



SHIRE OF MORAWA

COMMUNITY DEVELOPMENT OFFICER

APPLICATION PACKAGE

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.

JOB VACANCY

Community Development Officer



Work Type	Permanent
Remuneration Package	A total remuneration package up to \$105,000 per annum inclusive of superannuation, Shire housing, limited private vehicle use, utilities allowance, and a cash component of \$67,757-\$70,464 per annum dependent on candidate
Location	Shire of Morawa
Closing Date	4pm on Friday, 7 March 2025

The Shire of Morawa

The Shire of Morawa is one of States iconic remote country landscapes with roots embedded in agriculture and mining. The beauty of the land is balanced between its history, modern industrial operations, and small-town community spirit. The Shire has a modest local population with approximately 70% of residents living in the town centre.

The incredible wildflower season carpets the region in colour from late winter through to early October and sees the town bustling with visitors. Morawa is featured as one of the 21 stops in the Wildflower Country's Wildflower Way driving trail, which extends from Dalwallinu to Geraldton. The Shire is also home to numerous other attractions including heritage architecture, historic Canna, natural wonders like Bilya Rock and Koolanooka Springs, the museum, walking trails, the Biennial Art Exhibition, and the Speedway.

Located only 3.5 hours drive from the City of Perth, Western Australia, or 1.5 hours from Geraldton, Morawa is a diverse place to visit, live and work.

Population:	650-750
Location:	370km from Perth in the Mid West region
Environment:	Wheat and sheep farming town situated in the heart of wildflower country
Education:	Morawa District High School (Kindergarten to Year 12), WA College of Agriculture, a trade training centre, and Family Day Care Centre
Facilities:	Medical centre, community health centre, childcare centre, youth centre, swimming pool, aged care accommodation, community resource centre, Police, St John Ambulance services, 24/7 community gym, recreation centre, various seasonal sporting teams including AFL, netball, and hockey
Retail/Commercial:	Australia Post, IGA, Morawa Traders, pharmacy, agricultural supplies, trades, hardware, community resource centre
Hospitality:	Morawa Hotel, Wildflour Bakery & Café, Everlastings Guest House, Morawa Caravan Park
Transport:	TransWA Bus services

The Shire is forward thinking and provides employees with opportunities to learn and develop. Our staff is approximately 35 strong, operating across vibrant areas managing community services, facilities, assets and compliance areas.

The Position

We are looking for a highly motivated, suitably qualified, and experienced **Community Development Officer** to join our dedicated team.

Reporting directly to the Executive Manager Corporate & Community Services, this diverse opportunity will see you responsible for a range of areas including youth, seniors, volunteers, health and wellbeing, tourism, and crime prevention.

Applicants will need to demonstrate their abilities to plan and facilitate community development initiatives and events in a range of areas including youth, club development, arts and culture, seniors, health and wellbeing, and other areas as required. A pivotal component of this role is the ability to open, manage and activate the Morawa Youth Centre for children aged between 6 to 18 years old to the benefit of the Morawa Youth, and the broader community. Therefore, a passion for working with young people is key to achieving fantastic outcomes in this area.

This is a challenging role that offers exposure to all facets of the Shire's operations, and regular interaction with the community members and visitors to the district. The ability to multitask is key, and a positive demeanour will go a long way towards ensuring success in this role.

This position is offered with an attractive remuneration package worth up to \$105,000 inclusive of superannuation, limited private vehicle use, Shire housing, subsidised utilities, professional development, reasonable relocation expenses and a cash component of approximately \$67,757 - \$70,464.

If you are looking for an opportunity to advance your career, put your established skills to the test, or experience the uniqueness and benefits of remote country living then this could be the ideal role for you.

An application package containing the position description for the role can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au Further information can be obtained by contacting the Chief Executive Officer, Michael Cole on (08) 9971 1204.

Submitting an Application

Your application should include a cover letter outlining your interest in the position and a current resume detailing your qualifications, experience, and suitability for the position.

Posted applications should be addressed to the Chief Executive Officer, Shire of Morawa, PO Box 14, Morawa WA 6623 and marked "Private and Confidential".

Electronic applications can be sent via email to ea@morawa.wa.gov.au

All submissions must be received by the nominated closing date. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from the Shire under restricted circumstances.

The closing date for this vacancy is 4pm on Friday, 7 March 2025.

Interviews and appointment may be made prior to the closing date.

Equal Opportunity Statement

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

SHIRE OF MORAWA

POSITION DESCRIPTION



POSITION DETAIL	
Position title	Community Development Officer
Department	Corporate & Community Services
Work location	Morawa Shire Administration Centre, Caravan Park, Youth Centre & as required throughout the Morawa Shire
Employment Type	Full Time
Award	Local Government Officers' (Western Australia) Award 2021
Level	Level 5
Positions supervised	Youth Development Officer
Reports to	Executive Manager Corporate & Community Services
Summary and Objectives	Responsible for planning and facilitating community development initiatives in a range of areas including youth, seniors, volunteers, health and wellbeing, tourism, and crime prevention.
Date (revised)	February 2025

THE ORGANISATION	
<p>Our Community Vision is:</p> <p><i>"A welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all."</i></p>	
<p>Our Organizational values are:</p> <ul style="list-style-type: none"> • <i>We will be open and accountable</i> • <i>We will have informed decision making</i> • <i>We will be collaborative</i> • <i>We will listen, communicate and respond</i> 	<p>Our Foundational Cultural Values are that we put C.A.R.E into what we do:</p> <ul style="list-style-type: none"> • <i>Commitment</i> • <i>Attitude</i> • <i>Respect</i> • <i>Excellence</i>

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • A passion for living and working in a rural community. • An ability to integrate with various community groups, identify their needs and develop their capacity. • A positive outlook and drive to achieve outstanding events and activities with limited resources. • A willingness and ability to work with young people attending the youth centre. • Ability to effectively manage time and willingness to work positively as an integral part of a small, efficient team, with a keen desire to 'get the job done properly the first time'.

	<ul style="list-style-type: none"> • Understanding/experience in the areas of organisational development and change for a positive organisational culture. • Developed written, verbal and customer service skills. • Advanced computer skills. • Working with Children check. • National Police Clearance.
Desirable	<ul style="list-style-type: none"> • Relevant tertiary qualifications in Community Development, Social Sciences or similar. • Experience in a similar position within government or community sectors. • Sound knowledge of community capacity building-theory principles and practices. • Experience in identifying, preparing, and acquitting grant funding submissions. • Experience with Synergy Soft/IT Vision software.

RESPONSIBILITIES AND DUTIES

Key Responsibilities

- Plan, Implement and evaluate community development initiatives.
- Source, manager and acquit grant funds for the implementation of community development initiatives.
- Co-ordinate or assist with the planning, implementation and evaluation of community events that strengthen the community.
- Operate the Morawa Youth Centre, supervise and support the Youth Development Officer and coordinate programs.
- To develop and maintain effective communication and foster partnerships with a variety of non-governmental organisations providing services in Morawa.
- To develop and maintain effective engagement with the residents of Morawa.
- Help build capacity within the Shire and in external organisations to manage and implement projects.
- Commission and manage contractors for community projects.
- Utilise arts and cultural development projects, programs, and events as a tool for community engagement to increase community participation and promote community cohesion.
- Facilitate the inclusion of people with disabilities.
- Co-ordinate and prepare relevant reports and submissions.
- Represent the Shire at related forums, meetings, and functions.
- Any other duties consistent with the level of the position as directed.

General Workplace Safety & Health

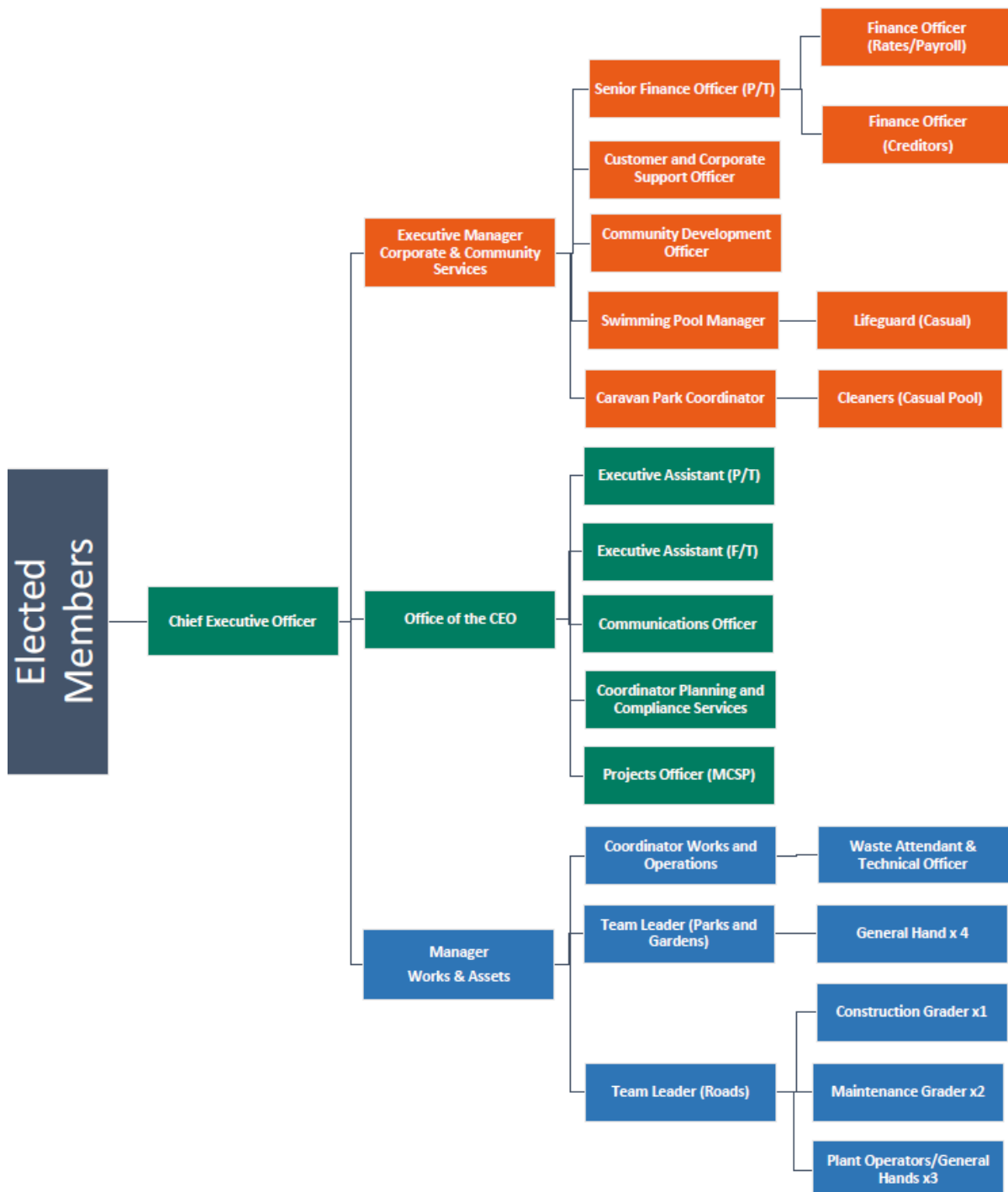
Employees are responsible and accountable for:

- Complying with WHS legislation, workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

Professional Commitment & Accountability

- Participates in performance management processes, induction, recruitment, review and succession planning.
- Demonstrates a positive commitment to the Shire Code of Conduct and Policies.
- Embrace, support and participate in change to achieve Shire goals & objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Safety and Health, EEO legislation and Council's Policies and Procedures.

SHIRE OF MORAWA ORGANISATION STRUCTURE





Community Development Officer

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Applications should include a covering letter outlining their interest in the position and their alignment to the selection criteria, as well as a current resume detailing qualifications, experience, marked "Private and Confidential" and be forwarded via email to ea@morawa.wa.gov.au by 4pm on Friday, 7 March January 2025.

Interviews and appointment may be made prior to the closing date.

Michael Cole
Chief Executive Officer

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain a current Federal Police clearance, Working with Children Check, pre-employment medical, and to provide evidence of all claimed qualifications prior to commencing employment.