

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>COMMUNITY DEVELOPMENT OFFICER</b>
<b>EMPLOYMENT TYPE:</b>	Part Time – 3 days/week
<b>CLASSIFICATION:</b>	Grade 19
<b>DEPARTMENT:</b>	Corporate & Community Services
<b>REPORTS TO:</b>	Manager Community & Economic Development
<b>SUPERVISES:</b>	Nil
<b>LOCATION:</b>	Based at the Corowa Office, however will be required to work from all Federation Council localities.
<b>VERSION CONTROL:</b>	February 2020 – Version 2.0

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### ABOUT FEDERATION COUNCIL

Federation Council is home to the thriving and diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Buraja-Lowesdale, Coreen, Daysdale, Morundah, Rand, Rennie and Savernake.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities.

Federation Council values our employees and the contribution they make to ensure the success and growth of our organisation. When you work for us, you can expect a challenging and rewarding work environment combined with excellent conditions including attractive salaries, hours, employee benefits and development opportunities.

### ORGANISATIONAL VALUES

#### Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

#### Quality outcomes

We will strive for excellence and to deliver value for money for the community.

#### Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

#### Collaboration

We support each other as a team and will engage closely with the community.

#### Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

## POSITION SUMMARY

To work within the Community Development Team coordinating and implementing a diverse range of Council's community / social initiatives to specific program areas for people who live, work and study in the Federation Council area.

The Community Development Officer is responsible for community engagement including developing effective relationships and networks with relevant community members, agencies, community and sporting groups, health and government organisations and internal stakeholders that aim to develop the community's capacities and improve wellbeing within the region.

The position is responsible for planning and delivering community / social initiatives including delivery of a variety of community events, programs and projects to specific program areas including children and families, youth, people with a disability, seniors, health and wellbeing, arts and culture, volunteering and community organisations.

## SPECIFIC RESPONSIBILITIES AND DUTIES

- Assist in identifying and implementing Community Development opportunities within the Federation Council area;
- Develop and maintain appropriate consultative processes with residents, community organisations, and key stakeholders to identify community needs and gaps in service provision;
- Consult, communicate and work with internal and external stakeholders to deliver programs and services that meet the needs of the community;
- Plan, develop, coordinate, implement and evaluate a range of activities, events and programs relevant to key service area or as determined by Council;
- Liaise and establish strong and sustainable partnerships with relevant stakeholders including State and Federal Government Agencies, and other key agencies including health, education, vocation, community transport and the business sector;
- Consult and liaise with other department areas on projects including but not limited to tourism, economic development, communications, finance, and outdoor staff;
- Investigate and prepare funding applications to assist with the financing of new community projects and initiatives and complete relevant reports and acquittals;
- To develop and implement strategies for community capacity building within the Federation Council communities;
- Work collaboratively and develop a rapport with local communities across the Federation Council LGA;
- Research and coordinate the development and maintenance of relevant community development and corporate reference material;
- To provide support to the Community Development Team Leader, and the Community Project and Events Officer as required.
- The Community Development Officer position will have the opportunity to act in the Team Leader role when required.
- Support Team Leader to research and coordinate the development and maintenance of relevant community development and corporate reference material;
- Prepare relevant reports, agenda items and minutes as required;

- Complete reporting to Council, and / or the community on proposed projects or completed projects;
- To provide policy advice to Council on appropriate initiatives, issues and legislation relevant to community development;
- Provide input into the development of the Community Development business plan and budget;

#### **Risk and WHS**

- Ensure attendance at all any organisational, team or toolbox meetings;
- Identify and report safety items of all equipment, vehicles, plant and machinery;
- Adhere to the requirements of Council Specific Management Plan (CSMP) and associated Project Specific Plans (PSP) if applicable;
- Maintain safety equipment and any other equipment to ensure it complies with legislative requirements if applicable;
- Ensure self and team observe requirements of the WHS Legislation, relevant to the job and adhere to Federation Council policies and procedures regarding WHS including any Risk requirements;
- Ensure timely and accurate recording of any accident, injury or incident/hazard which may occur and complete all paperwork and report such incidents as required;

#### **Customer Service**

- Build relationships and partnerships with key stakeholders, statutory authorities and community groups;
- Ensure all Customer Service Requests within area of responsibility are responded to within Councils Customer Service Charter;
- Utilise appropriate communication methods to market both service levels and performance internally and where appropriate externally;

#### **Corporate Governance**

- Assist with the setting of expectation, performance monitoring and taking measures that ensure compliance with Council's Code of Conduct and applicable ICAC and any other applicable legislation;
- Perform other tasks and duties as directed by the Supervisor which are within the limits of the employee's skill, competence and training;
- Ensure self and team observe requirements of the WHS Legislation, relevant to the job and adhere to Federation Council Policies and Procedures regarding WHS;
- Ensure self and Team observe appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Dress Code, and Code of Conduct;
- Promote and deliver Councils Corporate Values of Embracing Change, Quality Outcomes, Accountability, Collaboration and Customer Focus.
- Undertake, attend and successfully complete all training requirements that have been identified by the organisation.

#### **Continuous Improvement**

- Work toward continuous improvement for self, team and environment to achieve high standard best practice outcomes;
- Team player participating in work related activities, to contribute to personal and departmental wellbeing.

## PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES

This position requires the incumbent to:

- Climb steps;
- Walk on uneven ground;
- Kneel, squat, crawl and bend;
- Lift and carry in a limited and in a frequent capacity;
- Drive vehicles;
- Sit in an office chair for extended periods;
- Typing/data entry – repetitive.

Please Note: This position requires the incumbent to maintain a minimum level of fitness to be capable of carrying out the physical task requirements of this job description. At all times you must be "Fit for Work" in accordance with Council's Policy.

## SELECTION CRITERIA

### ESSENTIAL

#### Qualifications and Experience

- Tertiary qualifications in Community Development/ Social Policy/ Community Service/ Social Work or significant experience and a history of success in such fields;
- Hold a current class "C" National Driver's Licence;
- Provision of a current National Police Clearance or ability to obtain one;
- Current NSW Working with Children Check or ability to obtain one.

#### Specialist Knowledge and Skill

- Demonstrated knowledge and experience of Community Development particularly in areas such as arts and cultural development, health and wellbeing, children and families, disability and inclusion, volunteers and community engagement;
- High level of computer literacy and proficiency including use of Microsoft Office Suite and Desktop publishing, Email systems, Internet searching and Records Management systems such as Content Manager;
- Knowledge of WHS practices and ability to actively encourage and promote a safe working environment.

#### Authority and Accountability

- Ability to contribute to the effective implementation of continuous improvement in the work area and achievement of quality outcomes.

#### Judgement and Problem Solving

- Demonstrated history of showing initiative in solving problems, improving methods and productivity and ability to seek guidance where required;
- Ability to prioritise work and make decisions independently for both self and team.

#### Interpersonal Skills

- Sound interpersonal, public relations and customer service skills;
- An ability to show understanding and patience in communicating with a diverse range of individuals;
- An ability to liaise at all levels and work in a team environment.

#### Management Skills

- Experience managing projects including budgets and risk management;
- Proven time management skills, with the ability to work under pressure, and be well organised.

### DESIRABLE

- Working knowledge and understanding of the operations and obligations of Local Government practices and procedures;
- Understanding of NSW local, state and federal government roles and responsibilities.

## SELECTION CRITERIA THAT NEEDS ADDRESSING AS PART OF THE APPLICATION

**PLEASE NOTE: APPLICANTS MUST ADDRESS THESE POINTS AS PART OF THE APPLICATION. IF THEY ARE NOT ADDRESSED THE APPLICATION WILL BE NOT BE CONSIDERED.**

1. Tertiary qualifications in Community Development/ Social Policy/ Community Service/ Social Work or significant experience and a history of success in such fields;
2. Demonstrated passion, knowledge and experience in Community Development particularly in areas such as arts and cultural development, health and wellbeing, children and families, disability and inclusion, volunteers and community engagement;
3. Proven experience in managing committees of volunteers or community lead committees;
4. Demonstrated knowledge of community agencies and organisations within the Federation Council in relation to areas of young children, youth, seniors and people with a disability;
5. Ability to effectively plan, implement and evaluate community development programs and projects with the aim of increasing community engagement and capacity to participation;
6. Sound understanding of the role of community development in a local government context;
7. An ability to liaise at all levels and work in a team environment;
8. Excellent interpersonal skills with the ability to effectively engage a range of community stakeholders;
9. Experience managing projects including budgets and risk management;
10. Proven time management skills, with the ability to work under pressure, on multiple projects.

## COPIES OF THE FOLLOWING DOCUMENTATION:

- A current class "C" National Driver's Licence;
- A current National Police Clearance or ability to obtain one before recruitment process is finalised; and
- A Current NSW Working with Children Check or ability to obtain one before recruitment process is finalised.