



POSITION DESCRIPTION

POSITION TITLE	Place Lead
DIRECTORATE – BUSINESS UNIT	Community Services – Place to Space
LEVEL - IA	7 - Salaried
RESPONSIBLE TO	Coordinator Community & Place

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

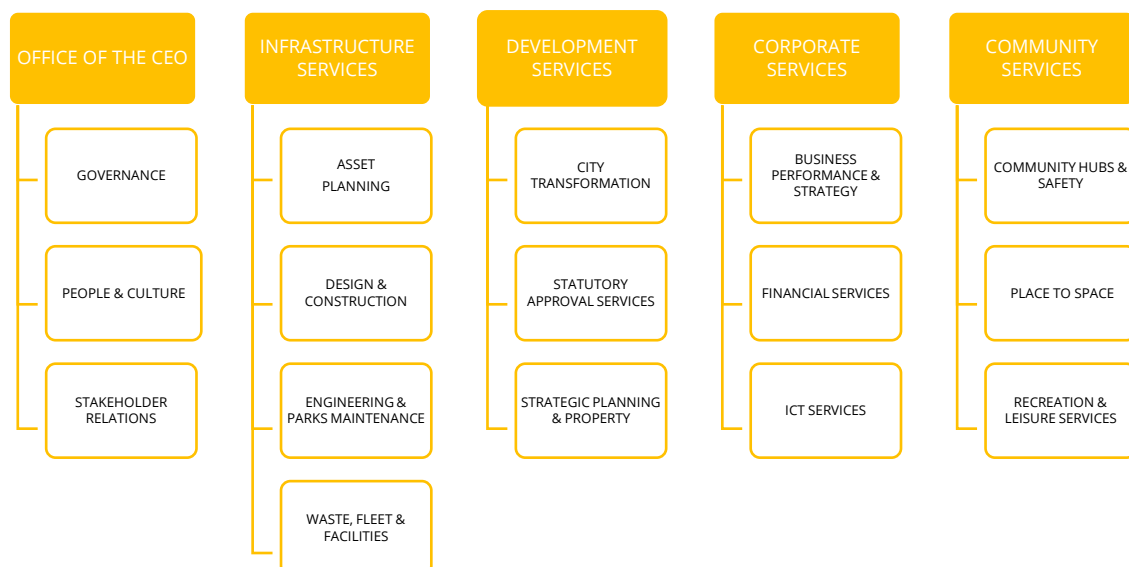
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Place Lead and is a member of a multidisciplinary team responsible for developing and leading the co-design and implementation of place-based initiatives across the City of Kalamunda.

Each Place Lead will be responsible for a designated Place Area and will work with the people who live, work, study and participate in that area to understand its identity, strengths, challenge and aspirations. Community insights will be translated into practical programs, projects, activations and improvements, that will unlock local strengths, drive economic vibrancy and deliver experiences for residents and visitors. Strengthening local identity, community connection, inclusion and participation.

The City is divided into four Place Areas. Place Leads will be visible and active within their allocated area, building trusted relationships and using creative engagement methods to understand what matters to the community.

The City is committed to moving from developing projects and programs “for” or “to” community towards developing them “with” and “by” community. Place Leads will create opportunities for community members to contribute, co-design, co-deliver and take greater ownership of initiatives that shape their communities.

Each Place Lead will also have specialist knowledge and leadership responsibilities in one of the following portfolios

Health and Wellbeing
Youth and Children
Diverse Communities and LGBTQIA+
Seniors and Disability

While each Place Lead will provide specialist advice and support across the City responsibility for delivering a program or project remains with the Place Lead responsible for the Place Area in which it is being delivered. The relevant portfolio lead will provide advice, specialist knowledge, connections and guidance to support delivery

Place Leads must therefore be adaptable all-rounders who can work across all portfolios, respond to emerging community priorities and support initiatives outside their primary area of specialist knowledge. Where a Place Lead does not already have broad experience across these portfolios, they will be expected to actively develop this capability

Through this place-based approach, the team will activate places, connect communities and support people to participate as active citizens in shaping their community

KEY RESULT AREAS

UNDERSTAND OUR PEOPLE AND PLACES

- Build trusted relationships with residents, community groups, businesses, schools, service providers and other local stakeholders
- Maintain an active and visible presence within the Place Area through regular conversations, and attendance at community activities
- Research and analyse community needs, behaviours, trends and aspirations to inform place-based initiatives.

- Undertake place audits to identify opportunities for activation, improvement and engagement.
- Develop and maintain insights then translate them into place-based priorities, programs, projects, activations and public realm improvements.
- Use creative, inclusive, accessible and culturally appropriate engagement methods to reach a broad cross section of the community, including people who may not participate in traditional consultation
- Engage directly with community to co-design initiatives that reflect place-based needs.

CONCIERGE

- Work collaboratively across cross-functional teams, community stakeholders, and service providers to design and deliver initiatives that integrate organisational expertise with local knowledge, ensuring outcomes are aligned with both community priorities and City-wide strategies.
- Act as a key point of connection between community member, City business units and service providers and external partners
- Help community and stakeholders to understand and navigate Council processes, and opportunities for funding and support.
- Constructively challenge unnecessary barriers and demonstrate persistence when navigating complex local government processes.
- Approach barriers with a solutions-focused mindset by asking how an idea can be progressed safely, practically and responsibly.
- Provide advice and support to community, individuals and organisations seeking to deliver place-based initiatives.
- Build and maintain strong working relationships with internal areas and external partners to support delivery of initiatives.
- Establish and facilitate a Place Area reference group or similar community advisory mechanism that reflects a diverse cross-section of community, ensuring broad representation and inclusive input.

ASSET BASED COMMUNITY DEVELOPMENT (ABCD)

- Identify and map community assets, local services, and networks that can be activated for placemaking.
- Build on community strengths rather than focusing solely on needs, problems or service gaps.
- Support the development of initiatives that empower community members to lead or co-deliver place-based outcomes.
- Create opportunities for community members to develop confidence, capability and greater ownership of their places.

PORTFOLIO LEADERSHIP AND PLACE-BASED DELIVERY

- Maintain specialist knowledge and provide advice, guidance and support in the allocated portfolio of Health and Wellbeing, Youth and Children, Diverse Communities and LGBTQIA+, or Seniors and Disability
- Support other Place Leads to design and deliver initiatives relating to the specialist portfolio within their Place Areas.

- Develop knowledge and capability across all community portfolios to become an effective all-rounder.
- Support other Place Areas and portfolios when priorities, workloads or emerging community needs require a flexible team response
- Take responsibility for delivering programs and projects required within the allocated Place Area, regardless of which specialist portfolio they relate to.

INFLUENCE STRATEGY

- Develop and lead high level strategic plans and actions for your designated place/area ensuring they address the needs, opportunities and priorities of the community.
- Monitor outcomes, evaluate impact, to achieve sustainable, place-based improvements
- Ensure place-based initiatives align with Council's broader strategic objectives and frameworks.

INFLUENCE INFRASTRUCTURE

- Shape and influence policy and capital works program priorities by ensuring projects deliver inclusive, vibrant, and memorable design outcomes that reflect the needs and aspirations of the community.
- Lead the implementation of temporary activations and permanent public realm improvements that reflect local identity and needs.
- Collaborate with internal business areas to embed placemaking principles in infrastructure and amenity planning.

FINANCIAL MANAGEMENT AND FUNDING

- Manage and be accountable for the budget allocated to the designated place/area, ensuring funds are effectively planned, monitored, and reported to deliver strategic outcomes and community priorities
- Proactively source funding opportunities to deliver placemaking initiatives.
- Support community organisations to identify and access funding for community-led initiatives.
- Seek opportunities to increase community impact by combining City resources with external funding, partnerships and community contributions

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary qualifications in either youth work, community development, social sciences, public health, urban planning, or a related discipline or equivalent significant experience.
- Possession of, or ability to obtain, Working with Children Check
- Current First Aid Certificate

SELECTION CRITERIA

CORE CRITERIA FOR ALL PLACE LEADS

1. Demonstrated experience in place-based initiatives, with a strong focus on community engagement, activation, and co-design, including the ability to build relationships and work effectively with diverse community stakeholders.
2. Ability to research and analyse local data, demographics, and community insights to inform planning, project design, and strategic decision-making.
3. Detailed knowledge of community development, including asset-based community development principles, and demonstrated experience in identifying and leveraging community strengths, networks, and opportunities.
4. Experience using creative and inclusive engagement methods to reach people who may not participate in traditional consultation.
5. Strong collaboration skills, with the ability to work across internal teams and external partners to influence positive strategic and infrastructure outcomes.
6. Flexibility to work evenings or weekends to attend events or deliver programs.
7. Strong relationship-building skills and the ability to work effectively with residents, community groups, businesses, service providers and internal teams.

HEALTH AND WELLBEING PORTFOLIO

- Demonstrated experience designing, delivering and evaluating community health and wellbeing initiatives.
- Knowledge of contemporary health promotion, prevention and early-intervention approaches.
- Ability to interpret community health data, demographics, service information and lived experience insights to inform place based responses.
- Understanding of the social determinants of health and the relationship between place, connection, inclusion, participation and wellbeing.
- Experience collaborating with health services, community organisations, support providers and government agencies.
- Relevant qualifications or substantial experience in public health, health promotion, community development, social sciences or a related discipline.

YOUTH AND CHILDREN PORTFOLIO

- Demonstrated experience establishing, coordinating and facilitating youth advisory groups, youth councils or comparable youth-led decision-making groups.
- Demonstrated ability to support children and young people to identify priorities, develop ideas and influence programs, projects and decisions.
- Experience designing and delivering initiatives with children and young people, using co-design and youth participation principles.
- Strong understanding of child-safe engagement, safeguarding and age-appropriate participation practices.

- Ability to engage children and young people from diverse backgrounds, including those who are not connected to established services or programs.
- Experience building productive relationships with schools, families, youth services, sporting clubs and community organisations.
- Relevant qualifications or substantial experience in youth work, community development, education, social sciences or a related discipline.
- Possession of, or ability to obtain, a Working with Children Check.

DIVERSE COMMUNITIES AND LGBTQIA+ PORTFOLIO

- Demonstrated experience engaging and working respectfully with culturally and linguistically diverse communities, LGBTQIA+ people and other underrepresented groups.
- Strong understanding of inclusive, culturally responsive and trauma-informed engagement practices.
- Experience creating safe and accessible opportunities for diverse communities to influence programs, services and place based decisions.
- Demonstrated ability to build trusted relationships with community leaders, multicultural organisations, LGBTQIA+ organisations, service providers and informal community networks.
- Understanding of intersectionality and how culture, sexuality, gender identity, disability, age, faith and socioeconomic circumstances can influence experiences of place and community.
- Ability to identify and address barriers to participation, including language, accessibility, cultural safety, discrimination and lack of trust in institutions.
- Relevant qualifications or substantial experience in community development, social sciences, cultural development, social inclusion or a related discipline.

SENIOR AND DISABILITY PORTFOLIO

- Demonstrated experience engaging, working with and maintaining relationships with older people, people with disability, carers, families, service providers and advocacy organisations
- Strong understanding of inclusive community development, accessibility, age-friendly communities and the principles of universal design.
- Experience designing, delivering and evaluating programs, projects or initiatives that improve participation, independence, social connection, access and wellbeing
- Knowledge of relevant legislation, standards and frameworks, including disability access and inclusion planning, age-friendly community principles and the rights of people with disability.
- Understanding of the importance of choice, dignity, independence and lived experience when developing community initiatives.
- Experience using accessible and inclusive engagement methods that respond to different communication, mobility, sensory and cognitive needs.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Experience working within local government, including detailed knowledge of relevant structures, policies, and statutory requirements.
- Understanding of relevant frameworks such as Council's Youth Strategy, Public Health & Wellbeing, Placemaking Framework or Social Inclusion Strategy. Experience in urban design, placemaking, or urban planning environments.
- Experience developing partnerships and securing external funding, sponsorship or in-kind support
- Experience evaluating the social impact of programs and projects, including changes in participation, connection, community capability and shared ownership.
- Existing relationships with relevant community organisations, service providers, government agencies or community networks.
- Knowledge of the City's relevant strategies and frameworks, including the Public Health Plan, Youth Strategy, Social Inclusion Strategy, Disability Access and Inclusion Plan and Placemaking Framework.
- Skills in conflict resolution, negotiation, facilitation and navigating competing community or organisational priorities.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

The position requires flexibility, curiosity and a willingness to develop knowledge outside an existing area of specialisation. Place Leads must be prepared to test new approaches, respond constructively to change and adapt established practices when they are no longer meeting community or organisational needs.

REVIEWED BY: A/Manager Place to Space
DATE PD REVIEWED/APPROVED: 7 August 2026
