



INFORMATION FOR APPLICANTS



COMMUNITY ECONOMIC DEVELOPMENT OFFICER FULL TIME

Application Close – 4:00 pm **Friday 7 November 2025**

For more information please contact:

Mr Alan George – Chief Executive Officer

shire@lakegrace.wa.gov.au

Tel No. (08) 9890-2500

Advertisement



JOB OPPORTUNITY

COMMUNITY ECONOMIC DEVELOPMENT OFFICER - FULL TIME

ABOUT US

The Shire of Lake Grace is a vibrant country Local Government and is one of the largest agricultural Shires in the State. The advertised role supports the Shire's social objective of a valued, healthy and inclusive community and lifestyle.

A generous package will be offered depending on skills, experience and qualifications. Staff housing with subsidised rent is available.

ABOUT YOU

The successful candidate will have excellent written and verbal communication skills, well developed interpersonal skills and organisational skills with the capacity to work independently to prioritise tasks across multiple projects and deadlines. As the Community Economic Development Officer you will source, facilitate and acquit successful grant applications for the Council as well as develop and implement strategies for community capacity building within Shire of Lake Grace communities.

You will research funding options, grant opportunities and project ideas and match them with appropriate projects. You will establish contact networks and ensure good communication is maintained across the board and make sure effective systems are in place to manage grant application processes.

You will also be responsible for management and coordination of community services, activities and events in line with the strategic objectives of the Council.

HOW TO APPLY

For more information and an application package go to the shire website lakegrace.wa.gov.au/employment or contact the Ceo Mr Alan George directly on 9890 2500.

Applications should be labelled 'Confidential – Community Economic Development Officer Application' and emailed to ea@lakegrace.wa.gov.au, or posted to PO Box 50, Lake Grace WA 6353, or dropped in to the front desk at the administration office 1 Bishop Street, Lake Grace.

The closing date for applications is 4.00pm on Friday 7 November 2025

The Shire of Lake Grace is an Equal Opportunity Employer



The Package

Position	Community Economic Development Officer
Directorate	Office of the Chief Executive Officer
Section	Administration
Position Classification	Level 6
Employment Type	Full time
Location	Administration Office – 1 Bishop Street, Lake Grace WA 6353

Description	Amount	Comment
*Salary	\$39,337.9 (\$77,731 per annum)	*Package is calculated on a full-time wage of 76 hours per fortnight
12% Superannuation	\$ 9,327.72	
Up to 5% Matching Superannuation	Up to \$3,886.55	Subject to voluntary contribution by employee
Leave Loading 17.5% (not payable to contract or casual employees)		Four (4) weeks annual leave
Housing Allowance	To be confirmed	To be confirmed
Telephone Allowance	N/A	N/A
Uniform Allowance	\$400 per annum	
Rostered Day Off	One (1) per 19 days worked	

*The package is calculated on a full-time wage of 76 hours per fortnight for a full year.

About your Application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to ea@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission are to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will **NOT** be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criteria – S=situation, T=ask at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from past experience that might be similar or equivalent.

The Interview Process

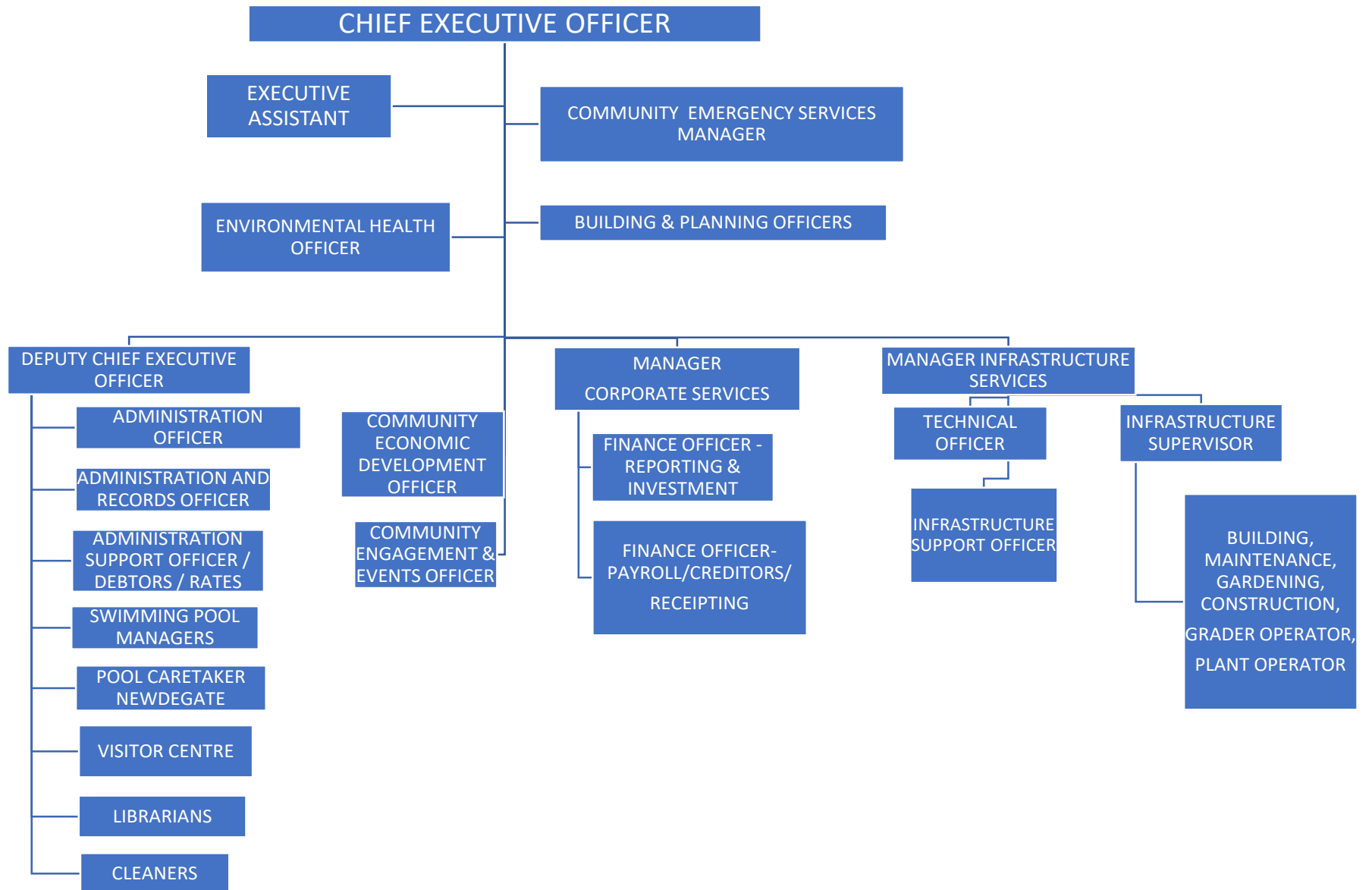
A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



SHIRE OF LAKE GRACE – ORGANISATION CHART





Shire of Lake Grace

Community Economic Development Officer

POSITION DESCRIPTION

Shire Values

"A safe, inclusive and growing community embracing opportunity"

Position title	Community Economic Development Officer
Department / service area	Administration
Industrial award	Local Government Industry Award 2020 Industrial Agreement
Classification	Level 6
Position reports to (role)	Chief Executive Officer
Position supervises / Manages (roles)	Community Engagement & Events Officer
Last date PD reviewed	6 October 2025
Links to Corporate Plan Objectives	<u>Social Objective - A valued, healthy and inclusive community and lifestyle</u> <i>Outcome 6: An engaged, supportive and inclusive community</i> 6.1: Maintain and enhance services and infrastructure that meets the needs of the community 6.2: Maintain and support the growth of education, childcare, youth and aged services 6.3: Actively promote and support local events and activities for the community

Position Summary

Job Purpose

- Source, facilitate and acquit successful grant applications to leverage Council's existing funding for organisational and capital works projects.
- Develop and implement strategies for Community capacity building within Shire of Lake Grace communities.
- Ensure effective systems and processes are in place to manage the grant application process

Primary, delegated or supporting responsibilities

KEY DUTIES & RESPONSIBILITIES

- Liaise with internal stakeholders to source project ideas that require funding and gain concept approval from relevant managers to proceed with grant applications as prioritised by Council
- Research funding options and pitch grant opportunities to fortnightly team meetings to make members aware of possible sources of revenue and ensure external funding opportunities are maximised.
- Research, develop, write, submit, and monitor high quality grant applications and deliver agreed outcomes on time, with best practice, minimal exposure to risk and applying quality assurance.
- Undertake monthly reporting obligations with State and Federal funding bodies, reporting on program milestones, deliverables, and financial outcomes.

- Develop a network of external contacts and establish good relationships with funding bodies to maximise awareness and knowledge of available grants, guidelines and eligibility criteria.
- Coordinate projects that fall outside of/or between the jurisdictions of Council Departments.
- Identify and match appropriate Council projects with the appropriate grant funding streams.
- Monitor and track all aspects of funding from grant source identification and lodgement to spreadsheet establishment and utilisation.
- Respond to customer enquiries both verbally and in writing, ensuring that information provided is accurate and in accordance with Council's policies, guidelines and other relevant legislation inclusive of the Privacy Act.
- Liaise with internal and external clients promoting Council as both an efficient and professional service provider.
- Seek, develop, implement and manage projects and initiatives responsive to community needs and aspirations in accordance with the Shire of Lake Grace Community Strategic Plan
- Strengthen the capacity of local community groups, volunteers and organisations and to help them deliver and identify projects to promote and develop the community
- Strengthen the capacity of local community groups, volunteers and organisations and help them deliver and identify projects to promote and develop the community.
- Encourage the development of community participation and leadership through recognising and supporting innovative community development practices which promote the concepts of self-help and volunteering and contribute to sustainable communities.
- Promote the flow of information to and from the community and actively promote the Shire's programs and services locally and regionally.

OTHER

- To manage, coordinate & promote community services, activities, events and programs in line with Council's strategic objectives and community expectations.

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Key Performance Indicators

Performance Requirements

Currently under development

Work Health and Safety Statement of Outcome

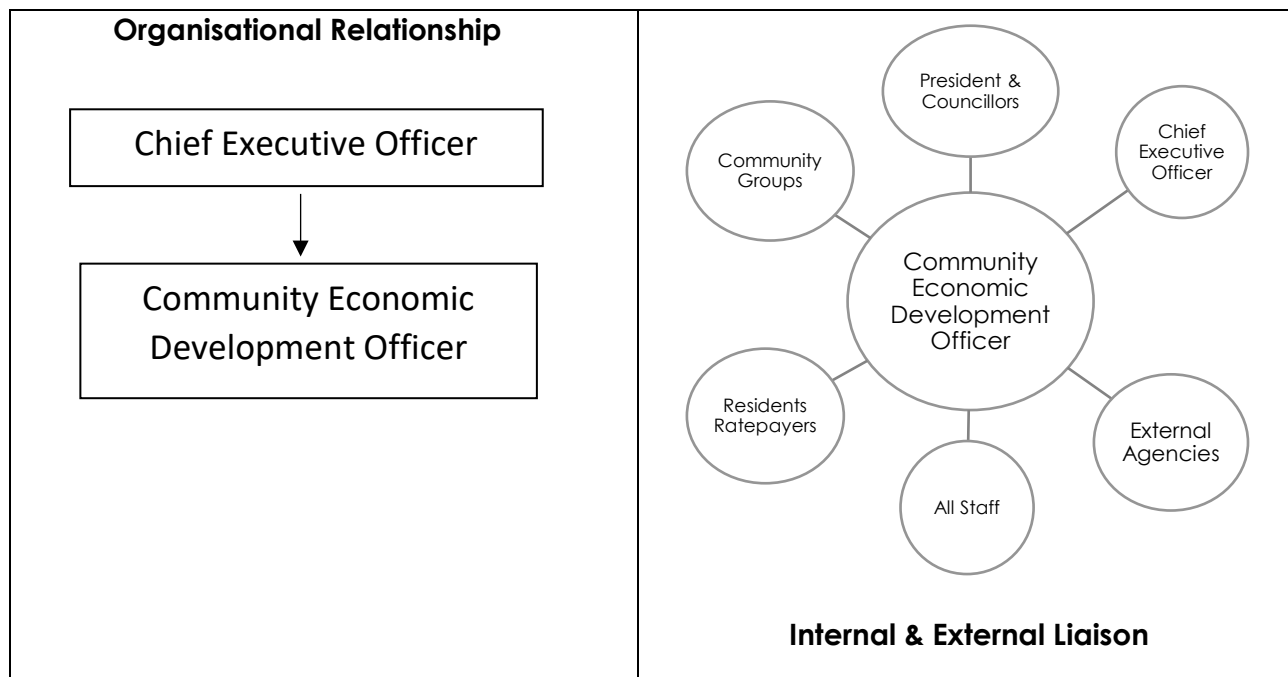
A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.

1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation
3. Follow safety rules, procedures and standards at all times
4. Report ALL accidents, incidents and hazardous situations arising in the course of work

Equal Employment Opportunity Statement of Outcome 2023-2025

1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity
4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

Position Liaises with:



SELECTION CRITERIA

ESSENTIAL

- Relevant tertiary qualification such as Business Administration or related education equivalent, with demonstrated experience in successfully writing and securing a wide variety of grant funding opportunities preferred
- Proven intermediate to advanced skill level using Microsoft suite of products particularly Word, Excel and PowerPoint.
- Demonstrated ability to research large amounts of content from written, verbal and online sources to then inform internal teams about grant opportunities and apply for funding.
- Highly developed written and verbal communication skills that demonstrate an ability to convey complex information with clarity, interpret policy and deeds associated with agreements and report on program outcomes.
- Well-developed interpersonal skills with networking experience to assist in developing grant applications, negotiating with funding bodies and building strong working relationships.
- Well-developed organisational skills with the capacity to work independently to prioritise tasks across multiple projects and deadlines.
- Ability to navigate portals, complete online forms, general ledger accounts and prepare transaction lists for auditing.
- An understanding of project management processes.

PREFERRED

- Demonstrated understanding of grant processes with experience in the application and assessment of successful grant applications, processing acquittals and detailed report writing.
- Local, State or Commonwealth Government experience

TRAINING

The Shire of Lake Grace will provide training and professional development opportunities to the successful applicant including the costs of attending appropriate training where opportunities are identified.

PERFORMANCE REVIEWS:

Reviews shall be conducted annually on the following based on the position Key Performance Indicators.

PHYSICAL REQUIREMENTS OF THE POSITION

Sitting / standing for periods of time, ergonomics, lifting, bending, twisting and working with screen based equipment.

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

Position Acknowledgement and Acceptance

Yes ☐ No ☐

Date __ / __ / ____

Position Holder

Signature

_____ / _____ / _____

Date

Approved by:

Chief Executive Officer

_____ / _____ / _____

Signature

Date

This position description will be reviewed annually as part of the annual performance appraisal process.

Shire of Lake Grace

Application Form



COMMUNITY ECONOMIC DEVELOPMENT OFFICER – FULL TIME



Shire of Lake Grace

Application Form

PERSONAL DETAILS	
Full Name:	
Home Address:	Suburb:
State:	Postcode:
Telephone Number:	
Email Address:	
Do you hold a valid driver's licence?	
Yes ☐ No ☐	
If yes, please provide details of your driver's licence below	
Place of Issue:	Licence type:
Drivers Licence Number:	Expiry Date:
Do you hold a valid police clearance check?	
Yes ☐ No ☐	
If no, would you be prepared to undertake this check if requested?	
Yes ☐ No ☐	
EMPLOYMENT RIGHTS	
Are you an Australian Citizen?	
Yes ☐ No ☐	
If no, please state your nationality and confirm the details of your current visa	
Nationality:	Visa Type:
Details of Any Work Restrictions:	Visa Expiry Date:

Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institute	Qualification Obtained	Completion Date
Details of Any Other Relevant Skills or Qualifications:		
EMPLOYMENT HISTORY		
Name of Employer:		Position Held:
Start Date:		End Date:
Reason for Leaving:		
Summary of Duties/Responsibilities:		
Name of Employer:		Position Held:
Start Date:		End Date:
Reason for Leaving:		
Summary of Duties/Responsibilities:		

REFEREES	
Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐
Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐
I consent to the Shire of Lake Grace to make contact with my referees to carry out reference checks in support of my application Yes ☐ No ☐	
HEALTH QUESTIONNAIRE	
Do you wish to make us aware of any thing that may impact your ability to carry out the tasks required for this role? Yes ☐ No ☐	
If yes, please provide details: 	
<i>Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire/City/Town has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.</i>	
<i>Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.</i>	
I understand and agree to these terms and conditions Yes ☐ No ☐	

I agree to take part in a pre-employment medical and urine drug screening Yes ☐ No ☐

ADDITIONAL INFORMATION

How did you learn about this opportunity?

Are you currently employed by or have previously worked for the Shire of Lake Grace?

Yes ☐ No ☐

If yes, please provide further details below:

Dates employed from and to:

Position Held:

Line Manager Name:

Please confirm that you have attached the following supporting documents to this application form:

Resume

Yes ☐ No ☐

Covering Letter

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.

Applicant Name:

Signature:

Date: