## Position Description

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| Position Title | **Community Project Officer** |
| Department | Corporate, Community and Commercial Services |
| Award | Local Government Officers' (Western Australia) Award 2021 |
| Level | negotiable based on qualifications and experience |

## Position Summary

The Project Officer is responsible for the coordination, administration, and delivery of minor and major projects at Shire of Menzies. By ensuring project objectives are defined, scheduled, met and funds are managed responsibly, the Project Officer contributes to the community and economic development of the Shire, making it a more attractive place to visit and a more sustainable place to thrive.

The position works closely with the Community Development Coordinator and complements the work of the other staff in the Corporate, Community and Commercial Services team, with a stronger focus on project management, compliance and service delivery.

## Key Duties and Responsibilities

**Project Management**

- Provide administrative support for Shire-led and community-led projects
- Monitor progress of projects using contemporary project management methods and dedicated software
- Prepare project reports, including, but not limited to: proposals, grant submissions, stakeholder updates, acquittals and impact
- Ensure project funds are spent in line with the approved budget
- Support procurement and payment processes for project-related expenses
- Stay up to date with principles of project management

**Program Delivery**

- Initiate and facilitate community programs focused on improving community wellbeing, related but not limited to:
    - community gardens, skills workshops, digital literacy, job-readiness, long-term wellbeing planning, financial literacy and digital safety
- Provide direct support to individuals participating in programs, in order to build their own capabilities and confidence
- Maintain accurate records of participant engagement and outcomes

**Stakeholder Collaboration**

- Liaise with internal and external stakeholders to coordinate projects
- Work alongside local service providers and community organisations to maximise program impact

**Customer service**

- Provide administrative assistance and support across the Shire's functions where required; for example, providing friendly customer service support at Menzies Visitor Centre, Community Postal Agent, Community Resource Centre, Library and Caravan Park
- Manage banking including receipting of monies

**Other**

- Carry out basic manual-handling tasks
- When required available to work Monday to Sunday (penalties and shift allowance to apply)

## Key Reporting Relationships

**Reporting to:**
Community Development Coordinator

**Other positions reporting into this position:**
Nil

**External relationships:**
Local service providers and contractors
Ratepayers and the community
Federal and State Government agencies

## Key Behavioural and Capability Indicators — Level - Adept

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role

**Focus capabilities** are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment. The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level

- **Act With Integrity** – Acts honestly, ethically and with discretion and encourages others to do so; sets a tone of integrity and professionalism with customers and the team; supports others to uphold professional standards and to report inappropriate behaviour; respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct; consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
- **Communicate and Engage** – Tailors content, pitch and style of communication to the needs and level of understanding of the audience; clearly explains complex concepts and technical information; adjusts style and approach flexibly for different audiences; actively listens and encourages others to provide input; writes and presents fluently and persuasively in a range of styles and formats
- **Community and Customer Focus** – Demonstrates a sound understanding of the interests and needs of customers and the community; takes responsibility for delivering quality customer-focused services; listens to customer and community needs and ensures responsiveness; builds relationships with customers and identifies improvements to services; finds opportunities to work with internal and external stakeholders to implement improvements to customer services
- **Create and Innovate** – Produces new ideas, approaches or insights; analyses successes and failures in the organisation for insights to inform improvement; shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation; identifies, shares and encourages suggestions for organisational improvement; experiments to develop innovative solutions; focuses on Youth programmes and engagement of youth in the community with activities that promote building of social skills and vocational insights
- **Time Management** – Sets realistic goals in accordance with their own action plans; makes plans to achieve goals in a specific time with current resources available; prioritises activities in a set time limit based on the urgency and importance of each task; organised to the point where what needs to be accomplished is done with minimal confusion and maximum coordination; decides shrewdly between two or more tasks in order to maximise efficiency; shares information effectively

- **Think and Solve Problems** – Draws on numerous sources of information, including past experience, when facing new problems; demonstrates an understanding of how individual issues relate to larger systems; makes appropriate adjustments to work processes based on synthesis and analysis of numerical data and written reports; uses rigorous logic and a variety of problem solving methods to develop workable solutions; anticipates, identifies and addresses risks and issues with practical solutions; leads cross team/unit efforts to resolve common issues or barriers to effectiveness

## Selection Criteria

**Knowledge and Experience**

- Demonstrated experience working both individually and as part of a team
- Knowledge of community-based or local government programs
- Demonstrated experience facilitating projects

**Skills**

- Good interpersonal, written and oral communication skills
- High level of computer literacy and proficiency
- Good time management, organisational and administrative skills
- Good customer service skills and experience

**Desirable**

- Qualifications suitable to the position
- Work history in similar roles

**Eligibility and inherent requirements associated with the position**

- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role
- Working with Children Check
- Current WA 'C' driver's licence
- Full working rights

| **Name of current incumbent:** | **Signature:** | **Date:** |
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| **Chief Executive Officer** | **Signature:** | **Date:** |
| Anita Nathan ( Anitha Varadaraj) | | |