



**CITY OF ALBANY
POSITION INFORMATION
COMMUNITY DEVELOPMENT OFFICER**

POSITION: Community Development Officer
LOCATION: Community Services / Community Development Team
102 North Road, Albany
DATE: June 2024

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023 / Common Law Contract

Status: Permanent, Full Time Employment

Salary: Level 5.1 – 5.4 (\$77,672.78 - \$81,521.41 per annum dependent on skills, qualifications and experience)
From July 1 2024 - Level 5.1 – 5.4 (\$80,779.69 - \$84,782.27 per annum dependent on skills, qualifications and experience)

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 7.00am and 6.00pm. Some weekend and after hours work will be required on an ad-hoc basis.

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements;

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Probationary Period: 3 months.

Medical: Appointment is subject to a pre-employment medical declaration

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact Tammy Flett, Community Development Coordinator on (08) 6820 3023.



**CITY OF ALBANY
KEY SELECTION CRITERIA
COMMUNITY DEVELOPMENT OFFICER**

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

KEY SELECTION CRITERIA

- Excellent time management, planning and organisation skills with the ability to remain flexible to meet the needs of the organisation.
- Demonstrated experience in engaging with young people from diverse backgrounds.
- Demonstrated ability to research, develop, implement and evaluate programmes and events, managing concurrent and time constrained projects within budget.
- Demonstrated experience sourcing community grants funding, writing of applications, and acquittals.
- A qualification in a relevant discipline and experience in a youth or community development role.