



# **Shire of Derby / West Kimberley**

## **POSITION DESCRIPTION**

### **Manager Community Development**

August 2025

<b>Position Title:</b>	Manager Community Development
<b>Classification:</b>	Contract
<b>Department:</b>	Community Planning
<b>Responsible to: (Immediate Supervisor)</b>	Director Community Planning
<b>Incumbent:</b>	Existing position
<b>Prepared By:</b>	People and Culture
<b>PD Reviewed and/or Updated:</b>	August 2025

**SDWK Vision:** A place where people want to live, invest, visit and return to

### **SDWK Values:**

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY**.

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

#### **Derby**

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## 1. POSITION OBJECTIVES

The Manager Community Development provides strong and experienced leadership to a skilled and dedicated team, ensuring the effective delivery of a wide range of community services including youth programs, community development, events, recreation, ranger services, and library and heritage services. This role is responsible for guiding and supporting staff through clear direction and practical management, while fostering a collaborative environment that encourages continuous improvement and innovation.

The Manager champions inclusive community engagement and initiatives that respond to the evolving priorities and needs of the Shire of Derby/West Kimberley. Through strategic planning, resource management, and stakeholder collaboration, the role contributes to building resilient, vibrant communities aligned with the Shire's vision and strategic objectives. The incumbent drives service quality, operational efficiency, and capacity building to ensure that community programs are responsive, cost-effective, and reflective of local aspirations.

## 2. KEY RESPONSIBILITIES

### **OUTCOME: Leadership and Relationships**

- Foster a positive culture that values people, supports customer focus, and demonstrates integrity aligned with the Shire's vision, purpose, and values.
- Lead ethically and professionally, inspiring and motivating multi-disciplinary teams in line with Council's Strategic Community Plan and Access and Inclusion Plan.
- Build and maintain collaborative, customer-focused relationships with internal teams, Councillors, external stakeholders, and community members.
- Participate actively in Senior Management Team meetings and other relevant forums to ensure effective communication and alignment across departments and with external partners.

### **OUTCOME: Operational and Technical Responsibilities**

- Develop, implement, and communicate departmental priorities, strategies, and initiatives aligned with Integrated Planning and the Corporate Business Plan.
- Lead service delivery within budgets, resource allocation, and compliance with all relevant legislation and policies within delegated authority
- Monitor and improve business processes (including use of systems like SynergySoft) to enhance departmental efficiency and resource utilisation.
- Develop and review policies, procedures, and local laws, and oversee statutory obligations across teams.
- Prepare reports for Council and Senior Management; attending and actively engaging in meetings and decision-making forums
- Undertake additional duties as directed by the Director of Community Planning, contributing to wider organisational initiatives

### **OUTCOME: Youth Services**

- Lead the planning, delivery and continuous improvement of youth services in line with Council priorities and community needs.
- Foster partnerships with community, government, and non-government organisations to advocate for and deliver youth well-being initiatives.
- Manage youth service budgets, resources, facilities, and associated accreditation requirements.
- Conduct research and analysis on youth needs to identify gaps and inform responsive planning.

- Act as a senior representative at youth-related intergovernmental and external forums, influencing policy and collaboration

### **OUTCOME: Community Development**

- Provide leadership in preparing, reviewing, and implementing the Strategic Community Plan and Corporate Business Plan with a focus on community equity and inclusion.
- Engage stakeholders and apply targeted community engagement strategies to address local needs.
- Manage the Community Funding Scheme, identify new funding opportunities, and ensure services meet the needs of diverse social groups.
- Stay informed of contemporary practices to drive continuous improvement and innovation.

### **OUTCOME: Events**

- Plan, coordinate, and deliver inclusive, high-impact community events that promote Council priorities and community engagement.
- Ensure compliance with legislation, safety standards, and best practices, including grant acquittal requirements, managing financial and operational risks effectively
- Engage community and stakeholders to facilitate meaningful engagement in event planning, evaluation, and promotion.
- Represent the Shire at key external events and tourism forums, fostering partnerships and raising the organisational profile.

### **OUTCOME: Recreation Services**

- Lead the Recreation team to deliver programs and services that promote active, healthy lifestyles consistent with Council goals.
- Oversee facility operations and ensure accreditation and compliance with relevant regulatory standards.
- Develop strategies for participation and engagement, applying collaborative approaches and ongoing community needs assessment.
- Promote operational efficiency and customer strong customer service culture within the recreation services delivery.

### **OUTCOME: Ranger Services**

- Provide professional oversight and advice on Ranger services driving compliance with legislative requirements and effective change management.
- Collaborate with internal departments and external agencies (e.g., Police, DFES, DBCA, SAFE) on Ranger-related matters.
- Develop educational materials and public communications to inform the community on policies and regulations.
- Manage complex public enquiries related to law enforcement, infringements, and compliance.

### **OUTCOME: Library and Heritage**

- Lead the Library and Heritage team with a strategic focus on education, literacy, cultural enrichment, and heritage preservation aligned with Council objectives.
- Ensure ongoing compliance with legislation, accreditation requirements, and continuous improvement of services.
- Develop community programs and partnerships to enhance public access to heritage, information, and learning resources.
- Engage proactively with stakeholders to preserve, promote, and celebrate local heritage and history

### **OUTCOME: Customer Service**

- Lead the team to deliver consistent, high-quality, and customer-focused service across all team interactions.
- Ensure prompt, proactive responses to customer inquiries while fostering an approachable and positive customer service culture.
- Lead efforts to develop team capability in interpersonal communication, conflict resolution, and initiative-taking.
- Maintain positive relationships with internal and external stakeholders to support organisational objectives.
- Represent the Shire confidently in internal and external forums, consistently reflecting its vision and values.

### **OUTCOME: People & Culture**

- Develop and maintain a sense of commitment, cohesion and teamwork with the members of the Community Planning Team creating a great place to work.
- Manage, support and supervise Community Planning Team and community volunteers, including all administrative requirements.
- Actively participate in personal development activities, such as the development of work plans, identifying training and development needs and the staff performance review process.
- Develop and improve unit staff performance/potential and multi-skilling aiming for a more effective team.
- Assist with human resource functions, such as recruitment, staff development, inductions, training coaching and mentoring as directed by the Director Community Planning
- Comply with all statutory obligations, including the Local Government Act, Equal Employment Opportunity (EEO), Organisational Risk Management and Code of Conduct.

### **OUTCOME: Workplace Health and Safety**

- Act to ensure the working environment is free from workplace hazards and comply with relevant Workplace Health and Safety Act and corporate WHS policies and procedures.
- Ensure that incidents, injuries, hazardous conditions, near misses are properly and promptly reported.
- Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Ensure any hazardous conditions, near misses and injuries are reported immediately to the Supervisor.

This position description is not an exhaustive list of duties of the position and operates with a high level autonomy and accountability, requiring well developed skills in people management, stakeholder engagement, and operational leadership. The position will be required to undertake other duties as directed having regard to the incumbents' skills and experience.

## **3. ORGANISATIONAL & BEHAVIOURAL CAPABILITIES**

- **Teamwork** – To value other team member's contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
- **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.

- **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS act, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
- **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
- **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
- **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
- **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.
- **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
- **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
- **Professionalism** – Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
- **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
- **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

#### 4. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Director Community Planning

**Supervision of:** Youth, Community Development, Events, Recreation, Ranger Services, Library and Heritage Teams

**Internal/external liaison:**

##### Internal

- Executive Leadership Team
- Senior Management Group
- Shire Councillors
- All Employees of the Shire Organisation

##### External

- Local Contractors and Business
- Procurement Organisations
- WA Local Government Association
- Government Agencies
- General Public and Residents

## 5. SELECTION CRITERIA

### Knowledge, Skills and Experience:

- Proven project management skills with the ability to lead, coordinate, monitor, and evaluate multiple community development projects concurrently, adapting approaches to meet changing priorities and stakeholder needs.
- Demonstrated knowledge and experience in corporate governance frameworks, risk management, financial planning and control including budget preparation and monitoring, workplace health and safety compliance, and effective information management
- Strong commitment to continuous improvement and experience in leading initiatives that add value, improve and enhance services, processes and practices.
- Exceptional written, verbal, and interpersonal communication skills, including the ability to prepare clear, effective written materials for diverse audiences and lead inclusive community consultation and engagement processes.
- Strong negotiation, conflict resolution, and problem-solving skills, with the ability to navigate complex stakeholder interests and achieve positive outcomes.
- Relevant tertiary qualifications (Degree, Diploma, or Postgraduate) in Management, Social Work, Recreation, Community Welfare, or a related discipline, or equivalent experience complemented by ongoing professional development.
- Demonstrated capacity to operate effectively and diplomatically within a political environment
- At least five years' demonstrated experience in community development and management roles, with proven ability to deliver positive community outcomes.
- Experience within the local government sector is highly desirable.

## 6. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

- Current Drivers Licence.
- National Police Clearance
- Pre-employment Medical
- Working with Children Check

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

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*Director Community Planning*

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*Date*

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Tamara Clarkson  
**Chief Executive Officer**

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Date