



**Position Description**

**Name:**

**Position Title:**

Community Development Officer

**Division:**

Community Services

**Section:**

Community Development

**Position No:**

CCCD

**Award Placement:**

Salary Grade 27 - 35

**Position Title of Supervisor:**

Team Leader Community Development

**Position which report to this position:**

Nil

**Date of Last Amendment:**

November 2012

I have read and understood the requirements of this position and I accept the duties of the role as outlined in this position description.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Woollahra Council

### Our Organisation

Woollahra Council is a customer service organisation that provides services and facilities to a community of more than 55,000 people. The measurement of our success and our reputation depends on good customer service – from everyone.

### Our Objective

Our Management Plan guides the work we do. This plan is reviewed annually and changes as a result of feedback from staff, managers, our community and elected representatives.

It helps keep us on target

### Our Values

Woollahra Council values:

- Respect for people
- Integrity and excellent performance
- Professional quality service
- Open, accountable communication

By defining and communicating our values we will:

- Be consistent in our customer service delivery
- Have a shared agreement about our behaviour with each other and with our customers
- Build on loyalty, trust and our reputation
- Recruit the right people into our organisation
- Promote, recognise and reward people who demonstrate these values

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

We ask that all employees demonstrate these values in the work they do and in the way they do it. What we do is important. How we deliver our service is even more important!

## Section A: Position Summary

To work within the Community Development team providing a range of Council's social initiatives, action plans and/or policies relevant to specific program areas for people who live, work and study in the Woollahra Local Government area.

This position will include planning, developing, coordinating, implementing and evaluating a range of community/social initiatives, as determined by Council. These initiatives will be applied by using community development strategies (asset based community development) and working collaboratively with key agencies and develop sustainable partnerships.

These initiatives include, but are not limited to, projects involving seniors, people with a disability, early childhood, families, youth, community safety and volunteering.

The Community Development Officer positions have the opportunity to act in the Team Leaders role when required.

The primary purposes of the position are to:

1. To apply asset based community development (ABCD) strategies to implement community initiatives.
2. To manage and coordinate community events and activities.
3. To work in partnership with the local community to support neighbourhood and family networks, to facilitate local participation and access to facilities and services
4. To encourage local creativity, vibrancy and diversity.
5. To work with community services and other Council staff to achieve community development outcomes as adopted by Council.
6. To develop and maintain effective communication and foster partnerships with a variety of non-government organisations providing services in Woollahra.
7. To develop and maintain effective communication links with residents of Woollahra.
8. To provide policy advice to Council on appropriate initiatives, issues and legislation relevant to community development.

### Performance Indicators

- Scope of networks
- Community feedback
- Number of initiatives acted on

## Section B: Specific Functions and Key Tasks

### 1. Primary Purpose – Partnerships

#### Objective

- Improve the support and opportunities for partnerships with local community organisations, neighbourhood groups, local organisations, residents and community groups.
- Ensure clear understanding of the partnership responsibilities that will substantiate long term benefits for community.
- Develop initiatives to empower local community groups.

#### Key Tasks

- Research and identify appropriate partnerships that lead to long term sustainable partnerships.
- Work within the framework of the management plan to identify community leaders who seek involvement in developing neighbourhood/community projects.
- Seek innovative models to include partners in meaningful project tasks and responsibilities.

#### Performance Indicators

- Level of development of partnerships with community organisations and groups.
- Number of activities undertaken to support partnerships.
- Number and design of formal partnership documentation.

### 2. Primary Purpose - Communication

#### Objective

- To create and maintain local networks within the community, relevant agencies, community organisations and law enforcement sectors.

#### Key Tasks

- Engage the community in meaningful dialogue, including through social media, to achieve optimal community outcomes.
- Work co-operatively with other team members on community development initiatives and projects.
- Facilitate the administration and progress of any relevant working parties/committees.
- Prepare relevant reports for Council.

#### Performance Indicators

- Number of successful projects/activities undertaken.
- Number of new members recruited for voluntary committees/work projects.
- Number of community consultation forums held

### **3. Primary Purpose - Program Development**

#### **Objective**

- Oversee and facilitate the development of viable programs/projects associated with various program priorities.

#### **Key Tasks**

- Facilitate and assist development through partnerships to develop viable project plans for new activities, programs and events, as identified in the social plan. Initiatives can include people from a Culturally and Linguistically Diverse Background (CALD), Aboriginal and Torres Strait Islanders, older persons, people with disabilities, young people, families and children.
- Develop and scope viable programs with other community-based groups that reflect community assets and priorities.
- Assist in developing activities in Council's community facilities for high priority target groups.
- Manage allocated budgets associated with the establishment and management of programs.
- Investigate and secure external funding through grants and/or sponsorship where possible.
- Prepare relevant reports regarding new activities and events.
- Be responsible to facilitate/lead the project team to ensure an efficient implementation is achieved.
- Generate a sense of ownership and empowerment by the community to develop local initiatives to benefit the local community.

#### **Performance Indicators**

- Demonstrated sustainable initiatives.
- Number of successful initiatives carried out per year.
- Number of community development projects carried out annually.
- Number of community projects undertaken in conjunction with staff team.

### **4. Primary Purpose – Event Management and Coordination**

#### **Objective**

- Manage events that are relevant and in line with Councils strategic plan.
- Ensure effective planning, implementation and evaluation of events and activities.
- Comply with all Occupational, Health and Safety legislation ensuring the safe running of events and activities for staff and the public.

#### **Key Tasks**

- Provide leadership as the Project Manager.
- Prepare Event Management Plans that includes, risk management, a communication strategy, event checklist and roles and responsibilities.
- Effectively coordinate by clearly communicating with all stakeholders.
- Manage Councils resources effectively for each event and activity.
- Manage budget allocation for events and activities.

#### **Performance Indicators**

- Number of successfully run events/activities.
- Objectives met for each event.
- Meet all scheduled deadlines.
- Accurate Risk Management Plans.

**5. Primary Purpose – Research & Policy Development****Objective**

- Actively participate in social research and keep abreast of Best Practice social planning principles and engagement of local communities.
- Ensure appropriate consultation and participation and feedback to the community in the development of policies and strategies related to community initiatives.
- Advise on social research results and provide recommendations.

**Key Tasks**

- Maintain a current database on issues and contacts related to community projects as required.
- To update and develop appropriate community development policies for Council as and when required.
- Ensure appropriate consultation and participation by the community in the development of policies and strategies related to community development activities.
- To gather relevant information in relation to community development initiatives, in relation to the projects being undertaken and policies developed.
- Contribute to social planning and management plan development.

**Performance Indicators**

- Currency of research data and policies.
- Extent of issues covered.
- Degree of community consultation.

**6. Primary Purpose - Corporate Accountabilities****Objectives**

- Personal conduct is ethical and consistent with Council's Code of Conduct and corporate values of customer focus, teamwork, punctuality, attendance, willingness to learn, adaptable to change and minimising risk
- Conduct is consistent with EEO principles.
- To meet outcomes of agreed work plans.
- To ensure prompt, accurate and courteous customer service.
- To participate in the implementation of Council's Risk Management policy & program and related laws, regulations and guidelines.
- To maintain confidentiality with all information.

### **Section C: Key Selection Criteria**

#### **Essential Criteria**

- Relevant tertiary qualifications in the social sciences/humanities/arts.
- Significant proven experience working with community groups and organisations.
- An understanding of community development models especially asset based community development (ABCD).
- Demonstrated project management and event experience, including budget management and the management of casual staff and volunteers.
- Exceptional interpersonal skills, including negotiation and conflict resolution skills.
- Highly developed analytical skills.
- Excellent verbal and written communication skills.
- High level computer literacy.
- Drivers licence.
- Ability to work flexible hours, dependant on work requirements.
- Understanding and experience in the implementation of Equal Employment Opportunity and Occupational Health & Safety Regulations and principles.
- Ability to demonstrate a commitment to Council's corporate values

#### **Desirable Criteria**

- Prior experience in local government.
- Knowledge of the Woollahra area and community trends.
- First Aid Certificate.