

ACTIVITY OFFICER

JA 122

Tom Price

\$30.81 - \$35.69 per hour

Fixed for 2 months

THE POSITION

The Shire of Ashburton is a prominent regional council offering excellent conditions and the right work/life balance for your next career move. In this role you will have an opportunity to assist the Senior Activity Officer in the effective operations of projects and activities for the community of Paraburdoo, particularly young people during school holiday programs.

The successful applicant should possess a passion for working with youth, families and community groups, as well as being creative and having a 'can do' attitude.

CONDITIONS OF EMPLOYMENT

Employment is offered on a fixed term casual basis for 2 months with the possibility of extension subject to requirements.

This position will offer candidates the opportunity to work in a flexible and friendly environment with a focus on training and development.

Applications **with resume and covering letter** will be received until **4.00pm on Thursday 19th June 2014** and should be endorsed "**Confidential Application – Position JA 122**".

An information package can be obtained by contacting Annwen Pettit on (08) 9188 4468 or by visiting www.ashburton.wa.gov.au

Due to the high volume of applications we receive, only those applicants who are shortlisted will be contacted.

To those applicants not shortlisted, we extend our appreciation for considering the Shire of Ashburton and encourage you to apply for future positions.

Neil Hartley
Chief Executive Officer
Shire of Ashburton,
PO Box 567
TOM PRICE WA 6751

"The Shire of Ashburton is an Equal Opportunity Employer promoting a Smoke Free Work Environment"

INFORMATION REQUIRED FOR APPLICATION

Thank you for your interest in seeking information regarding the **Facilities Officer – Tom Price** position with the Shire of Ashburton.

Please submit your application:

- via email jobs@ashburton.wa.gov.au
- via our website www.ashburton.wa.gov.au
- via post: Chief Executive Officer
Shire of Ashburton
PO Box 567, TOM PRICE WA 6751
- or directly to our Shire offices in Tom Price, Paraburdoo or Onslow.

Your application should include the following:

Application Form

- Applications will not be accepted without a completed application form.

Covering Letter

- It is recommended that your covering letter is no longer than two pages and should introduce yourself to the selection panel and outline your experience in relation to the position. It must also include the title of the position, as well as the position reference number.

Curriculum Vitae / Resume

- Ensure your resume includes the details of at least two referees to whom you have directly reported to.

Canvassing of Councillor's will disqualify your application.

Applications for this position close on **Thursday 19th June 2014.**

Late applications:

Ensure your application is received by the Recruitment Coordinator before the closing date and time, as applications received after this date are **not considered.**

Should you have any further queries in relation to this matter, please contact the **Recruitment Coordinator, Annwen Pettit**, on **(08) 9188 4468.**



Application for JA122

PERSONAL DETAILS

Title: Mr / Mrs / Ms / Miss / Other _____

Surname: _____ Given Name: _____

Address: _____ Postcode: _____

Phone Number: _____ (During Office Hours) _____ (Private)

Email: _____

Please ensure this is your personal email as should you be successful in gaining employment at the Shire, your employment contract will be sent to this email address

Drivers Licence No: _____

Expiry Date: _____ Classes: _____ Manual/Auto (please circle)

Are you an Australia Citizen? YES NO

If **NO**, visa and passport details must be attached to your application. Please indicate which type of visa you hold:

- | | | | |
|-------------------------------------|--|---|---|
| <input type="checkbox"/> 457 Visa | <input type="checkbox"/> Student Visa | <input type="checkbox"/> Working Holiday Visa | <input type="checkbox"/> Sponsored Permanent Residency Visa |
| <input type="checkbox"/> NZ Citizen | <input type="checkbox"/> Occupational Trainee Visa | | <input type="checkbox"/> Independent Permanent Residency Visa |
| | | | <input type="checkbox"/> Other Temporary Visa |

Please state the period that the Visa is valid

From: ___ / ___ / ___ **To:** ___ / ___ / ___

The following Documents will be Required During the Recruitment Process:

Evidence of Right to Work in Australia (Australian Birth Certificate / Australian Passport / Permanent Residency / Work Permit Visa)	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
Driver's Licence	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
National Police Clearance	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
Working with Children Check (Only required if it is a requirement of the position)	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>
Certified Copies of Qualifications/licenses	Attached <input type="checkbox"/>	To be provided <input type="checkbox"/>

How did you learn of this vacancy?

- | | | |
|---|---|---|
| <input type="checkbox"/> West Australian Newspaper | <input type="checkbox"/> Shire of Ashburton Website | <input type="checkbox"/> seek.com.au |
| <input type="checkbox"/> Pilbara Times | <input type="checkbox"/> LG Assist website | <input type="checkbox"/> LG Jobs website |
| <input type="checkbox"/> Other (please specify) _____ | | <input type="checkbox"/> careerone.com.au |

HEALTH

Compliance with occupational safety and health legislation is a requirement for all work places. We have an obligation to provide a duty of care and a safe working environment for all employees and to ensure that safety is a priority. Disclosure of an illness or injury will not eliminate you from consideration for employment for the position sought. Applicants who have a health condition are welcome to discuss its relevance to the position applied for by contacting Organisational Development on 9188 4468.

Do you have any health related problems disabilities or pre-existing injuries that may affect your performance in this position or the safety of others? If yes, please provide details:

If offered the position, prospective employees will be required to undergo either a pre-employment Medical Examination, at the Shire's expense, or complete a Medical Declaration questionnaire.

WORKERS COMPENSATION			
Have you ever lodged a Workers Compensation claim that was settled before being accepted?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a current or previous Workers Compensation claim/s?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If you answered Yes to one of the above questions, please provide details: _____			

CONVICTIONS			
Do you have any current convictions for any offence from any court; or are you currently the subject of any charge pending before any court?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If yes , please give details _____			
Please Note: Possessing a criminal record does not necessarily make an applicant ineligible to be considered for a position at the Shire of Ashburton.			

REFEREES	
Only list referees whom we may contact. Please provide relevant work referees.	
1. Name of Referee:	Telephone:
Referee's Position:	
Company:	
Email Address:	
2. Name of Referee:	Telephone:
Referee's Position:	
Company:	
Email Address:	
Please Note: Should you have any difficulty completing your application please contact Annwen Pettit, Recruitment Coordinator on (08) 9188 4468 for assistance.	
Submission of an application does not automatically guarantee an interview.	
Equal Employment Opportunity	
The Shire of Ashburton is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the position description. Applications will not be assessed until after the closing date. Selections will be based on merit for the position through a series of selection techniques.	
DECLARATION	
<i>I declare the above information to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading, will make me, if employed, liable for dismissal</i>	
_____	_____
Signature	Date

I give permission for the Shire of Ashburton to keep my information on file for 12 months	
Yes	No (please circle)

POSITION DESCRIPTION

AMENDED 30/10/2013

POSITION TITLE:	Activity Officer
POSITION TYPE	SPEC-OFF
POSITION NO:	JA 109
LEVEL:	<i>Shire of Ashburton Collective Agreement 2013 Level A</i>
SECTION:	Community Development
RESPONSIBLE TO:	Community Services Manager. Senior Activity Officer
POSITIONS UNDER DIRECT SUPERVISION:	Volunteers

POSITION OBJECTIVES:

1. To work with the Senior Activity Officer to deliver high quality services and programs for the Shire of Ashburton.
2. To implement and develop programs and activities in the Shire of Ashburton that reflect the needs of the local community, ensuring available resources are utilised to their maximum potential.
3. To promote and support the development of community activity programs in Paraburdoo.
4. To assist the Senior Activity Officer in undertaking research as required.
5. To liaise with staff, public authorities, government agencies and other groups on matters related to the activity programme as directed by the Senior Activity Officer.

REQUIRED ATTRIBUTES:

KNOWLEDGE:

- Developing knowledge of requirements and needs of the community in the area of community services, and sport and activity planning;
- Developing knowledge of funding processes;
- Developing knowledge of local community services and resources;
- Developing knowledge of local government administrative processes
- Developing knowledge of legal issues affecting the provision of services;
- Understanding of community group dynamics;
- Knowledge of activity recreation planning processes and procedures;
- Developing knowledge of community consultation methods;

- Developing knowledge of the principles of equal opportunity, diversity and occupational safety and health
- Understanding of the funding submission process.

SKILLS:

- Experience in developing and implementing activity and recreation programs;
- Experience working with youth, families, and community groups with diverse cultural backgrounds;
- Sound interpersonal skills;
- Ability to work independently and within a team environment;
- Sound computer literacy skills;
- Sound written and verbal communication skills;
- Sound time management, organisational and programming & planning skills.

EXPERIENCE:

- Experience in the delivery of sports and recreational programs;
- Experience in running programmes and activities for young people.
- Experience in dealing with ethnic, Aboriginal and other community groups.

QUALIFICATIONS AND / OR TRAINING:

- Current "C" class drivers' licence;
- Current National Police Clearance. (or willing to obtain)
- Current Working With Children Check (or willing to obtain)
- First Aid Certificate (or willing to obtain)
- Qualifications in Youth Work, Community Services, Sport and Recreation or similar (desirable)
- Bronze Medallion (desirable)

PHYSICAL ATTRIBUTES OF THE POSITION

Persons in this position must demonstrate and maintain a level of fitness to meet the physical attributes of the position as follows

- lifting, bending and stretching in the course of work
- sitting at a desk, sometimes for long periods
- standing for long periods at times

OUTCOMES FOR THIS POSITION:

1. Youth and Community Development Activities:

- Assist with the development and implementation of sports and recreation programs and activities that will enhance the social infrastructure within the community of Tom Price and Paraburdoo;
- Support the delivery of responsive school holiday and in terms programs for all young people aged 10 -20 years;
- Promote sustainability and capacity building by developing partnerships between communities and the Shire of Ashburton;
- Assist with the promotion and marketing of community services to increase awareness and access;
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- Actively participate in and represent Council at appropriate meetings, inter agencies and conferences;
- Assist with the development of information material for activities including safety details;
- Assist with the promotion and marketing of activities using relevant media and other community avenues;
- Assist with the evaluation all activities consulting with young people and service providers.

2. Research and Development:

- Assist in researching and identifying community service and recreation trends within Tom Price and Paraburdoo and cater for these needs accordingly;
- Assist with the development and implementation of new and innovative community development and recreation programmes for the residents of Tom Price and Paraburdoo;
- Assist with the identification and application for grants, when appropriate to contribute towards the financing of projects.

OTHER:

- Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
- Performs other duties as directed when appropriate to the scope and level of this position.
- Provide information, referrals, advocacy and facilitate involve in appropriate planning and decision making

General:

- Work proactively within the organisation to promote, support and adhere to holistic OSH and risk management culture and associated policies and procedures.

CORE COMPETENCIES

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually and the first assessment being at 3 months of employment.

In carrying out their duties employees must at all times:

1. Demonstrate an appropriate knowledge of Council's purpose, structure, values and services with particular emphasis on one's own area of employment.
2. Display a customer focused attitude when dealing with both internal and external customers.
3. Prioritise and respond to tasks within agreed timeframes
4. Capture and maintain records.
5. Communicate in a clear and concise manner when dealing with customers and fellow employees.
6. Deliver a high quality service and seek ways to improve work processes
7. Co-operate with other employees, actively seeking to share the workload and assist in enhancing team morale.
8. Demonstrate a commitment to the Council as the employer and maintain a high level of integrity, fairness, honesty and confidentiality.
9. Show respect to other employees and actively discourage all forms of discrimination, harassment and bullying.

10. Demonstrate an understanding of Council's Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job.
11. Comply with the Shire's Risk Management Policy Procedures, and actively participate in the risk management, organisational performance review and evaluation programs as well as applying risk management principles to all tasks, functions and services.
12. Actively take part in all relevant programmed training activities and seek to improve performance by gaining new skills and knowledge.

RISK MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH RESPONSIBILITIES

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for operational and safety risk identification, risk assessment and risk controls
- Active participation in activities associated with the management of workplace health and safety
- must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- must cooperate with the employer in the carrying out of their obligations (S 20 OS&H act)
- must comply with the Shire Injury Management Program

The Council Philosophy is to develop a multi skilled Community Services Department department capable of having all staff members working together as a team. Although specific duties are set for each staff member, we encourage officers to learn each other's jobs to assist in accommodating leave arrangements, sickness days.

CONTINUOUS LEARNING

All Council employees are expected to accept continuous learning as part of their position. This learning may involve a range of methods, from in-house workshops to training and development by external providers.

Learning and development is considered necessary to assist with effectively carrying out the duties of the position.

CONDUCT

At all times employees should act in a manner that enhances community confidence in Council. The community is entitled to quality service and a positive helpful attitude.

While on duty, employees are to give the whole of their time and attention to the business of Council. Employees need to keep up to date with advances in their area of responsibility and carry out their duties conscientiously, honestly, fairly and impartially.

Employees are required to treat all people with courtesy and sensitivity concerning their rights. All employees are required to comply with the Code of Conduct at all times.

EXTENT OF AUTHORITY:

- Works within confines of standards and procedures under general supervision of the Community Services Manager

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.