



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Manager Community Development

Our vision

Together, towards an even better lifestyle.

1. Position details

| | | |
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| Directorate: | Community and Lifestyle | Contract |
| Reports to: | Director Community and Lifestyle | |
| Supervision of: | Community Development Team Grants Officer Youth Trainee | |
| Significant Working Relationships: | Community, business and agency stakeholders Directorate team members Key internal and external stakeholders | |

2. Position summary

Effectively lead and manage the Community Development business unit in the creating of spaces and places which enable economic, cultural and social outcomes and exceptional public experiences, provide excellent customer service, and high quality internal advice to the Director to enhance and support decision making processes and achieve strategic objectives.

3. Community strategic objectives



Diversified
Economy



Connected
Communities



Protected Natural
Environment



Sustainable Built
Environment



Effective Civic
Leadership

4. Our values

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5. Key duties and responsibilities

| Key functions | Specific duties |
|---------------------------|---|
| Leadership and management | <ul style="list-style-type: none">• Proactively and positively lead the Community Development team by consistently providing high quality, motivational, dynamic, innovative and proactive leadership, guidance and support, including regular and constructive team performance feedback and development opportunities.• Encourage responsibility and initiative and foster an innovative work environment for all employees that supports a culture of inclusion, trust and respect in line with the Shire's Values.• Maintain effective communication and relationships with the Director Community and Lifestyle and business unit members, and actively participate in Managers meetings as required.• Identify, schedule and be accountable for the delivery of projects identified in the Corporate Business Plan and relevant strategies.• Develop and facilitate service plans and processes that ensure coordinated analysis, planning, project implementation and reporting at both a strategic and operational level. |
| Financial | <ul style="list-style-type: none">• Monitor the financial performance of the business unit against the service plan and annual budget with an emphasis on proactively maximising revenue opportunities whilst identifying expenditure reduction initiatives.• Conduct a monthly analysis, monitoring and reporting of the budget, with any significant variances along with remedial actions, being reported to the Director Community and Lifestyle in a timely manner.• Manage the Shire's grant funding service, ensuring opportunities to source external funding are maximised, appropriate administration and grant guidelines are followed and sound reporting and acquittal process are followed. |

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| | <ul style="list-style-type: none"> • Ensure comprehensive and informed financial analysis is undertaken when considering purchases. • Undertake financial risk management with projects and advise the Director Community and Lifestyle of impacts affecting financial risks as they are identified. |
| Community | <ul style="list-style-type: none"> • Work with the community to co-design and deliver innovative and diverse projects, programs and solutions to meet the current and future needs of community. • Liaise with key stakeholders and build on existing partnerships to support the development of a connected and resilient community. • Use social planning and community development principles and data to effectively instigate and manage change within communities. • Oversee and facilitate the development of viable projects and programs to support the Shire in achieving its strategic objectives. • Coordinate, support and encourage cooperation across different Shire business units and provide advice on cross functional activities. • Analyse and evaluate place based community data, examine the social impacts and design strategies to support social wellbeing. |
| Community Engagement | <ul style="list-style-type: none"> • Manage the development of engagement strategies and plans to encourage stakeholder representation and participation across diverse communities that is aimed at encouraging connectedness and resilience. |
| Recreation | <ul style="list-style-type: none"> • Establish and support relationships with key stakeholders, clubs, associations and volunteers that includes working closely with the Shire's main recreational facilities at the Leschenault Leisure Centre, Harvey Recreation and Cultural Centre and Harvey Pool. • Manage the implementation of the Shire's Sport and Recreation Plan 2033 and provide strategic advice to the Director Community and Lifestyle to guide matters relating to open recreation spaces and facilities. • Work with the Manager LLC and Manager HRCC to ensure planning and provision of new and renewed assets are fit for purpose, sustainable and consider universal access and inclusion. • Manage and prepare CSRFF and other suitable grant applications including reporting to Council. |

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| | <ul style="list-style-type: none"> • Conduct needs and feasibility assessments across key recreational facilities in line with the Shire’s Sport and Recreation Facilities Strategy. • Support staff who complete Kidsport and other club development administrative tasks. |
| Representations | <ul style="list-style-type: none"> • Represent the Shire on local, regional and state based networks and committees as relevant to the role. • Provide background information as required to the Shire’s legal representative on appeals and court matters. • Develop and maintain effective channels of communication and networks with various State and Local Government bodies and regulatory authorities, to ensure that the business unit remains informed and where appropriate participates in the processes which may impact on its activities. |
| Governance | <ul style="list-style-type: none"> • Review and develop business unit policies, plans, manuals and management guidelines. • Identify and report on governance and audit issues and facilitate the monitoring and reporting to the Director Community and Lifestyle of the progress in the implementation of activities. • Review and implement the risk management plan framework for business unit activities. • Ensure all decisions made and directives given by the Director Community and Lifestyle relating to the business unit are acted upon. |
| Human Resource management | <ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management including participation in workforce planning, strong employee wellbeing and training plans for employees. • Lead and develop the business unit in such a manner that an environment of success, energy, professionalism and a culture of innovation and inclusion is evident to all. • Implement best practice human resource management and ensure employees within the business unit are accountable for their performance. |
| Safety | <ul style="list-style-type: none"> • Ensure all staff perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety management practices. |

Other

- National Crime Check.
- Current “C” Class Drivers Licence.
- Working With Children Check.

6. Extent of authority

- The position operates under the broad direction of the Director Community and Lifestyle and Chief Executive Officer within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

7. Your team



8. Position selection criteria

Essential

1. Tertiary qualification in Community Development, Social Planning, Sport and Recreation, or a relevant discipline and extensive related experience.
2. Exceptional experience in managing and coordinating complex stakeholder relationships to achieve positive outcomes with the ability to negotiate, mediate and resolve conflict.
3. Demonstrated leadership skills and staff management with an ability to build effective working relationships which includes innovation, process improvement, best practice and effective organisational change management.
4. Demonstrated ability to apply self-management, time management and organisational skills to think strategically, analytically and conceptually for the application for managing financial and human resources for the business unit.
5. Experience in developing co-designed community and recreation place based facilities, programs and services.
6. Proven ability to undertake and implement strategic reviews of projects and programs to identify improvements to models, staffing and operations.
7. Experience, knowledge and understanding of attracting and acquitting large scale grants.
8. Previous experience in designing and delivering community engagement practices in line with the IAP2 engagement framework and including the use of online engagement platforms.

Desirable

1. Experience, knowledge and understanding of project management best practice and to support community and sporting groups with their project aspirations.
2. Knowledge of social planning and community development frameworks and principles with the ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.