



POSITION DESCRIPTION

POSITION TITLE:	Community Development Officer
AWARD CLASSIFICATION:	Victorian Local Authorities Award 2001 – Band 5
DIRECTORATE:	Corporate & Community
APPROVED BY:	Director Corporate & Community
Date:	15 May 2018

POSITION OBJECTIVES:

- Facilitate the delivery of the Engage Nagambie program for young people aged 12-25 across the Strathbogie Shire.
- Develop partnerships with the local community members, businesses and organisations
- Assist the Community Wellbeing Team to design and implement program objectives which are identified in the Council Plan and the Liveability Plan
- Participate in the design, planning, delivery and evaluation of programs and activities to achieve the objectives of the Department.

KEY RESPONSIBILITIES AND DUTIES:

- Implement the design, planning, delivery and evaluation of a range of quality and targeted programs and activities in collaboration with the Community Wellbeing Team and the Manager Community Wellbeing including out of hours duties as required.
- Facilitate Council's Engage Nagambie Program
- Provide, establish and maintain positive working relationships and partnerships with relevant service agencies, businesses and the community and build a strong community network within the Strathbogie Shire.
- Actively promote and market programs and services throughout the community.
- Provide appropriate information and referral services to community members and their families where additional support is requested or identified.
- Provide required support to volunteers and/or young people to deliver programs and activities.
- Provide excellent customer service to all areas of Council, community and other external stakeholders.

Strategic Planning and Policy Development

- Contribute information to support the development of policies and plans

- Prepare briefing papers and Council reports for the Executive Management Team and Councillors on the Engage program and other projects as required.
- Implement identified goals as defined by the Council Plan and Department Business Plan.

Marketing and Information

- Assist in preparation of promotional material in relation to Community Development projects.
- Respond as appropriate and in a timely manner to community requests for assistance and information with respect to the department and Council activities.
- Act as Council's representative on any committees, advisory bodies and voluntary agencies as required by Council.
- Prepare reports for Council and senior management as required.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Community Wellbeing
Supervises:	Volunteers
Internal Relationships:	Councillors, Chief Executive Officer, Directors, Managers and Council Staff.
External Relationships:	Community, State and Federal Government Departments, professional associations, contractors and consultants.

GUIDING PRINCIPLES:

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

Progressive & Responsive – We are leaders in local government innovation and are responsive to the community.

Fair & Consistent – We are fair and consistent in our thinking, actions and decisions.

Open & Honest – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.

Selfless & Inclusive – We take a “Shire First” approach and value the participation and opinion of all.

OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of his/her duties to prevent injury to him/herself and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Manager Community Wellbeing for the quality, effectiveness, cost and timeliness of work plans, programs, projects, events, initiatives, including systems and technology being managed.
- The freedom to act is governed by clear objectives, and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.

JUDGEMENT AND DECISION MAKING

- The objectives of the work are usually well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Guidance and advice is usually available within time to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long term goals of the unit in which they work and an appreciation of the long term goals of the wider organisation.
- Understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.
- Ability to advocate on behalf of youth, the wider community and represent Council in a professional manner.
- Ability to maintain statistical data and accurate reports in accordance with the provisions of the *Privacy Act 1988*.
- Ability to access funding, manage resources and complete acquittals.
- Knowledge of community development practices.

MANAGEMENT SKILLS

- Skills in managing time, setting priorities and planning and organising one's own work.
- Understanding and an ability to implement basic personnel policies and practices including those related to equal opportunity, occupational health and safety and employees training and development.

INTER-PERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Ability to write reports and to prepare external correspondence.
- Use initiative and act professionally, with integrity, discretion and confidentiality.
- Ability to work cooperatively and relate professionally and enthusiastically to a diverse range of people, both externally and internally.

QUALIFICATIONS AND EXPERIENCE

- Relevant qualifications and/or experience in Community Development. Youth, Education or Welfare,

KEY SELECTION CRITERIA

Essential

- Relevant qualifications and/or experience in Community Development. Youth, Education or Welfare,
- Excellent written and verbal communication skills including ability to write reports, to prepare funding applications and to complete acquittals.
- Ability to maintain statistical data and accurate reports in accordance with the provisions of the *Privacy Act 1988*.
- Knowledge of community development practices.
- Current Victorian Driver's Licence.
- Satisfactory Working with Children Check.
- Satisfactory Police Check.

Desirable

- Experience in Local Government sector.
- Experience working with Youth Committees to implement events, programs and other related activities.

TERMS AND CONDITIONS OF EMPLOYMENT

The Community Development Officer position is classified as a Band 5 within the Strathbogie Shire Council Enterprise Agreement 2015. The salary range for this position is within Band 5 plus 9.5% superannuation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2015.

SIGNATURES

Employee

Name: _____

Signed: _____

Date: _____

Director

Name: _____

Signed: _____

Date: _____