

POSITION DESCRIPTION

POSITION TITLE	Coordinator Place & Community
DIRECTORATE/SECTION	Community Services - Place to Space
LEVEL	8/9 - Salaried
RESPONSIBLE TO	Manager Place to Space

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

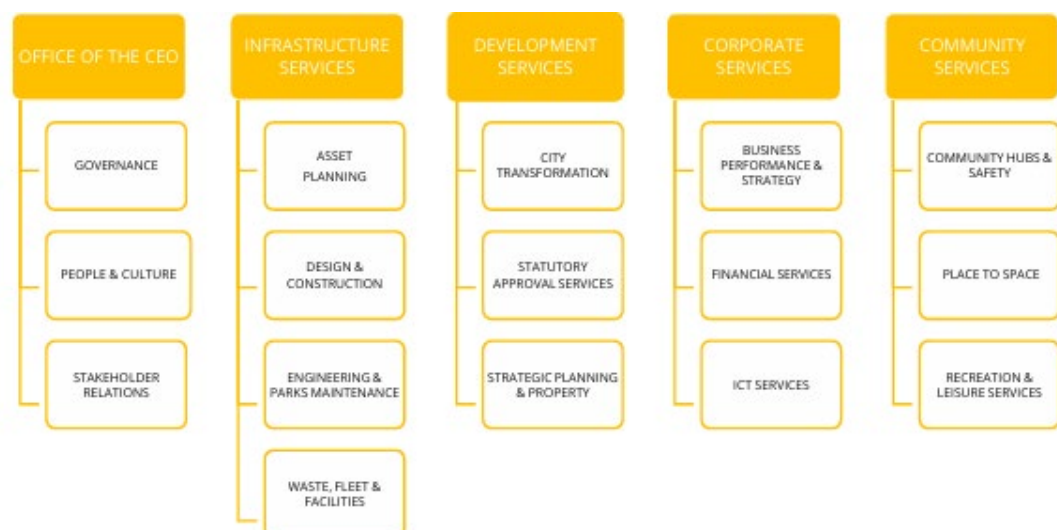
RESPECT We treat everyone with dignity, fairness, and kindness valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.

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

Lead the delivery of a place-based approach that strengthens inclusion, wellbeing and connection across the City, guided by the City's 5 Pillars of Place.



- **Understand:** Deep, ongoing insight into community needs
- **Concierge:** Support community to navigate the City
- **ABCD:** Enable community-led delivery
- **Influence Strategy:** Feed community insight into planning
- **Influence Infrastructure:** Inform place-based infrastructure

Oversee key community development portfolios including Youth, Seniors, Disability, Health & Wellbeing, Aboriginal Engagement and Diverse Communities, ensuring services, programs and partnerships are informed by community insight and responsive to Kalamunda's diverse and growing population.

Work in partnership with Place Leads, internal teams and the community to deliver coordinated, inclusive and locally driven outcomes.

KEY RESULT AREAS (Strategic / Operational Management)

Understand and Leverage our Community & Places

- Set the strategic direction for understanding community needs, aspirations and lived experience across all cohorts, to inform City-wide decision-making.
- Lead the development and oversight of community and place intelligence, including demographic trends, service gaps and local assets
- Drive the use of data, insights and community voice to shape targeted programs, services and initiatives across youth, ageing, accessibility, health and cultural inclusion.
- Champion and ensure the inclusion of underrepresented voices, including Aboriginal and diverse communities, embedding their perspectives into planning, design and delivery across the organisation.
- Lead the development and delivery of Place Action Plans ensuring clear priorities, measurable outcomes and demonstrable community impact.

Concierge (Community navigation & support)

- Establish and oversee a coordinated, accessible approach to community engagement, ensuring clear pathways for community, stakeholders and service providers to connect with the City.
- Lead and enable systems, partnerships and processes that support community organisations and stakeholders to navigate the City, access funding and deliver local initiatives.
- Drive a whole-of-organisation response to community needs, ensuring alignment, coordination and timely action across teams.

- Identify and remove systemic barriers to participation, improving access, equity and inclusion across all community engagement and service delivery.

Asset-Based Community Development (ABCD)

- Lead a strengths-based community development approach that enables communities to shape their own places and outcomes.
- Establish and oversee frameworks and approaches for co-design, engagement and place-based delivery, ensuring consistent application across all key cohorts
- Drive community capacity building at a system level, strengthening networks, leadership and partnerships to deliver sustainable, community-led outcomes.

Influence Strategy

- Ensure community priorities and lived experience are embedded and reflected across all City strategies, plans and policies.
- Lead and oversee the translation of strategy into tangible, place-based outcomes for community.
- Shape organisational decision-making through strategic advice on emerging community trends, risks and opportunities.

Influence Infrastructure

- Influence the planning and delivery of community infrastructure and public spaces, ensuring they are inclusive, accessible and support community wellbeing.
- Drive and oversee the use of temporary activations and pilots to test, inform and shape future infrastructure and service deliver

LEADERSHIP AND SUPERVISION

- Lead and coordinate the team, providing clear direction and fostering a positive, high-performing and collaborative culture.
- Support the development of team capability and capacity, enabling staff to deliver effective community and place outcomes.
- Bring energy, creativity and a solutions-focused mindset, driving initiatives forward and supporting delivery on the ground.
- Model and reinforce the City's values in all interactions, ensuring respectful, professional and community-focused engagement.

FINANCIAL MANAGEMENT

- Prepare and monitor budgets for the service area, ensuring accuracy and compliance with Council requirements.
- Identify and pursue external funding opportunities to support programs and initiatives.
- Support revenue generation and diversification initiatives within the service area.
- Regularly review operations and identify efficiencies to optimise resource use and expenditure.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.

- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

- Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.
- Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- A relevant tertiary qualification in Community Development, Placemaking, Public Health, Social Planning or a related field, with demonstrated application in community and place-based outcomes.

SELECTION CRITERIA

1. Demonstrated experience in a similar role
2. A passion for creating vibrant, welcoming places, with the ability to work collaboratively, take initiative and deliver practical solutions.
3. Demonstrated experience in developing and implementing strategic and operational plans, including setting and monitoring goals and managing budgets.
4. Experience supporting and advocating for community-led outcomes, both within and outside the organisation, to build understanding, support and resourcing.
5. Demonstrated experience working with and leveraging community assets, including people, networks and the natural and built environment.
6. Well-developed project management skills, with the ability to plan, coordinate and deliver projects.
7. Strong research and analytical skills, with the ability to interpret data and inform decision-making.

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

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.

REVIEWED BY: Manager Place & Community Experience

DATE PD REVIEWED/APPROVED: 24 April 2026
