



# Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

## **POSITION VACANT** **Coordinator of Community Development**

The Shire of Mt Marshall is vibrant and community focused, located 273 km north-east of Perth on the north-eastern edge of the Wheatbelt. Applications are sought from suitably qualified/experienced persons to undertake the position of Coordinator Community Development.

### **About the role**

This position reports directly to the CEO and is responsible for planning, implementing, maintaining, and enhancing the full range of community services in the Shire. This includes the management of safe and effective recreation (including aquatic facility and family day care services), as well as project-managing community infrastructure projects associated with these services.

Our ideal candidate will have community development experience with a sound understanding of community engagement, project management and grants management. You are someone who has planned and delivered community engagement processes with a track record of working a variety of stakeholders.

Key responsibilities of the role include:

- Organisational management of the Little Bees Family Day Care service and aquatic facility
- Co-ordination and planning of community based recreational projects, events, and services.
- Project management through feasibility studies, grant application and acquittals including delivery of assigned municipal infrastructure projects.
- Representing the Shire on relevant community committees and working groups.
- Prepare grant applications and acquittals for Shire and for organisations under the auspices of the Shire.

### **Selection criteria**

The following selection criteria form a specific part of the selection process. You must individually address each of the following selection criteria in your application.

- Demonstrated ability to establish and maintain productive working relationships and partnerships with internal and external stakeholders.
- Knowledge of Local Government practice in the context of community engagement.

- Ability to analyse complex and significant community issues and understand the needs of internal and external stakeholders, the political environment, and the community.
- Knowledge and experience of community grant management processes and reporting.
- Demonstrated experience reviewing / writing policy and summary reports.

### **What's on offer.**

The position will be offered a 3 - 5-year contract with a total remuneration package negotiated to \$113,331 per annum, dependent on skills and experience. The Total Remuneration Package is comprised of:

- A base salary of \$86,000 per annum.
- Compulsory employer superannuation contributions.
- The Shire also offers up to 5% additional superannuation (conditions apply)
- The provision of a motor vehicle (Toyota Hilux Dual Cab) with private use within the Shire, plus all expenses associated with the running of the motor vehicle.
- Housing (a 3-bedroom house) will be provided, Subsidised housing at \$95 per week rental. set as per the Council policy,
- Company laptop + mobile phone supplied.

In addition, the Shire offer excellent employee benefits which include:

- Relocation allowance of up to \$4,000 (for successful applicants relocating from outside of the Shire)
- A 19-day month, allowing for a rostered day off to full time employees
- Complimentary Gym Membership
- 22 days annual leave
- Water allowance of up to 1,000kl free per annum

### **How to apply**

The position description can be obtained by contacting Nadine Richmond on [admin@mtmarshall.wa.gov.au](mailto:admin@mtmarshall.wa.gov.au). Further information about the position is available by contacting the Chief Executive Officer, Mr Ben McKay, on (08) 9685 1202.

Applications detailing experience, qualifications and including statements addressing the selection criteria can be emailed to [ceo@mtmarshall.wa.gov.au](mailto:ceo@mtmarshall.wa.gov.au), marked Private and Confidential – Coordinator Community Development position. Applications close 4pm, **5th April 2023**