

Heart of the Stirlings



SHIRE OF GNOWANGERUP
BORDEN GNOWANGERUP ONGERUP

**COMMUNITY AND ECONOMIC
DEVELOPMENT MANAGER
POSITION DESCRIPTION**



Organisational Context

The **Shire of Gnowangerup**, located in Western Australia's Great Southern region, is a close-knit rural community with a strong sense of identity. Home to approximately **1,200 residents**, the Shire encompasses **three townsites, the Stirling Ranges, and an engaged local community**. Residents enjoy access to **healthcare, education, sporting facilities, and active social networks**, all within **1.5 hours of Albany and Bremer Bay**.

Vision

A community where people **Stay, Grow, and Thrive**.

Mission

Connecting Community – *fostering engagement and a sense of belonging.*

Core values

Tenacity | Collaboration | Integrity

1. Position Establishment

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|-------------------------|---|
| Position Title: | Community and Economic Development Manager |
| Business Area: | Corporate and Community |
| Date Approved/Reviewed: | March 2025 |
| Hours of Work | 76 hours per fortnight |
| Reports to | Deputy Chief Executive Officer |
| Classification/Award | Level 8, Local Government Industry Award, Western Australia |

2. Position Summary

The **Community and Economic Development Manager** plays a key role in **enhancing community well-being, strengthening local partnerships, and supporting economic sustainability**. The primary focus is on **community engagement, social development, and project coordination**, with a secondary responsibility for **identifying funding and economic initiatives that support long-term growth and resilience**

3. Key Responsibilities

Community Development & Engagement (Primary Focus – 70%)

- Lead the **Community Development Team**, including overseeing Library and Swimming Pool staff.
- Plan and deliver **community programs, events, and initiatives** that promote social connection and well-being.
- Foster **partnerships with community groups, volunteers, and service providers** to enhance access to services.
- Support the development of **youth, aged care, recreation, and cultural programs** based on community needs.
- Facilitate **public engagement and consultation** to ensure community participation in decision-making.
- **Identify and secure grants** to support community programs and infrastructure.
- Manage **community communications**, including newsletters, social media, and engagement updates.

Economic Development & Strategic Growth (Secondary Focus – 30%)

- Identify and pursue **funding and investment opportunities** that support economic and community development.
- Develop **strategic partnerships with regional and state agencies** to enhance local development initiatives.
- Support **local economic sustainability initiatives**, including tourism, infrastructure, and community-driven projects.

- Contribute to **long-term planning and policy development** to strengthen the Shire’s economic resilience.
- Assist with **marketing and branding efforts**, including managing the website, promotional materials, and the Annual Report.

Project Management & Strategy

- Oversee the **planning and implementation of community and economic development projects** in line with strategic priorities.
- Manage project budgets, ensuring **effective use of funding and cost control**.
- Prepare **reports and updates for the Executive Team and Council** on key projects and funding opportunities.
- Contribute to the development of policies that enhance **community well-being and economic sustainability**.

4. Skills & Experience

Essential Criteria

- **Education:** Bachelor’s degree in **Community Development, Public Administration, Business, or a related field** (or equivalent experience).
- **Experience:** Minimum of **3 years’ experience** in **community engagement, local government, or program coordination**.
- Strong **communication, facilitation, and stakeholder engagement skills**.
- Proven ability to **secure grants, funding, and external investment**.
- Understanding of **local government operations, policy development, and community planning**.
- Ability to **work collaboratively and independently** in a small-team environment.

Other Requirements

- Ability to **travel** for meetings and events, including outside regular office hours.
- Current **driver’s licence**

Certification

Approved by the Chief Executive Officer

Date: _____