



Community Development Officer
Application Package – January 2025



Community Development Officer

Are you passionate about making a difference in your community? Do you thrive in a team environment where your efforts directly contribute to exciting projects, events and initiatives? If so, we have the perfect opportunity for you!

The Shire of Bruce Rock is on the lookout for an enthusiastic and dedicated Community Development Officer to join our proactive team. Located just 245km east of Perth in the beautiful Wheatbelt region, Bruce Rock offers excellent services and facilities, ensuring a comfortable and fulfilling lifestyle.

Why you will love this role:

- **Dynamic work environment:** Be part of a vibrant team that values collaboration and innovation.
- **Impactful projects:** Lead and support community projects and events that make a real difference.
- **Flexible work options:** While this is a full-time position, we welcome applicants seeking slightly reduced days/hours.

What we are looking for:

- **Communication:** Exceptional communication and interpersonal skills.
- **Report writing:** Proficiency in writing clear and concise reports.
- **Organisational excellence:** Strong organisational skills with the ability to adapt and be flexible.
- **Project management:** Experience in delivering successful community projects and events.
- **Team player:** A strong commitment to working collaboratively in an office environment.

If you are ready to take on a rewarding role that allows you to contribute to the growth and development of our community, we encourage you to apply!

The position is offered between level 4.1 and 6.1, under the terms and conditions of the Local Government Officers (Western Australia) Award. The Shire offers an over award payment, making the cash component up to \$70,709 per annum, depending on skills and experience. Other benefits include generous superannuation options, training, development and uniform allowance.

How to apply

Applications addressing the selection criteria, including the names of two referees, and marked "Confidential – Community Development Officer" will be accepted until **10.00am Friday, 31 January 2025**. You can post, personally deliver or email your application to:

<i>Post</i>	<i>In person</i>	<i>Email</i>
Shire of Bruce Rock PO Box 113 BRUCE ROCK WA 6418	Shire of Bruce Rock 54 Johnson Street BRUCE ROCK WA 6418	melissa.schilling@brucerock.wa.gov.au

More information

An application package and more information can be obtained at the Shire's website (www.bruce-rock.wa.gov.au) or by contacting Melissa Schilling (on 9061 1377 or melissa.schilling@brucerock.wa.gov.au).

POSITION DESCRIPTION

Position Title	Community Development Officer
Department	Governance and Community Services
Award/Agreement	Local Government Officers (Western Australia) Award
Classification	Level 4.1 to 6.1
Status/Hours	Full Time (Slightly reduced days/hours may be negotiated)

Position Objectives

To work with the management team to deliver community initiatives and projects in accordance with Council's action plans and strategies.

To identify and attract grant funding to support the Shire's operations and projects, the development and maintenance of infrastructure, and the delivery of community services.

Key Responsibilities and Duties

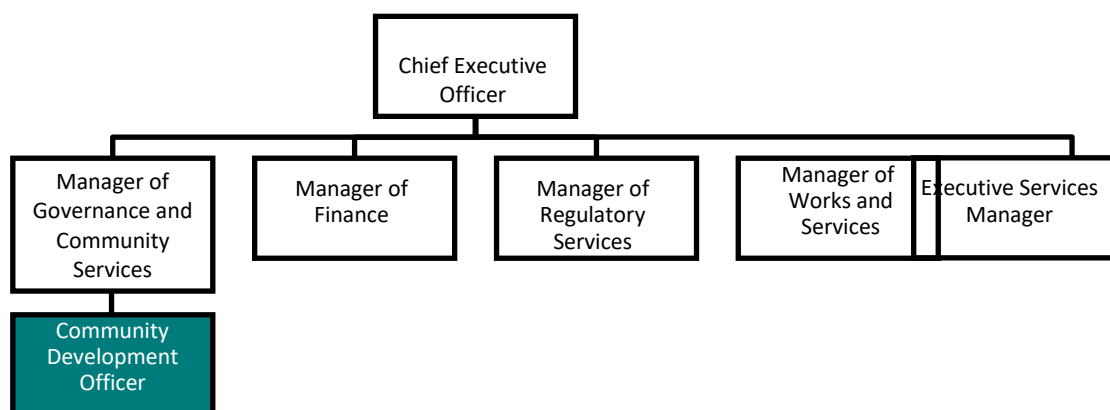
Key Areas of Accountability	
Community Development	<ul style="list-style-type: none"> Oversee the coordination of various community events. In conjunction with the Bruce Rock Vietnam Veterans, coordinate the Annual Vietnam Veterans Back to the Bush Reunion. Actively liaise with the Bruce Rock Community Resource Centre to deliver community initiatives in partnership and promote tourism in the district. Act as the Shire's contact with sporting clubs and community groups to provide guidance in administration and funding avenues. Periodically review and administer the Shire's communications strategy, news and social media to ensure adequate promotion of the Shire and its activities. Develop and maintain effective communication links with residents of Bruce Rock. Act as the Shire's representative and contact point for local and regional tourism organisations.
Grants	<ul style="list-style-type: none"> Actively identify and attract grant funding to support the Shire's operations and projects, the development and maintenance of infrastructure, and the delivery of community services, in line with Council's strategic direction. Make community groups aware of funding opportunities and assist/guide them in preparing funding applications. Prepare grant applications and acquittals, as directed by management. Seek funding opportunities that will benefit local businesses and provide economic value to the district.

Integrated Planning and Reporting	<ul style="list-style-type: none"> Work towards the objectives of Council's Community Strategic Plan 2022-2032.
Administrative Support	<ul style="list-style-type: none"> Provide back-up for front of office duties, when required.
Work Health and Safety and Risk Management	<ul style="list-style-type: none"> Demonstrate a strong commitment to Work Health and Safety, including risk management. Take all reasonable care in the performance of duties to prevent injury to self and others. Report any risk, accident or incident immediately.

Position Requirements

Skills	Knowledge	Experience/Qualifications
Excellent written and verbal communication skills	Sound understanding of grant and funding application processes	Experience in event planning and coordination
Excellent time management and organisational skills	Working knowledge of Windows software	"C" class driver's licence
Excellent interpersonal skills	Working knowledge of graphic design applications	
Sound project management skills	Working knowledge of social media management	
Desire to learn new skills	Basic understanding of Local Government	
	Basic understanding of tourism and area promotion	
	Familiar with the local community and district	

Organisational Relationship



Responsible to	Responsible For
Manager of Governance and Community Services	Not Applicable

Internal/External Liaison

Internal	External
Chief Executive Officer	Funding Providers
Manager of Governance and Community Services	Community Groups
Manager of Finance	General Public
Manager of Regulatory Services	Government Departments and Agencies
Manager of Works and Services	Contractors
Executive Services Manager	
Councillors	

Extent of Authority

Works under the guidance of Senior Management. Required to work without direct supervision, but abiding by set out procedures and policies.

Selection Criteria	Essential	Desirable
Skills		
Excellent written and verbal communication skills	✓	
Excellent time management and organisational skills	✓	
Excellent interpersonal skills	✓	
Sound project management skills	✓	
Knowledge		
Sound understanding of grant and funding application processes	✓	
Working knowledge of Windows programs including Word, Excel, Access, Publisher, PowerPoint and Internet Explorer	✓	
Working knowledge of graphic design applications		✓
Working knowledge of social media management		✓
Basic understanding of Local Government organisational structure and function		✓
Basic understanding of tourism and area promotion		✓
Familiar with the local district		✓
Experience/Qualifications		
Experience in event planning and coordination	✓	
Current 'C' class WA driver's license	✓	

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

MANAGER OF GOVERNANCE AND COMMUNITY SERVICES

SIGNATURE _____

DATE _____

As the employee, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME_____

SIGNATURE_____

DATE_____

DATE APPOINTED_____

CONDITIONS OF EMPLOYMENT

1. Standard Hours of Work

Ordinary hours are from 8.00am to 5.00pm with an hour for lunch, with an hour break for lunch. You will accrue one Rostered Day Off per month worked, to be taken at your discretion in consultation with your manager.

2. Annual Leave

Four weeks pro rata annual leave after twelve months of service, including 17.5% leave loading.

3. Superannuation

The superannuation payable at the commencement of the contract will be 11.5% of the ordinary time earnings. The Shire will make a matching co-contribution towards any superannuation payment made by the officer before tax, up to a maximum amount of 5.5% of their salary.

4. Public Holidays

In addition to the normal public holidays, two days of paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave are available, as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after ten years of continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance will be allocated annually. This allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the officer to participate in relevant training and attend relevant conferences, as approved by management.

9. Housing

The Shire may be able to assist in finding suitable accommodation for the successful applicant.

10. Medical Examination

The Officer will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of Pre-Employment Medical Examination. A copy of the medical examination report will be retained in the employee's personal file and made available for the employee.

11. Police Clearance

The Officer will be required, as a condition of employment, to provide a current Police Clearance at the Shire's expense.

12. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire, you may be required to take a test under the Shire's drug and alcohol policy.

13. Probationary Period

A probationary period is applicable to this position, and will be discussed at the time of offer of the position to the successful applicant. At the completion of this period, your position of permanency will be approved or declined by the Chief Executive Officer.

PREPARING YOUR APPLICATION

When preparing your application (covering letter and CV):

- consider the position requirements for the role, which are listed in the Position Description in this information pack;
- think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- provide those examples in your application.

REFEREES

You are required to nominate two work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

PREPARING FOR THE INTERVIEW

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

AFTER THE INTERVIEW

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

CANVASSING OF COUNCILLORS

Canvassing of elected members is prohibited, and any applicant known to have done so may be disqualified.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of seven Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 43 staff, including administrative and external officers, as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



THE STAFF

Chief Executive Officer
Manager of Governance and Community Services
Manager of Finance
Manager of Works and Services
Manager of Regulatory Services
Executive Services Manager
Community Development Officer
Administration Staff
Construction Supervisor
Town Supervisor
Workshop Manager
Aquatic Centre Manager
Recreation Centre Manager
Outside Workforce
Gardeners
Cleaning Staff
Building Management Staff
Medical Centre Staff

PHYSICAL CHARACTERISTICS

Location

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes three satellite town sites: Shackleton, Babakin and Ardath, and the Kwolyin locality.

Population

The permanent population of Bruce Rock townsite is approximately 700.
The permanent population of the Shire of Bruce Rock is approximately 1100.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

HISTORY

The First Settlers

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

Railway

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

Townsite

The town was gazetted as Bruce Rock in June 1913.

PHYSICAL INFRASTRUCTURE

Roads

Total Length in the district	1,258 km
Main roads	72 km
Sealed local	425 km
Unsealed local roads	761 km

PUBLIC UTILITIES

Water

Water Corporation

Sewerage

Leach and Septic Individual Systems. A STED Scheme is currently being constructed for the Bruce Rock townsite.

Electricity

Electricity is supplied by Synergy through the Western Power electricity grid.

Telephone

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

Support Industries

Metal fabrication, light industrial, agricultural agencies and transport operations.

Essential Services

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician Tyres



COMMUNITY SERVICES

Health

20 bed Hospital

Medical Centre

Full time resident Doctor

Full Time Dentist

Visiting Allies and Specialist Health Services

Emergency Services

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

Education and Training

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12.

Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

There is also a playgroup that meets weekly.

The Town and District Halls

Halls have been built at Bruce Rock, Babakin and Shackleton.

Recreation Centre and Facilities

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre

Officially opened on October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

Bruce Rock Remembrance Park

Officially opened on the 6th November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

TOURISM

Granite Way

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

Museums

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.



Wildflowers

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

Other Places of Interest

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



Accommodation

Bruce Rock Hotel Motel, Bruce Rock Roadhouse, Bruce Rock Chalet, Bruce Rock Caravan Park, Ardath Hotel.

Other Information

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.