



COMMUNITY DEVELOPMENT OFFICER

The Shire of Wyalkatchem seeks a suitably enthusiastic and qualified person to fill the exciting and diverse position of Community Development Officer.

Reporting to the Chief Executive Officer, key reporting areas and portfolio responsibilities of this position include; corporate finance, customer services, information technology, records.

Applicants will

- Coordinate & implement community development, engagement & inclusion plans.
- Seek, develop, implement and coordinate projects and initiatives responsive to community needs and aspirations in accordance with the Wyalkatchem Community Plan.
- Increase community engagement through implementation of Council's communication strategy.
- Match projects with grant opportunities and draft/coordinate grant applications.

Employment conditions are in accordance with the Local Government Industry Award 2020, level 5.

This package includes a competitive superannuation scheme and Wyalkatchem allowances.

Candidates wanting to take the next step in their career are encouraged to contact Governance Executive Officer Stephanie Elvidge on 08 9681 1166 during office hours.

The Position Description can be obtained from our website www.wyalkatchem.wa.gov.au or on request, and candidates are encouraged to review this document before applying for the position.

Applicants are requested to submit written applications in a sealed enveloped marked "Private and Confidential – Community Development Officer" and addressed to:

Governance Executive Officer

Shire of Wyalkatchem

P O Box 224

Wyalkatchem WA 6485 or email to admin2@wyalkatchem.wa.gov.au

Applications close at 4.00pm, Thursday 19 January 2023.

The Shire of Wyalkatchem is an Equal Opportunity Employer.

Peter Klein

Chief Executive Officer