

Director Community Development

Position Description



Position type	Full time
Position classification	Local Government Officers (Western Australia) Award Executive Fixed Term
Remuneration level	\$135,000-\$150,000
Primary work location	Halls Creek
Reports to	Chief Executive Officer
Department	Community Development
Date last reviewed	19 October 2026

About the Shire of Halls Creek

Located in the Kimberley region of Western Australia, the Shire of Halls Creek (Shire) is one of Australia's iconic outback areas with a unique cultural and heritage environment.

The Shire covers 142,908 square kilometres of the Kimberley and is approximately 2,850 kilometres to the north east of Perth and 362 kilometres south of Kununurra. The Northern Territory forms the eastern boundary of the Shire with the Shire of Wyndham-East Kimberley to the north, the Shire of Derby-West Kimberley to the west and the Shire of East Pilbara to the south and west.

The remote communities of Balgo (Wirrimanu), Billiluna (Mindibungu), Mulan, Ringer Soak (Kundat Djaru), Warmun (Turkey Creek) and Yiyili are an integral part of the Shire with around 3,000 people residing outside of the Halls Creek town site. Throughout the Shire there are also a number of smaller communities.

The Shire is connected by 391 kilometres of sealed roads and 1,449 kilometres of unsealed roads requiring extensive maintenance work due to seasonal flooding.

Our operating environment

The Shire operates within a broad legislative framework that includes but is not limited to:

- *Disability Services Act 1993 (WA)*
- *Fair Trading Act 2010 (WA)*
- *Fair Work Act 2009 (Cth) and Fair Work Regulations 2009*
- *Financial Management Act 2006*
- *Income Tax Assessment Act 1936 (Cth) (as amended)*
- *Income Tax Assessment Act 1997 (Cth) (as amended)*
- *Work Health and Safety Act 2020*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*

The Shire is enabled by the *Local Government Act 1995* and its regulations. It operates under two industrial awards being Local Government Officers (Western Australia) Award and the Municipal Employees (Western Australia) Award.

Director Community Development

Position Description

Our vision and goals

Our 2015-2025 strategic community plan outlines a clear vision for the Shire to be economically diverse, caring and proactive with a strong sense of responsibility and pride. This vision will be realised through four strategic goals: Local Jobs, Local Economy, Local Social and Local Leadership.

Our values

As one of the biggest employers in the Shire, our goal is to be a great place to work where everyone matters and there are opportunities to grow. We have a strong commitment to well-being, health and safety, diversity and inclusion. Everything Council does is underpinned by our values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below and they are embedded in everyone's roles .



Community aspirations

Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

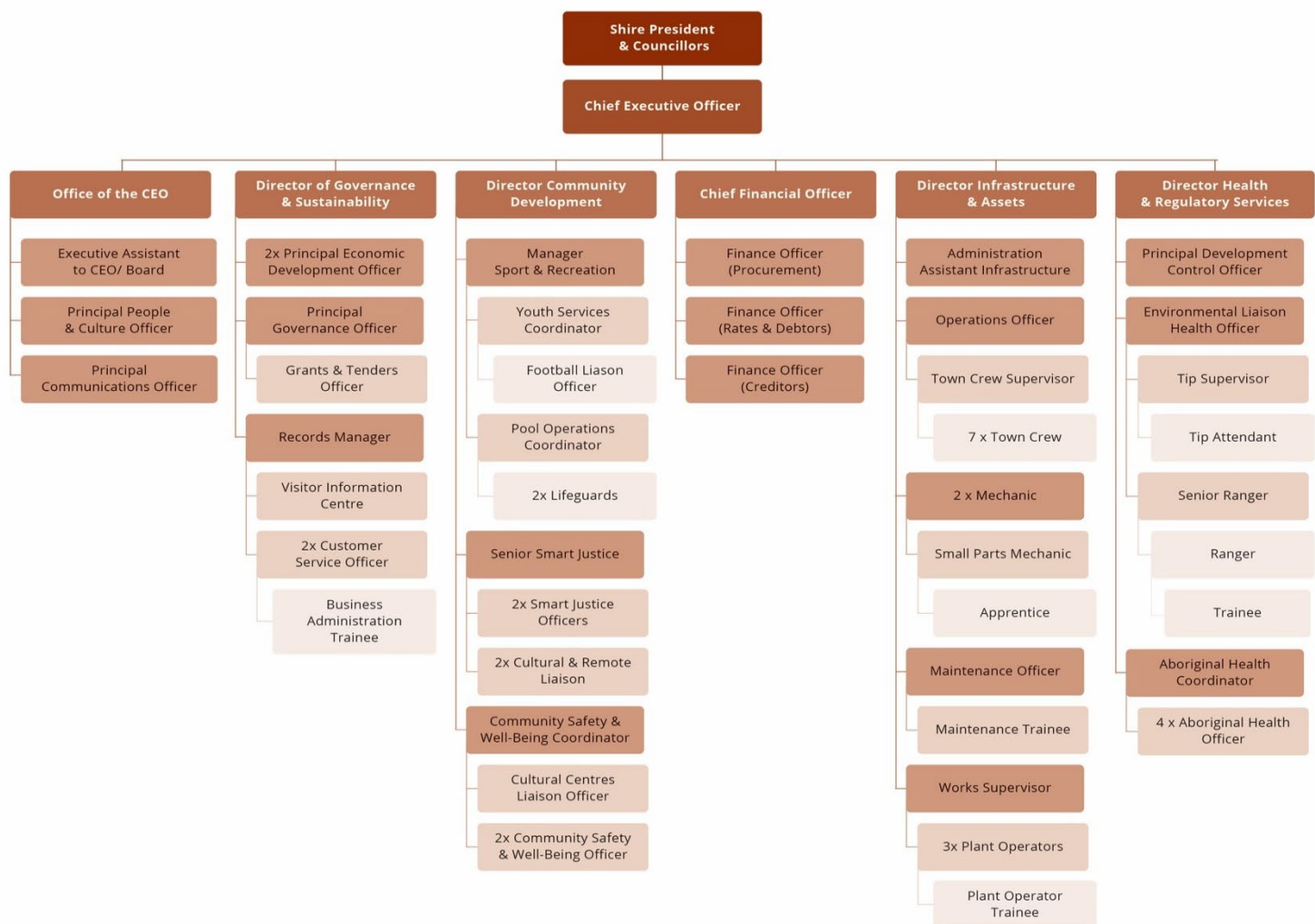
Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation by residents in planning and action.
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners.
Social inclusiveness	Promotes a future for all residents, actively strengthens the social fabric of the community, values diversity and responds to special needs and disadvantage.
Positive Mindset	Fosters community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness and the belief in the community being architects and builders of their social and economic future.

Director Community Development

Position Description

Access and Equity	Provides all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.
Celebration	Encourages pride and times of celebration relating to the town's heritage, uniqueness, cultures and achievements.

Our structure



Your role

This role is designated section 51D of the Equal Opportunity Act 1984 (WA) in recognition of the importance of seeking to recruit a First Nations person, preferably someone identifying as Jaru, Kija, Gooniyandi or Walmajarri.

Director Community Development

Position Description

The Director Community Development provides leadership and strategic direction in relation to planning, economic and community development activities in the Shire of Halls Creek (Shire) including the delivery of meaningful social, wellbeing and safety outcomes.

As a member of the Executive team reporting directly to the CEO, this role provides expert advice and works in partnership with the other Departments and teams to deliver high quality services and improved outcomes for the community. This role will shape and drive programs that:

- strengthen the safety, wellbeing and resilience of our community;
- create a better place for our community and visitors to live in harmony with our remote character, natural beauty, culture and heritage; and
- forge strategic and collaborative partnerships with community groups, industry bodies, business, government, funding agencies, and private investors to advance the standing of the Shire and create new opportunities for current and future generations.

Activities	Responsibilities
Plan	• Provide strategic leadership and foster the effective management of Community Development functions within the Department. • Drive effective strategic community planning that is consistent with the priorities set out by our communities and integrates with other Council priorities and initiatives. • Grow revenue streams to support projects, initiatives and ongoing high-quality services for our shire and communities.
Develop & Implement	• Identify, develop and implement diverse, sustainable, and innovative social job-creating opportunities and projects, in partnership with Shire communities, Federal, State, not-for-profit and ab original community controlled sectors • Ensure strategies, plans and delivery of services maximise the sustainability, social, cultural and environmental benefits for all residents • Lead and manage key initiatives of importance to the organisation, CEO and/or President and Councillors • Lead the design and implementation of strategic initiatives which promote economic growth and financial sustainability
Evaluate, Report & Record	• Monitor long-term demographic trends and review service planning and design to satisfy community needs and future demand, including:

Director Community Development

Position Description

	• work proactively and in partnership with our network of local service providers, community groups and community leaders to enhance social outcomes for the Shire. • Foster advocacy that improves social and health indicators for our community and guide implementation of Shire plans that sit within the Department.
Promote	• Lead Council's strategic advocacy to government and other external stakeholders on matters related to Community Development and Council priorities. • Build and maintain professional relationships based on mutual trust, respect, transparency and understanding. • Enhance the reputation of the Shire as a destination through innovation, thoughtful design, collaboration and partnerships • Provide competent strategic advice to the CEO and Council and lead integrated policy development, along with expert and informed analysis on Community Development functions including compliance with legislation.
Advise & Advocate	• Actively and effectively participate as a member of the Executive Leadership team to represent a whole-of Council perspective and collaborate with the wider organisation. • Promote organisational and community wellbeing, foster community safety and inclusivity including championing reconciliation activities.
Compliance Obligations	All employees of the Shire are required to comply with statutory, regulatory and organisational obligations, including but not limited to: • comply with all Work Health and Safety legislation, regulations, codes of practice, and the Shire's WHS policies and procedures. • participate in safety training, consultation, and risk management processes. • use personal protective equipment (PPE) and safety equipment as required. • carry out duties in compliance with the <i>Local Government Act 1995</i>, associated regulations, and Council policies. • comply with all relevant legislation, awards, industrial instruments, policies, and procedures applicable to the role.

Director Community Development

Position Description

Mandatory requirements

Demonstrated Experience	• Strategic planning and policy development in community services, recreation, culture, and facilities. • Managing large teams across diverse service areas (e.g. youth, aged care, libraries, recreation, cultural programs, community safety). • Extensive senior leadership experience in local government, not-for-profit, community service organisations and/or community development.. • Financial and asset management, including budget preparation, reporting, and grant funding. • Community consultation and stakeholder engagement, particularly with Aboriginal and Torres Strait Islander communities, government agencies, and local organisations. • Experience working in Aboriginal communities with an awareness, understanding, and appreciation of Aboriginal culture. • Commitment to Aboriginal employment and local workforce development. • Experience working in areas relevant to community and/or economic development. • Proven people management experience.
Skills	• High-level verbal, written, and negotiation skills. • Ability to write successful funding applications, manage projects, and meet reporting requirements.
Role Specific Requirements	• Extensive skills in procurement and contract management • Sound understanding of governance, risk management, and legislative compliance.
Qualifications	Tertiary qualification in one or more of the following or in a related field (or extensive equivalent experience): • Community Development • Social Sciences • Human Services • Business / Public Administration • Management or related discipline Proof of qualifications and registrations will be required prior to appointment. If your qualification/s are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying.

Director Community Development

Position Description

Licenses	Proof of licences will be required prior to appointment. If your licences are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying.
Pre-employment Medical & Drug Test	It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test. It is a requirement of this role that psychometric testing be undertaken.
National Criminal Clearance	It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
Working with Children Clearance	This position requires the occupant to hold, and maintain during employment, a valid Working with Children Check (WWCC) or equivalent clearance as required under the relevant state or territory legislation. The successful applicant must: • provide evidence of a current WWCC prior to commencement or provide a valid application receipt of lodgement of WWCC • maintain the clearance for the duration of their employment • immediately notify the Shire if the clearance is suspended, cancelled, or subject to review.

Corporate requirements

- Comply with the Shire of Halls Creek Code of Conduct
- Commit to equity, diversity, and inclusion, with cultural awareness and respect for Aboriginal heritage and community priorities
- Participate in staff performance and career development program
- Commit to the wellbeing, health and safety of everyone

Tools of Trade

- ☒ Mobile Phone ☒ Executive Laptop ☒ Staff Housing
- ☒ Vehicle - Personal Use – East Kimberley only (Maximum fuel allowance of \$7000 per annum (inclusive of GST))

Director Community Development

Position Description

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Signed.....

Date.....

Susan Leonard

Chief Executive Officer

I have read, understood, and agree to the requirements and responsibilities outlined in this Position Description.

Signed.....

Date.....

Employee