



MAJU PULU KITA | ADVANCE OUR ISLANDS

Position Description

Position	Community Development Officer – Culture and Heritage
Section	Community Development
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	Level 3 to Level 5 (dependant on experience)
Term of Employment	Permanent / Full-time
Location	Home Island
Reports to	Community Development Coordinator
Number of Direct Reports	NIL

The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

Vision & Values

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SERVICE. Provide the best service we can. We serve the community and each other.

ACCOUNTABILITY. We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

SUPPORT. We support our team and our community. Look for opportunities to help each other.

RESPECT. We respect and value others. Our interactions are always respectful towards others.

INTEGRITY. We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

ACHIEVEMENT. Being Proactive and enabling the outcomes. Be creative and think outside the square.

Position Objective

To assist the Community Development team in providing quality heritage and cultural activities, events and programs to the community of the Cocos (Keeling) Islands and to assist the CEO in the provision of ethical, cultural and corporate development of the Shire in accordance with the Local Government Act and relevant legislation.

Primary Responsibilities

- Assist with the planning and co-ordination of cultural and heritage activities for the Shire.
- Assist in the planning, implementation and evaluation of cultural and heritage programs and activities, ensuring programs are completed within set timeframes
- Assist with assessing and acquitting program funding.
- Conduct surveys with the Home Island seniors and make recommendations for future long term cultural projects.
- Assist with coordinating and promoting community cultural events e.g. Act of Self Determination Day, Hari Raya activities etc.
- Manage the Community Development equipment assets e.g. oral history recording equipment and museum display consumables.
- Liaise with appropriate Government Departments as required for Cultural and Heritage programs and events such as Harmony Week and Reconciliation Day.
- Liaise with Museum WA on a regular basis for the purpose of maintaining the oral history program, Jukong restoration program and other potential projects.
- Place activation for the Home Island Museum and Heritage Precinct.
- Ensure all notice boards are kept up to date with Shire cultural and heritage services.
- Assist with drafting regular updates in the "Atoll" newsletter, social media and Community Notice Boards to lift the profile of culture and heritage across the community.
- Provide administrative support for the Community Services Team.
- Other duties as required by the Community Development Coordinator and work across various portfolios such as assisting the Community Development Officer - Youth & Recreation.



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Required Knowledge & Skills

- A sensitive and respectful attitude towards people from diverse backgrounds and groups
- Sound knowledge in the principles of community service and development
- Demonstrated ability to influence internal and external stakeholders and effectively manage diverse partnerships.
- Demonstrated ability to organise events, prioritise tasks, monitor budgets.
- Experience in dealing with culturally and language diverse communities.
- Experience in identifying grant funding opportunities and managing acquittal or other grant reporting requirements.
- Good interpersonal, public relation and communication (verbal and written) skills.
- Good organisational and administrative skills
- Demonstrated ability to prioritise tasks and manage time.
- Good computer skills, computer literacy and word processing skills. Working experience in Microsoft Word, Excel, Publisher, and Outlook.
- Ability to work in a team environment across various disciplines within the Shire eg Recreation, Finance etc.

Required Qualifications & Experience

- Year 12 or equivalent.
- Cert IV in Community Development or willingness to work towards.
- Hold a current unrestricted C-class Territory driver's licence.
- Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
- Provision of a current Working with Children Card or willingness to undertake application for a Working with Children Check, is required to support eligibility for this position.

Organisational Relationships

Reports to	Community Development Coordinator
Supervises	NIL
Internal stakeholders / relationships	Shire Executive Management, All Shire Staff and Councillors
External stakeholders / relationships	Museum WA, Regional Arts WA, Cocos Islands District High School, Funding Agencies/Government Departments, Cocos Keeling Islands Visitors Centre, Seniors Group – <i>Suka dan Duka</i> , Oceania House, Home Island Cultural Tours, and community members

Accountability and Extent of Authority:

- Operates under general supervision of the Community Development Coordinator, within established guidelines, procedures and policies of Council.
- This position has no delegated authority in line with procedure.
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
 - Delegation Register
 - Shire Policy Manual
 - Code of Conduct (including Confidentiality & Privacy)
 - Customer Service Charter
 - Drug & Alcohol Policy
 - Occupational Safety & Health Policy

Occupational Health & Safety

- Follow safe work practices, procedures, instructions, and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the public.

- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

Risk Management

- Ensure Council's Risk Management policy, program, and the application of sound risk management practices within the workplace and community are always observed and complied with.
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.



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Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by the CEO, my immediate supervisor and or Executive Managers.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name _____
Employee Signature _____
Date _____

Authorised By
Name _____
Signature _____
Position _____
Date _____