

## Place Activation & Engagement Officer

<b>Classification:</b>	Level 5
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Community Engagement and Projects
<b>Directorate:</b>	Office of the Chief Executive Officer
<b>Location:</b>	Administration Office
<b>Date reviewed:</b>	August 2024
<b>Approved by:</b>	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 events and initiatives in line with the Shire of Broome's Strategic Community Plan and achieve a range of outcomes for the broader community.

## **Position Key Responsibilities and Duties**

### **Community and Place**

- Implementation of the Place Activation Plan.
- Establish partnerships with key state government agencies, not-for-profit organisations, and external funding bodies.
- Develop and deliver an annual program of dynamic community development events and initiatives, as identified in the Shire of Broome's planning strategies, such as Reconciliation Week, Volunteer Week, Fusion Moonrise, and the Community Christmas Party.
- Facilitate a coordinated and collaborative approach to community development within the Shire.
- Utilise effective consultation and engagement techniques for 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, source and acquit funding and sponsorship opportunities for events and projects related to this position.
- Develop strategic policies and procedures in line with the Shire's Strategic Community Plan and Corporate Business 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

<b>Reports to:</b>	Place Activation and Engagement Coordinator
<b>Supervises:</b>	Nil
<b>Internal Contacts:</b>	Office of the Chief Executive Officer All staff as required
<b>External Contacts:</b>	Councillors Community members and groups Other local governments State and Federal Government Agencies Not for profit organisations
<b>Performance Review:</b>	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 delivery of community events, programs and 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 community stakeholders including arts, culture and heritage groups, not for profit organisations, government bodies and funding bodies
- 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.

### 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 events 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.