

POSITION TITLE:	COMMUNITY DEVELOPMENT OFFICER
SECTION	COMMUNITY DEVELOPMENT
DIRECTORATE:	ECONOMIC & ORGANISATIONAL DEVELOPMENT

1. REMUNERATION

Grade 12 of the Griffith City Council Salary System.

2. REPORTING STRUCTURE

a) Directly responsible to:

Community Development Coordinator

b) Positions directly reporting to this position:

Project workers

Volunteers

3. PURPOSE

The Community Development Officer will implement the social and cultural elements of Council's strategic plans. The position will assist community organisations and groups to build their capacity to develop events, programs, projects and activities.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Council Senior Management Team
- Council Committees
- Councillors
- Council Staff

External

- Non-Government Organisations (NGO's)
- Residents
- Community, cultural, education, sporting and business representatives
- Community Development Service Providers
- Contractors
- Volunteers



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations • Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
Teamwork	• Actively participate as a member of the relevant Council section and department



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	• Promote and maintain harmonious relationships in the workplace • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner • Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements • Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions
Training and Development	• Actively participate in Council's training and development programs as required • Identify and ensure the delivery of relevant training for staff in areas of responsibility
Continuous Improvement and Innovation	• Promote the development of more efficient work practices • Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate • Promote a culture of change and innovation by encouraging new ideas • Identify and propose additional business opportunities that enhance Council's existing capabilities
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities



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General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council • Administer and ensure efficient and appropriate use of Council resources
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6. PRINCIPAL ACCOUNTABILITIES

- Design, deliver and evaluate Community Development Projects in line with Council's Community Strategic Plan and the Council Community Development Policy.
- Work with community groups, interagencies and other organisations to design and implement strategies that address social challenges.
- Encourage participation by community groups and individuals in community and Council activities.
- Apply for funding to address key priorities as outlined in Council's Community Strategic Plan.

7. KEY DUTIES

- Research and develop appropriate strategies to address community and social planning priorities in relation to Council's Community Strategic Plan
- Coordinate community development projects, events and meetings on behalf of community groups.
- Identify and make application, in partnership with other community development service providers, to appropriate funding bodies for project funds and administer them through to acquittal.
- Attendance and participation in community committees/forums/consultations/inter-agencies and other networks.
- Encourage participation in Council activities and events
- Provide Council committees and Council staff with current and relevant information on local community issues
- Apply for and acquit grants when required
- Administration of Council's Community Grants programs
- Administration of Council's Australia Day Ceremony
- Administration of Council's Citizenship program
- Maintain and update relevant sections on Council's webpage and Community Service Directory
- Undertake administrative tasks and special projects as required.



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8. COMPULSORY REQUIREMENTS OF THE POSITION

- This position is considered “Child Related Employment” and the successful candidate will be required to complete a Working with Children check.
- The successful candidate will be required to undertake a pre-employment drug and alcohol test and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis B and Tetanus and will be arranged upon commencement.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Provide a current NSW Working With Children Check clearance for validation
- Certificate IV in Community Services or other relevant qualifications or demonstrated experience relevant to community development.
- Demonstrated ability to undertake research, evaluate projects and strategies relevant to community development
- Demonstrated experience in delivering community development projects and programs.
- Demonstrated ability to engage and work with people from diverse backgrounds.
- Demonstrated experience to prioritise and deliver a range of projects to ensure key objectives are met within project timelines.
- Demonstrated skills in sourcing, applying for and acquitting funding/grants
- Current NSW Drivers Licence

DESIRABLE

Demonstrated experience in coordinating events or programs

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

OOccasional: exposure to the physical factor less than twice a week on average
FFrequent: exposure to the physical factor 3 - 4 times a week on average
CConstant: exposure to the physical factor more than 5 times a week on average
RRepetitive: exposure to the physical factor multiple times in an hour
N/ANot Applicable
≡Winter
✱Summer



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Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X				
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.			X		
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X				
Standing	Tasks involve standing in an upright position without moving about					X
Driving	Tasks involve operating any motor-powered vehicle	X				
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance	X				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
Walking/Running	Tasks involve walking or running on even surfaces					X
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes					X
	Tasks involve walking whilst pushing/pulling objects	X				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant					X
	Tasks involve climbing over or under machinery					X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground					X
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				



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Demands	Description	Frequency				
		O	F	C	R	NA
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)	X				
	2. Moderate lifting/carrying (10-15 Kg)					X
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.					X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					X
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.	X				
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.		X			
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals					X
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust					X
Gases	Tasks involve working with gases					X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis					X
Working Environment						



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Demands	Description	Frequency				
		O	F	C	R	NA
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room					X
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Reviewed: May 2024

Job Evaluation Assessment Date: 20 June 2017

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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