

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Community Development Officer - Diversity, Equity, &amp; Inclusion (DEI)</b>
<b>Position Number:</b>	<b>11165</b>
<b>Directorate:</b>	<b>Community Experience</b>
<b>Department:</b>	<b>Engagement and Partnerships</b>
<b>Reports to:</b>	<b>Community Development and Partnerships Coordinator</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Community Development Officer - Diversity, Equity, and Inclusion (DEI) will play a pivotal role in fostering a more inclusive, equitable, and diverse community. This position is responsible for developing, implementing, and evaluating community-based initiatives and programs, as determined by Council and guided by relevant strategies and community plans, that support the principles of diversity, equity, and inclusion within the City of Karratha. Working closely with community members, organisations, and stakeholders, the officer will apply an Asset-Based Community Development (ABCD) framework to identify and leverage the strengths, talents, and resources within the community to address DEI challenges and opportunities.

### 1.1 Position Objectives

- Work within the Community Development and Partnerships team to provide a range of Council's social initiatives, action plans and/or policies relevant to specific program areas.
- Work collaboratively within a generalist community development framework to proactively connect with residents and community organisations to identify strengths, resources and shared priorities to link, promote and develop initiatives that build resilience, capacity and sustainability in the community.
- Develop and implement strategies, programs, and initiatives that promote DEI within the community, encouraging all community members to feel valued and included.
- Engage with diverse community groups and stakeholders to understand their needs, concerns, and aspirations, and to foster strong partnerships that support DEI objectives.
- Design and deliver programs that address the specific needs of underrepresented and marginalised groups, with a focus on sustainability and community ownership.
- Provide DEI support within the organisation and the broader community, contributing to the development of policies and practices that support inclusion.
- Empower community members by building their capacity to contribute to and lead DEI initiatives, fostering a sense of ownership and agency within the community.
- Regularly assess the impact of DEI initiatives and programs, using data to inform future strategies and to ensure continuous improvement.

## 2. DUTIES AND RESPONSIBILITIES

### 2.1 Customer Service & Stakeholder Relationship Building

- Consult and collaborate with the community and internal stakeholders to deliver initiatives, improve performance, and build capacity, with a focus on enhancing community participation and supporting diversity, equity, and inclusion.
- Maintain excellent, effective and timely customer service to ensure customer satisfaction at an organisational, departmental and community level in accordance

with Council's Strategic Community Plan, Code of Conduct, Policies and Strategies.

- Promote effective working relationships between Council, residents, community groups, clubs and key stakeholders.

## **2.2 Strategic Policy and Planning**

- Under the broad direction of the Community Development and Partnerships Coordinator assist with the implementation of Council's strategic planning documents as related to community development and DEI.
- Participate in the development of policies and procedures pertaining to the department's responsibilities.
- Contribute to & support the development and implementation of the organisational strategic plan, operational plan and others as deemed appropriate.
- Provide effective support to the Community Development and Partnerships Coordinator in achieving the directions and objectives of Council.

## **2.3 Administration & Finance**

- Prepare project plans, scoping documents, reports, relevant acquittals and business cases as required to outline the objectives and deliverables for key projects.
- Monitor project and program budgets to ensure projects are within budget and provide ongoing budget reporting.
- Research external funding to support the development and implementation of Council's DEI initiatives.
- Assist Community Development and Partnerships Coordinator with the review and preparation of individual annual budgets for sections within the Department through the delivery of community participatory budgeting.

## **2.4 Other Duties**

Under the broad direction of the Community Development and Partnerships Coordinator:

- Contribute to the City's online presence (website/Facebook) to ensure exciting and relevant community forums, discussions, articles and surveys.
- Administer Council's funding schemes relevant to community development.
- Oversee and encourage consultation with community groups and stakeholders to support current and planned community projects.
- Share information and collaborate with other members of the Community Development and Partnerships team and counterparts in other sections of Council to ensure consistency in approach and messages across all communication channels.
- Any other duties within skills and experience.

## **2.5 Organisational Expectations**

- Adhere to Council policy & procedures including the Code of Conduct; IT Conditions of use and other related documents that may be developed and endorsed by Council from time to time.
- Actively participate in the effective and efficient operations of the Community Development and Partnerships Team.
- Behave and work in a customer focused, professional and reliable manner.

## **2.6 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.

- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the *WHS Management at the City of Karratha: Roles and Responsibilities*.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority & Accountability**

- Works under general supervision of the Community Development and Partnerships Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.

#### **3.2 Judgement and Problem Solving**

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Ability to problem solve community issues using technical and professional knowledge.
- Demonstrated understanding of barriers and opportunities for people living in regional and remote areas.

#### **3.3 Specialist Knowledge and Skills**

- Demonstrated experience in developing and implementing diversity, equity, and inclusion initiatives within a community setting.
- Strong practical experience of working within an Asset-Based Community Development (ABCD) framework.
- Proven ability to engage and collaborate with diverse community groups and stakeholders.
- Ability to monitor and evaluate community programs effectively.

#### **3.4 Interpersonal Skills**

- Demonstrated ability to build and maintain effective working relationships which support community capacity building.
- Demonstrated ability to facilitate and manage relationships within the community, private and public sector
- Proven ability to work co-operatively in a small team environment with minimal supervision.

#### **3.5 Qualifications and Experience**

- Tertiary qualifications in either Social Sciences, Community Development or similar relevant field and/or experience in a similar role.
- Demonstrated community development experience within a local government context (desirable)
- IAP2A Certificate of Engagement (desirable)
- National (or Federal) Police Certificate (no more than 6 months old).
- Availability to work flexible work times (evenings, weekends) to meet requirements of the role.
- Provide First Aid certificate (desirable)