

Position Description

CORPORATE INFORMATION

Position title	Officer Community Development		
Directorate	Community Sustainability	Branch/Section/Unit	Community and Cultural Services/ Community Development
Position number	1006	Level	4
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section1		
Line Manager	Coordinator Community Development		
Direct reports	Nil		
Indirect Reports	Contractors / Consultants / Work Experience Students / Volunteers		

SCOPE OF POSITION

Position Summary

To increase community participation, social wellbeing and community cohesion across the Gympie Region by working with communities, the not-for-profit sector and government agencies to support and deliver community development initiatives.

Key Responsibilities of the Role

- Work together with the community to facilitate, support, co-design and implement community development initiatives that contribute to building a stronger community and improved social outcomes for residents of the Gympie region.
- Apply contemporary community development principles and practices to strengthen community capacity, participation, connection.
- Take responsibility for allocated community development portfolios (such as youth, seniors), community events, projects and priority areas, including planning, implementation, monitoring and evaluation of outcomes.
- Facilitate and support community-led and place-based community development approaches that build on local strengths, assets and aspirations and enable communities to identify and respond to local priorities.

- Provide information, advice and support to community groups, volunteer organisations and community stakeholders to strengthen organisational capacity, support community-led initiatives and access funding opportunities.
- Assist community organisations to understand Council processes relating to community facilities, infrastructure and tenure arrangements in consultation with relevant Council officers.
- Maintain regular communication and productive working relationships with Community Hall Committees to support governance, operations, and activation of community facilities.
- Participate in the assessment and delivery of Council's Community Grants Program.
- Develop and maintain positive working relationships with community organisations, networks, government agencies and other stakeholders to support collaborative approaches to addressing community needs and opportunities.
- Facilitate and support the delivery of community engagement activities that encourage meaningful participation and inform Council programs, projects and community planning initiatives.
- Work collaboratively with the Senior Community Development Officer and Coordinator Community Development to achieve community development outcomes and contribute to a professional and positive team culture.
- Undertake disaster management and community recovery duties as required.
- Other duties required from time to time which would generally fall within the scope of this role.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Working with children check – Blue Card or ability to obtain a Blue Card.

Essential Knowledge/Skills/Qualifications Criteria

- Degree qualification in Social Sciences, Community Development or a related discipline, or equivalent demonstrated experience.
- Demonstrated experience applying contemporary community development principles and practices, including community capacity building, community engagement and community-led approaches.
- Demonstrated experience working with communities to identify local priorities and develop place-based responses to community needs and opportunities.
- Demonstrated ability to coordinate and deliver community development projects and initiatives, including planning, implementation, monitoring and evaluation.
- Demonstrated ability to build effective partnerships with community groups, service providers, government agencies and other stakeholders to identify and respond to community needs, issues and opportunities.

- Highly developed and resilient interpersonal, communication and engagement skills, including conflict management, the ability to facilitate participation, foster collaboration, establish trust and work effectively with diverse communities and stakeholders.
- Demonstrated ability to prepare business communications including reports, briefing notes, presentations with the proficiency in use of relevant business technologies.
- Demonstrated ability to manage competing demands and successfully prioritise multiple projects and tasks, coordinate activities and deliver outcomes.
- Demonstrated ability to work both independently and collaboratively within a team environment.
- High level digital literacy skills.

Desirable Knowledge/Skills/Qualifications Criteria

- Local government experience or knowledge of local government roles, funding programs and relevant government policies.

Special Requirements

- Occasional out-of-hours work (including weekends).

Physical Requirements of the Position

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- An ability to clearly hear directions and instructions being provided at normal speech levels.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures. Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.

- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

Position Description



POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.