Position Description

Position Title	Senior Community Development Officer (Social Impact & Policy)
Directorate	Community Development
Business Unit/s	Community Development
Reports to	Team Leader Social Impact & Policy
Classification	Level 7 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision
A sustainable City with a local focus.

Mission Statement
To serve our community by delivering efficient, responsive and sustainable service.

Values
The City of Stirling's core values are:



Reporting Relationships

This position reports to Team Leader Social Impact & Policy.

Business Unit Purpose

To ensure service delivery responds to our diverse community needs and adapts to both social change and the evolving role of government.

Position Overview

The Senior Community Development Officer is responsible for fostering and facilitating community engagement, empowerment, and participation to promote a connected and inclusive community.

This position coordinates effective partnership building with internal and external stakeholders. The position drives positive change to improve community well-being through the development and implementation of strategies that advance social equity, access and inclusion.

Position Objectives

Operational

- Coordination and leadership in the development and delivery of programmes, services, activities, and events for the community that is consistent with community needs and the strategic direction of the City of Stirling.
- Facilitates change to ensure more inclusive and sustainable programs that reflect community need for the Reconciliation Action Plan, Access and Inclusion Plan, current and emerging City social plans and strategies.
- Establish and cultivate effective partnerships with agencies, community organisations, and key stakeholders to achieve positive community development and empowerment outcomes.
- Collaborate with internal and external stakeholders to identify shared objectives and opportunities for partnerships in social impact initiatives.
- Monitor and measure the impact and effectiveness of programs through data collection and evaluation techniques.

- Identify areas for improvement and recommend adjustments to programs and strategies based on evaluation findings.
- Engage and work collaboratively with the local community to support a range of networks and facilitate local participation and access to facilities and services.
- Develop and maintain excellent working relationships with key stakeholders and convene steering committees and working group meetings.
- Deliver against performance targets on scope, schedule, budget, risks, quality, and benefits.

Continuous Improvement

- Proactively generates and implements creative and innovative ideas and solutions.
- Leverages learning's and root-cause analysis to facilitate continuous improvement and improve internal understanding of customer needs to enhance performance.
- Establishes effective complaint resolution processes and measures effectiveness.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Proactively contributes to the City of Stirling's commitment to being a child safe organisation, where the rights, safety and wellbeing of children and young people are protected. The City of Stirling has a zero-tolerance approach to child abuse.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Relevant tertiary degree or demonstrated equivalent experience in a related field.	Essential
Knowledge, Skills, Experience & Abilities	
Extensive knowledge of social issues, global trends, and best practices in social impact and community development.	Essential
Knowledge of community engagement strategies and demonstrated experience involving community members in service development and decision making.	Essential
Highly developed interpersonal and communication skills and demonstrated ability to successfully engage with a broad range of stakeholders, including elected representatives, and government and non-government agencies.	Essential
Highly developed written communication skills including the capacity to produce reports, briefings, community friendly information and resources.	Essential
Demonstrated initiative, decision making skills, problem solving ability and negotiation skills.	Essential
Highly developed skills and demonstrated experience in developing, monitoring and evaluating community development projects, strategic frameworks and operational plans.	Essential
Extensive project management skills, including planning, organising, and executing initiatives within defined timelines and budgets.	Essential
Well-developed negotiation skills including the ability to facilitate collective impact approaches with other agencies.	Essential
Extensive understanding and demonstrated commitment to the principles of diversity and inclusion.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential
Working With Children Check	Essential

Office use only

Position Creation Date	Date	October 2023	Officer	Manager Community Development
Last reviewed/Modified	Date	October 2026	Officer	Manager Community Development