

POSITION DESCRIPTION

Place Activation & Engagement Officer (Community & Sporting Groups)

Classification:	Level 5
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Community Engagement and Projects
Directorate:	Development and Community
Location:	Administration Office
Date reviewed:	April 2025
Approved by:	Chief Executive Officer

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

To facilitate and deliver a high standard of community development initiatives in line with the Shire of Broome's Strategic Community Plan and achieve a range of outcomes to the broader community.

Position Key Responsibilities and Duties

Community and Place

- Implement, monitor and report on requirements of the 'Every Club Grant Scheme'
- Work with the Department of Local Government, Sport and Cultural Industries to implement the KidSport grant scheme within the Shire of Broome.
- Develop, implement and monitor the Shire's Disability Access and Inclusion Plan.
- Build partnerships, provide support and training to community and sporting groups to assist in achieving positive and sustainable outcomes for the community.
- Establish and maintain partnerships with key state government agencies, not for profit organisations, state sporting associations, peak bodies and external funding bodies.
- Develop, deliver and assist the team with an annual program of dynamic community development initiatives as identified in the Shire of Broome's planning strategies, for example Volunteer Week event etc.
- Facilitate a coordinated and collaborative approach to community development within the Shire.
- Utilise effective consultation and engagement techniques to achieve broad participation and inclusion in Shire initiatives.
- Prepare and collate formal reports for executive management, committees and Council meetings.
- Develop and maintain annual budgets for the areas of responsibility.
- Identify grant opportunities for the whole organisation and disseminate to appropriate departments.
- Identify, source and acquit funding and sponsorship opportunities for projects, programs and events related to this position.
- Develop strategic policies and procedures in line with the Shire's Council Plan.
- Provide advice on community development matters to internal stakeholders including Manager Engagement and Projects, Executive Management Group and Council to assist in defining strategic objectives and direction.
- Other duties as required and reasonable.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.

- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Place Activation and Engagement Coordinator
Supervises:	Nil
Internal Contacts:	Development and Community Directorate All Staff as required
External Contacts:	Councillors Community members and groups Other local governments State and Federal Government Agencies
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Ability to work positively within a small team environment and regional community with a focus on a “can do” approach.
- Demonstrated experience in the development and implementation of sporting and community development initiatives.
- Project based financial management experience, including development and monitoring of annual budgets and sourcing external funding.
- Proven ability to establish and maintain successful partnerships and networks with key community stakeholders including community groups, sporting groups, government bodies and funders.
- Demonstrated ability to manage and prioritise tasks, meet deadlines and manage time effectively.
- Highly developed verbal and written communication skills.

Qualifications and/or Training:

- Relevant tertiary qualifications or training, and/or extensive experience in an appropriate discipline
- Current unrestricted ‘C’ class national driver's licence.
- Police Clearance:
 - To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant, however, a notation of sighting the original certificate will be kept on the employee's personal file.
- Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable:

- Previous local government experience, including the preparation of reports and agenda items for Council and Committee meetings.
- A working knowledge of the community and sporting sector within the Shire of Broome.

Please note: *It is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.*