



INFORMATION FOR APPLICANTS



COMMUNITY ENGAGEMENT & EVENTS OFFICER 12 MONTHS MATERNITY LEAVE COVER FULL TIME

Application Close – 4:00 pm **Monday 31 March 2025**

For more information please contact:

Aaron Wooldridge – Deputy CEO

Alex Adams – Executive Assistant

shire@lakegrace.wa.gov.au

Tel No. (08) 9890-2500

Advertisement



JOB OPPORTUNITY

COMMUNITY ENGAGEMENT & EVENTS OFFICER 12 MONTHS MATERNITY LEAVE COVER FULL TIME

The Shire of Lake Grace is seeking a Community Engagement and Events Officer to join our Team on a full-time basis for 12 months maternity leave cover. Ongoing employment could be offered to the right person.

As the Community Engagement and Events Officer, you will work alongside the Community Economic Development Officer to engage with local youth, seniors and the wider community.

The right candidate will receive an above award rate salary plus 11.5% superannuation guarantee, leave loading, monthly RDO, and uniform allowance.

To apply please complete the application package which can be downloaded from www.lakegrace.wa.gov.au/employment

Alternatively contact Deputy CEO Aaron Wooldridge or Executive Assistant Alex Adams on:

Tel: 9890 2500 or email: shire@lakegrace.wa.gov.au

The closing date for applications is 4.00pm on Monday 31 March 2025.

The Shire of Lake Grace is an Equal Opportunity Employer



The Package

Position	Community Engagement and Events Officer
Directorate	Office of the Chief Executive Officer
Section	Administration
Position Classification	Level 3
Employment Type	Full time
Location	Administration Office – 1 Bishop Street, Lake Grace WA 6353

Description	Amount	Comment
*Salary	\$32,299.4 per hour (\$63,823 per annum)	*Package is calculated on a full-time wage of 76 hours per fortnight
11.5 % Superannuation	\$7,339.71	
Up to 5% Matching Superannuation	\$3,191.18	Subject to voluntary contribution by employee
Leave Loading 17.5% (not payable to contract or casual employees)	\$859.16	Four (4) weeks annual leave
Telephone Allowance	N/A	N/A
Uniform Allowance	\$400 per annum	
Rostered Day Off	One (1) per 19 days worked	

*The package is calculated on a full-time wage of 76 hours per fortnight for a full year.

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to ea@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will **NOT** be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criteria – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from past experience that might be similar or equivalent.

The Interview Process

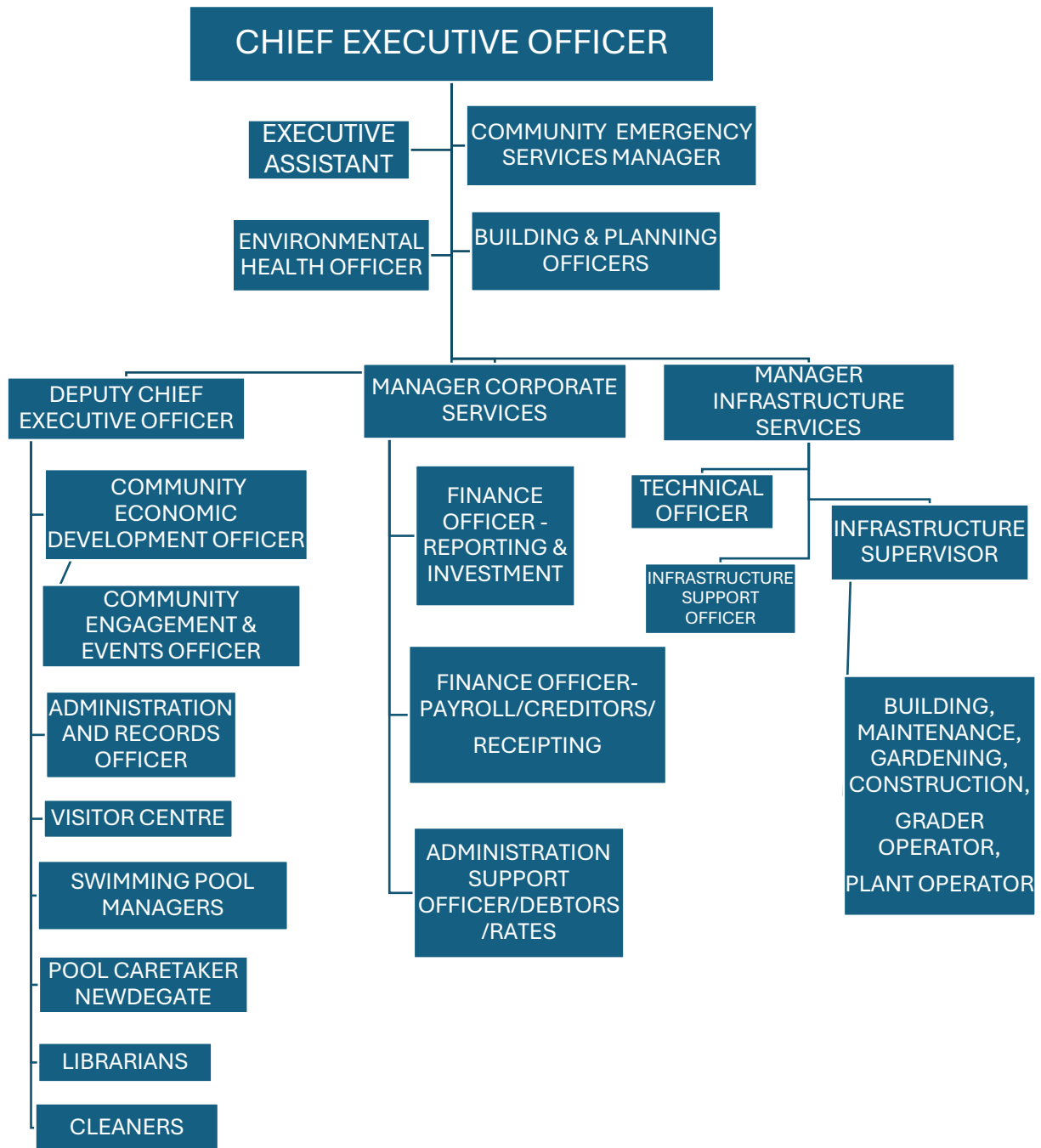
A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



SHIRE OF LAKE GRACE ORGANISATION CHART





Shire of Lake Grace

Community Engagement and Events Officer

POSITION DESCRIPTION

Shire Values: “A safe, inclusive and growing community embracing opportunity”	
Position title	Community Engagement and Events Officer
Department / service area	Administration
Industrial award	Local Government Industry Award 2020
Classification	Level 3
Position reports to (role)	Community Economic Development Officer
Position supervises / Manages (roles)	Nil
Last date PD reviewed	11 March 2025
Links to Corporate Plan Objectives	Social Objective - A valued, healthy and inclusive community and lifestyle Outcome 4: A well maintained attractive built environment servicing the needs of the community Outcome 6: An engaged, supportive and inclusive community Outcome 7: A healthy and safe community
<p>Position Summary Assist and support the Community Economic Development Officer in the effective planning, development, implementation, promotion, delivery and monitoring of programs, events and activities that engage with, and support local youth, seniors, and the wider community.</p>	
<p>Job Purpose</p> <ul style="list-style-type: none"> • Assist and support the Community Economic Development Officer with determining community needs; evaluate, monitor and revise community programs and services to ensure such needs and expectations are consistent with the Shire’s Strategic Community Plan and Public Health and Wellbeing Plan. • Coordinate, promote, deliver and monitor programs, events and activities that engage with and support local youth, seniors, and the wider community, including administration, program and event planning, and stakeholder engagement. • Engage with local young people, ensuring they have an active voice in the Shire of Lake Grace through organising and participating in the Youth Advisory Committee, Youth Mentoring Program, WA Youth Week celebrations; along with peer-to-peer, and intergenerational contact at various community events. 	
<p>KEY DUTIES & RESPONSIBILITIES Social and Community Development</p> <ul style="list-style-type: none"> • Facilitate, promote, implement and deliver events, programs, projects and services for the local community, working to specified budgets and timeframes, as required. • Assist in the implementation of strategies in the Shire’s strategic documents in relation to youth and community development, and wellbeing. • Ensure that all programs, activities and projects comply with relevant safety standards, legislation, regulations, policies and guidelines. • Explore and support opportunities for partnerships with local community organisations, residents and community groups, as required. • Facilitate and maintain effective relationships, and high-quality communication with internal and external customers including key stakeholders. 	

- Encourage community participation, leadership, and the concepts of self-help and volunteering, to assist with identifying and delivering initiatives that develop and contribute to sustainable communities.

Communication

- Assist with the maintenance and flow of communication between local networks, relevant agencies, and community organisations.
- Prepare and provide information and advice to community members on community activities and events and actively promote the Shire's programs and services locally and regionally.
- Assist in the administration of community information on the Shire website and social media platforms, including updating the Shire's website, Facebook page, and Community Newsletter.
- Create marketing material for various events and programs for distribution.
- Update Council, and Shire employees on local community initiatives and the Council's community programs.
- Deliver high-quality services and positively promote the Shire of Lake Grace in such a manner as to enhance its reputation within the wider community.
- Respond to customer enquiries both verbally and in writing, ensuring that information provided is accurate and in accordance with Council's policies, guidelines and other relevant legislation inclusive of the Privacy Act.

Provision of Administrative Services

- Ensure that all required administrative, financial and reporting procedures are effectively carried out in accordance with the Shire's guidelines and processes including invoice and purchase order processing, and monthly Information Bulletins and Agenda Items for Council meetings.
- Provide general administrative support to the Community Economic Development Officer, as required.
- Undertake ongoing monitoring and assist with the review and quality improvement of policies and procedures, as required.

General Administration

- Provide relief cover for internal staff as required
- Receive and field appropriate incoming telephone calls
- Contribute towards a safe workplace by displaying duty of care as outlined in the Shire of Lake Grace Work Health & Safety Policy 4.6

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to:

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators	Performance Requirements
<ul style="list-style-type: none"> Facilitate Youth Advisory Committee meetings in Lake Grace & Newdegate Facilitate Youth Centre at Lake Grace Deliver programs and events within the budget set by the CEDO 	<ul style="list-style-type: none"> Minimum of 10 YAC meetings per year Run once a month during school term time Determined by annual budget

Work Health and Safety Statement of Outcome

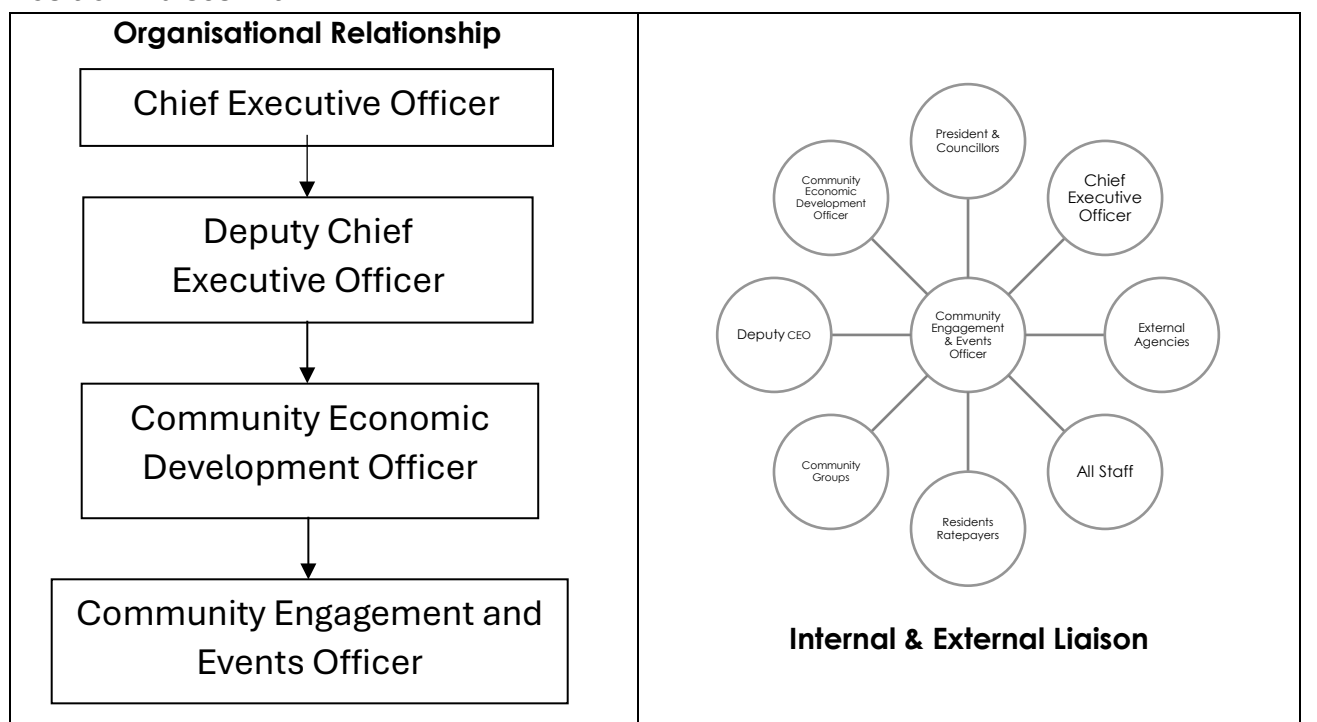
A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.

1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation
3. Follow safety rules, procedures and standards at all times
4. Report ALL accidents, incidents and hazardous situations arising in the course of work

Equal Employment Opportunity Statement of Outcome 2023 - 2025

1. Outcome – The organisation values EEO and diversity and the work environment are free from sexual and racial harassment.
2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

Position Liaises with:



SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience in developing community projects and programs
- Sound customer management skills
- Proven intermediate to advanced skill level using Microsoft suite of products particularly Word, Excel and PowerPoint.
- Highly developed communication, interpersonal, and negotiating skills.
- Well-developed interpersonal skills with networking experience to assist in developing strong working relationships.
- Well-developed time management, and organisational skills, with the capacity to work independently to prioritise tasks across multiple projects and deadlines.
- Ability to navigate portals, complete online forms, general ledger accounts and prepare transaction lists for auditing.
- Sound knowledge of Work Health & Safety legislation.
- Current West Australian 'C' Class Drivers Licence
- Current National Police Clearance Certificate, no more than 6 months old, or willingness to obtain
- Current Working with Children Check or willingness to obtain
- Current Senior First Aid Certificate or willingness to obtain
- Completion of a pre-employment medical

PREFERRED

- Qualifications in Community Development, public health, social science or similar, post-secondary certificate/diploma or relevant work experience
- An understanding of project management processes.
- Local, State or Commonwealth Government experience
- Recent experience working in a community development or social services role.
- Demonstrated experience in community consultation
- Experience in the supervision and support of volunteers
- Ability to interpret and apply legislation and standards relevant to office environments

TRAINING

The Shire of Lake Grace will provide training and professional development opportunities to the successful applicant including the costs of attending appropriate training where opportunities are identified.

PERFORMANCE REVIEWS:

Reviews shall be conducted annually.

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, twisting, and working with screen-based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

COMMUNITY ENGAGEMENT AND EVENTS OFFICER

Position Acknowledgement and Acceptance

Position Holder

Signature

____ / ____ / ____

Date

Reviewed by:

Aaron Wooldridge

Deputy Chief Executive Officer

____ / ____ / ____

Date

Approved by:

Alan George

Chief Executive Officer

Signature

____ / ____ / ____

Date

This position description will be reviewed annually as part of the annual performance appraisal process.



Shire of Lake Grace

Application Form

COMMUNITY ENGAGEMENT AND EVENTS OFFICER – 12 MONTHS MATERNITY LEAVE COVER - FULL TIME

PERSONAL DETAILS		
Full Name:		
Home Address:	Suburb:	
State:	Postcode:	
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details of your driver's licence below		
Place of Issue:	Licence type:	
Drivers Licence Number:	Expiry Date:	
Do you hold a valid police clearance check? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, would you be prepared to undertake this check if requested? Yes <input type="checkbox"/> No <input type="checkbox"/>		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, please state your nationality and confirm the details of your current visa		
Nationality:	Visa Type:	
Details of Any Work Restrictions:	Visa Expiry Date:	
Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institution	Qualification Obtained	Completion Date

Details of Any Other Relevant Skills or Qualifications:	
EMPLOYMENT HISTORY	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	

Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
REFEREES	
Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to the Shire of Lake Grace to contact my referees to carry out reference checks in support of my application Yes <input type="checkbox"/> No <input type="checkbox"/>	
HEALTH QUESTIONNAIRE	
Do you suffer from any injury, illness or disability that may impact your ability to carry out the tasks required for this role? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details:	
<i>Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire/City/Town has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.</i>	
Have you ever made a claim for Workers Compensation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Reference is made to Div.8 Section 79 of the Worker Compensation and Injury Management Act 1981</i>	
If yes, please provide details below:	
Description of injury, illness or disability:	Date Occurred:

Duration:	Employer Name:	
<p><i>Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.</i></p>		
I understand and agree to these terms and conditions		Yes <input type="checkbox"/> No <input type="checkbox"/>
I agree to take part in a pre-employment medical and urine drug screening		Yes <input type="checkbox"/> No <input type="checkbox"/>
ADDITIONAL INFORMATION		
How did you learn about this opportunity?		
Are you currently employed by or have previously worked for the Shire of Lake Grace?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide further details below:		
Dates employed from and to:		
Position Held:	Line Manager Name:	
Please confirm that you have attached the following supporting documents to this application form:		
Resume	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Covering Letter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
APPLICANT DECLARATION		
<p>I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.</p>		
Applicant Name:		
Signature:		
Date:		