

Community Development Coordinator

Position Description

Directorate	Community & Environmental Services	Department	Community Services, Sport & Recreation
Reports To	Community Planning and Development Manager	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8

Position Purpose

This position will lead a multi-disciplinary team in the development and implementation of programs and initiatives that build connected, inclusive and resilient communities and achieve corporate and community objectives.

Key Responsibilities and Outcomes

As a Community Development Coordinator and member of the Community Services, Sport & Recreation department you will:

- Coordinate the planning, implementation and evaluation of community development programs and initiatives that respond to identified community issues, strengthen social cohesion and resilience, and build the capability of community organisations and leaders.
- Provide positive leadership and professional supervision to members of the team and foster a team culture characterised by high quality customer service, teamwork, innovation and excellence.
- Cultivate and maintain effective relationships with internal and external stakeholders including, but not limited to: Councillors, other Council departments, State and Federal government agencies, community organisations and community leaders.
- Contribute as a major stakeholder in the development and implementation of strategic planning and policy development processes relevant to the work area.
- Provide specialist advice regarding the development and implementation of community engagement activities.
- Participate in system, policy and process improvement initiatives to optimise the efficiency and effectiveness of services.
- Contribute towards the development and review of annual budgets, operational plans and other business planning activities.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a Leader of People you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Experience in leading a team to achieve desired operational and strategic outcomes within a complex operating environment.
- Strong experience in the development of individual and team capabilities.
- Strong project management skills including the ability to meet competing deadlines, manage multiple projects and be adaptive in a rapidly changing environment.
- Highly developed people and relationship skills with a demonstrated ability to work in a team environment and communicate and motivate effectively at all levels of the organisation.
- Highly developed written and oral communication skills.
- Experience in the development and implementation of complex community engagement strategies with a diverse range of stakeholders.
- Strong stakeholder management skills with a demonstrated ability to forge and maintain collaborative partnerships.

Qualifications

- Tertiary qualifications in the community development, social sciences or other relevant field.
- Current C class driver's licence

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.