that all staff demonstrate the desired organisational behaviours as they go about their role.

- Professional and customer-focused approach to work.
- Work as a team to deliver best outcomes for the community.
- Seek continual improvement in all aspects of roles and functions.

The Shire also expects staff to comply with its policies and procedures, which relate to statutory requirements and our ways of working.