



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Manager Community Governance, Advocacy and Enterprise
Department:	Department Youth and Community Development
Responsible to:	Director Youth and Community Development
Position:	Full time ongoing (subject to funding)
Award:	Local Government (WA) Interim Officer Award
Classification:	Negotiable based on qualification and experience

SECTION 2 - POSITION FUNCTION

Overall

The Shire of Halls Creek are using an Asset Based Community Development and strategic advocacy approach to address human rights deficits in the municipality.

This position is required to manage funded programs and projects in partnership with a variety of stakeholders, while also identifying, acquiring and/or advocating for the resources necessary to address Human Rights deficits and community determined aspirations. This will be achieved through a combination of participatory planning and development, economic development, community cultural development, and advocacy methodologies and strategies.

This role is a full time, ongoing role (subject to funding) designed to assist with program and project co-design, implementation, and evaluation.

This position is also required to assist the Director of Youth and Community Development and/or the Executive Advisor in Cultural to manage the extensive community development work and stakeholder partnerships required to fulfil strategic goals and objectives of the department and Shire.

This position will work with the Olabud Doogethu Aboriginal Corporation to facilitate transition to independence. In partnership with Olabud Doogethu directors this position will co-facilitate the development of a social enterprise strategy.

SECTION 3 - KEY RESPONSIBILITIES

Responsibility 1	Manager of Human Participatory Governance, Advocacy and Enterprise will facilitate various projects and programs related to Human Rights deficits in the Shire of Halls Creek
Authority Level	Able to work semi-autonomously with guidance and assistance from the Director for Youth and Community Development and Chief Executive Officers.
Measurement	Meet the key performance indicators embedded in relevant Shire facilitated and/or auspiced programs and projects and policy position papers
Responsibility 2	Managing and/or building capacity of staff assigned to various projects and programs targeting human rights deficits in the Shire of Halls Creek
Authority Level	Able to work semi-autonomously with guidance and assistance from the Director for Youth and Community Development and Chief Executive Officers.
Measurement	Team members are meeting Key Performance Indicators and programs are achieving their goals.
Responsibility 3	Stakeholder management, advocacy and funding acquisition to address Human Rights Deficits in the Shire of Halls Creek
Authority Level	Able to work semi-autonomously with guidance and assistance from the Director for Youth and Community Development and Chief Executive Officers.
Measurement	Partnerships brokered, deficits addressed, and resourcing acquired for identified strategic interventions
Responsibility 4	To ensure (in cooperation with the Records Manager) that all outgoing communications are recorded via screen capture and are registered and managed in accordance with the Document Management Plan approved by the CEO.
Authority Level	The officer is expected to work in cooperation with the Records staff.
Measurement	<ol style="list-style-type: none"> 1. High level of cooperation with Records staff. 2. All subject documents are managed appropriately in accordance with the Document Management Plan.

SECTION 5 – SELECTION CRITERIA

<p>Essential</p>	<p>Person Specification</p> <p>Skills</p> <ul style="list-style-type: none"> ▪ Well-developed interpersonal skills including well-developed communication skills. ▪ Good level administrative and organisational skills. ▪ Competent information technology skills. ▪ Demonstrated ability to work as part of a team ▪ Good time management skills ▪ Ability to develop trust and build relationships with communities, including Indigenous communities. ▪ Preparedness to travel to remote areas for overnight stays with limited facilities. ▪ Current “C” class driver’s licence (manual preferred), with 4WD experience or a willingness to undergo 4WD training. ▪ A current Working With Children Check (WWCC), or commitment to undergo WWCC. ▪ Preparedness to undergo Police Checks and/or National Criminal checks as required by funding agreements. <p>Knowledge</p> <ul style="list-style-type: none"> ▪ Personal commitment to advancing the Shire values, mission, goals and programs, with an understanding of the range of civil rights and civil liberties issues and their implications. ▪ Knowledge and understanding of how power is manifested in matters of race, ethnicity, age, gender, sexual orientation or preference, gender identity, gender expression, religion, ability, and socio-economic circumstances. ▪ Experience, or an equivalent combination of education and/or work experience, including field organising, volunteer recruitment, training, campaign strategy, and building volunteer-leadership. ▪ Working knowledge of information technology. ▪ Demonstrated knowledge of and experience in Community and Economic Development principles and practice. ▪ Local knowledge of the Kimberley area
<p>Desirable</p>	<ul style="list-style-type: none"> ▪ Current First Aid certificate.
<p>Essential</p>	<ul style="list-style-type: none"> ▪ Postgraduate qualifications in Community Development or related disciplines ▪ Proven capability in mentoring, managing and training interdisciplinary and/or cross-cultural teams across multiple projects ▪ Proven success in building the capacity of workers, volunteers and the wider community throughout the project and program cycle ▪ Proven success in participatory planning, participatory implementation and participatory evaluation of community programs and projects

<p>Desirable</p>	<ul style="list-style-type: none"> ▪ An understanding of and experience in advocacy using a human rights framework ▪ Proven capacity for grant and tender writing or other means of funding acquisition – including social enterprise ▪ Demonstrated awareness and understanding of the issues faced by residents in remote areas. ▪ High level administrative and organisational skills, with well-developed written communication skills. ▪ Sound computer literacy skills. ▪ Current First Aid certificate or willingness to obtain. ▪ 4WD safety training ▪ Management and training experience and/or qualifications ▪ Partnership brokering qualifications and/or experience
<p>Shire Policy Requirements</p>	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Driver's License Minimum - Class C driver's licence – copy to be provided upon interview or at commencement.</p>
<p>Social Reinvestment WA Requirements</p>	<ul style="list-style-type: none"> • WACOSS Code of Conduct It is required for this employee to sign the code of conduct at their place of work, which is WACOSS. • WACOSS Internet Usage Policy It is required for this employee to sign the Internet Usage Policy at their place of work, which is WACOSS.

SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, Thomas St, Halls Creek and other locations as required
Organisational Relationships	<p>Responsible to: Director of Community and Youth Development</p> <p>Responsible for: Nil</p> <p>Internal and External Liaison:</p> <p>Internal All Council Staff</p> <p>External General Public, Contractors and Suppliers on occasions.</p>
Extent of Authority	<p>Works in accordance with general direction from the CEO and the Director of Youth & Community Development.</p> <p>Contributes to the development of social policy in relation to human rights issues.</p>
Delegation Authority	Nil
Employment Terms	<p>The Municipal Employees (WA) Interim Award 2011 applies to this position.</p> <p>A Probationary period of 3 months will apply to this position in accordance with Shire policy.</p>

SECTION 7 - CERTIFICATION

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

CEO

Date

Noel Mason
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Employee

Date Appointed