



Dowerin Community Resource Centre Coordinator

Application Package

Contact

Rebecca McCall
Chief Executive Officer
(08) 9631 1202





Community Resource Centre Coordinator

An excellent opportunity exists for an enthusiastic, efficient and professional individual to join our team as a full-time Community Resource Centre Coordinator.

Dowerin is a scenic two-hour drive along the Wheatbelt Way (northeast of Perth) and is a real escape from the hustle and bustle of city life. Dowerin is known for its high-quality facilities, great community spirit and is home to the Dowerin Field Days.

The CRC Coordinator has a pivotal role within the Shire of Dowerin. This position manages all aspects of the CRC and supports the community development initiatives of the Shire. The role is responsible for facilitating community interaction, works closely with the community delivering activities and services. This is an exciting opportunity to make a real difference in a small rural community.

An Application Package including the position description and remuneration can be obtained from the Shire of Dowerin's website (www.dowerin.wa.gov.au). Further information about the position is available by contacting Rebecca McCall on 08 9631 1202.

Applications should be sent to ceo@dowerin.wa.gov.au marked "Private & Confidential - Community Resource Centre Coordinator" and are to be received no later than 4.00pm on Friday, 9 June 2023.

Rebecca McCall
Chief Executive Officer

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment.

COMMUNITY RESOURCE CENTRE COORDINATOR

SELECTION CRITERIA

Essential

- Ability to identify solutions to complex problems.
- Commitment to a team environment.
- Demonstrated leadership and supervision skills.
- Demonstrated project management skills.
- Developed analytical and research skills.
- High level of written and verbal communication skills.
- Well-developed marketing and public relations.
- Well-developed time management and organisation skills.
- Knowledge of administration and management practices.
- Experience in modern office technology and Microsoft Office applications.

Desirable

- Demonstrated experience in community development and economic development.
- Working knowledge of external funding bodies and experience writing grant applications.
- Demonstrated experience in the delivery of events and training courses.
- Developed knowledge of economic development concepts and application.
- Understanding the workings of Local Government.

REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the *Local Government Officers' (Western Australian) Award 2021*, Level 7, dependent upon experience and skills.

Classification	Seven (7)
Hourly Rate	\$34.00 to \$38.00
Superannuation	10.5% (increases to 11% as of 1 July)
Housing	Housing as determined by the CEO
Uniform Allowance	As per Shire Policy
Gym/Pool Membership	As per Employee Health & Wellbeing Policy
Base Working Hours	76 hours per fortnight Monday to Friday
Location	CRC; Stewart Street Dowerin
Long Service Leave	As per <i>Local Government Long Service Leave Regulations</i>

Position Description Community Resource Centre Coordinator	 SHIRE OF DOWERIN TIN DOG TERRITORY
Created: April 2023	

Title	Community Resource Centre Coordinator
Department	Office of the Chief Executive Officer
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Seven (7)

POSITION OBJECTIVES

The Coordinator will work to ensure that the most appropriate and effective services in education, training, communication, information and business are provided to the community, and manage the day-to-day operations of the Dowerin Community Resource Centre (CRC) in accordance with set policies and procedures. The Coordinator also facilitates community and economic outcomes to include providing assistance to community and sporting groups.

ORGANISATIONAL RELATIONSHIPS

- Reporting to:** Deputy Chief Executive Officer
- Responsible for:** Community Resource Centre Staff
- Liaison with:** Shire Staff and Management - Community Members & Organisations - Contractors & Suppliers - Stakeholders

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

Administration and Management

- Manage the day-to-day operations of the Dowerin Community Resource Centre and its staff.
- Be responsible for the support and supervision of volunteers.
- Manage CRC services in accordance with the Shires Integrated Strategic Plan and DPIRD service agreement.
- Manage the CRC and community development budget and financial management.
- Maintain and review CRC operations and procedures manual.
- Coordinate CRC information technology.
- Coordinate CRC information management.
- Apply and manage grant funding to assist with activities, events and projects and ensure that funding requirements are met.
- Prepare reports, submissions, and other documents for Council and compliance.

Customer Service

- Provide fee for service for customers.
- Ensure customer confidentiality is maintained.
- Provide information sessions, training and workshops for community.
- Provide government and non-government liaison.
- Deliver a positive and professional customer service to internal and external customers in a timely manner.
- Provide tourist and visitor information services.
- Promote excellence in customer service and assist with identifying, reviewing and implementing strategies to improve service quality and efficiency.
- Maintain a professional customer service area including monitoring of display and promotional material.
- Promote membership of the library.

Community Development

- Promote Dowerin as a progressive, active and well-connected community that is actively engaged.

- Work with community and sporting groups to develop proposals and programs that align with the Shire's Integrated Strategic Plan.
- Liaise with community groups regarding funding opportunities for community projects, art and cultural activities and events.
- Provide administration of community and economic development projects, including preparation of grant applications and acquittals as required.
- Provide information to local residents regarding community services, facilities and funding opportunities.
- To develop and implement a Community Wellbeing Plan.
- To develop and implement a Tourism and Economic Development Plan.
- Preparation of public relations information for Despatch, Instagram, Facebook and Website on community and Council activities.

Community Services

- Coordinate delivery of community activities, events, programs, and training.
- Manage the community library.
- Manage visitor information services.
- Manage the Dowerin Short Stay bookings and marketing.

Marketing, Planning, Research and Tourism

- Supervise all content management of Shire and Dowerin Short Stay Facebook and Instagram pages, website and Dowerin Despatch newsletter.
- Research, develop and implement tourism destination initiatives.
- Initiate and maintain revenue generating programs and projects.
- Assess and create educational and business opportunity in the community.

Other Duties

- Record daily statistics and report to Council, DPIRD and all other stakeholders as and when required.
- Other duties as directed by the Deputy Chief Executive Officer.

REQUIREMENTS OF THE JOB

Skills

- Ability to identify solutions to complex problems
- Developed marketing and public relations
- Developed time management and organisational skills
- Developed written and verbal communication skills
- Developed analytical and research skills
- Demonstrated leadership and supervision skills
- Demonstrated project management skills

Knowledge

- Working knowledge of administration and office management practices
- Developed knowledge of community and local tourism
- Developed knowledge in the preparation of grant applications and acquittals
- Understanding the workings of Local Government

Experience

- Demonstration experience in community principles and practices
- Demonstrated experience in delivery of events and training courses
- Experience with modern office technology including computers, internet, Microsoft Office, printers and photocopiers

Qualifications and Training

- Experience in a similar position of qualifications in business management is desirable
- Hold a current C Class driver's license
- Current or ability to obtain a Working With Children Check and current National Police Clearance

Work Health and Safety Responsibilities

- Actively promote safety and lead by example.
- Actively promote and participate in Injury Management Programs as required.

- Consult with workers on all safety related activities.
- Ensure workers, contractors and volunteers have a safe place of work in which to work.
- Ensure all hazards are identified, assessed, and eliminated or controlled.
- Ensure workers are provided Personal Protective Equipment (PPE) and use it.
- Ensure workers are adequately trained and assessed as competent.
- Ensure workers are adequately supervised.
- Investigate incidents and ensure action is taken to control the cause(s).

EXTENT OF AUTHORITY

- Operates under the direction of the Deputy Chief Executive Officer
- Supervision of the CRC staff
- Internal liaison with the Shire staff and volunteers
- External liaison with the community, contractors, government agencies, stakeholders, suppliers and visitors
- External representation for Pioneers' Pathway and Wheatbelt Way

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate and Working With Children Card is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

Application

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Referees

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals at a later time.

Police Clearance

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

Pre-Employment Medical

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

Contact Number

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

Written Applications

The Organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

Late Applications

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Interviews

Interviews will be held at the Shire of Dowerin Administration Office.

Code of Conduct

Ensure professional conduct is of the highest standard in accordance with the organisation's Code of Conduct and policies as adopted and modified from time to time.

Equal Opportunity

The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

