

## Position Description

### Community Development Officer



<b>Title</b>	Community Development Officer
<b>Department</b>	Executive Services
<b>Award</b>	Local Government Award 2020
<b>Level</b>	Five (5)

#### POSITION OBJECTIVES

- Coordinate & implement community development, engagement & inclusion plans.
- Seek, develop, implement and coordinate projects and initiatives responsive to community needs and aspirations in accordance with the Wyalkatchem Community Plan.
- Increase community engagement through implementation of Council's communication strategy.
- Match projects with grant opportunities and draft/coordinate grant applications.

#### ORGANISATIONAL RELATIONSHIPS

**Reporting to:** Chief Executive Officer

**Staff reports:** Nil

**Liaison with:** Community Members & Organisations, Funding Agencies, Government Departments, Contractors & Suppliers

#### Community Development

- Facilitate planning, development, implementation and coordination of community development initiatives including the Council's Youth Plan, Aged Care Service Plan & Indigenous Inclusion Plan.
- In collaboration with the Chief Executive Officer and key stakeholders develop an annual community development plan in line with the Shire's Strategic Community Plan.
- Manage the preparation and disbursement of relevant community communication, consultation and engagement initiatives under the direction of the Chief Executive Officer.
- Coordinate and implement the Council's Communication Plan including the maintenance of Council's website and social media platforms.
- Supply, coordinate and maintain community information (demographic data, community databases, social trends and statistics).
- Provide support to community groups in the form of guidance, advice and development of reference materials regarding community based activities and projects that are being undertaken by community groups.
- Support the development of partnerships and networks with government agencies and community organisations to enhance and sustain community development activities.
- Research and prepare grant applications and acquittals for community development projects under the direction of the Chief Executive Officer.
- To manage, coordinate & promote community services, activities, events and programs in line with Council's strategic objectives and community expectations.

#### Strategic

- Monitor and review relevant corporate business plan objectives, strategies and actions, and prepare & present reports as required.

### Occupational Safety and Health

- Responsible for ensuring own safety and health and that of other people in the workplace.
- Comply with occupational safety and health legislation and the Shire's WHS policies and procedures.

### Risk Management

- Comply with the Shire's risk management policies and procedures.
- Responsible for reporting possible risks in relation to operational procedures.

### SELECTION CRITERIA

Qualification	Essential	Desirable
Grade 12	✓	
Project and/or event management degree and similar		✓
Drivers Licence – "C" Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Dealing with a wide range of social and community organisations in a small rural town environment.	✓	
Knowledge in Grant applications and Acquittals.		✓
Well- developed administration and customer service skills	✓	
Well-developed computer skills	✓	
Community engagement methods.		✓
Knowledge in Minute and Agenda Writing		✓
Developing knowledge of Council's organisational structure and function	✓	
Preparation and presentation of media documents and publications	✓	
Proven ability to use initiative and create new and innovative community development programs.	✓	
Experience in event management		✓

Personal Skills	Essential	Desirable
Well - developed verbal, communication and interpersonal skills	✓	
Written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

### Qualifications, Certificates and Licences

- Qualifications in community development or related field and/or extensive experience in community or related field.
- A current National Police Certificate.

### EXTENT OF AUTHORITY

- Operates under the general direction of the Chief Executive Officer with freedom to make decisions in accordance with policies and procedures.
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
- Assistance available for problem solving.
- Work outcomes monitored.
- Position operates autonomously and decisions are made using own initiative within the Shire's policies, delegated authorities and relevant legislation.  
Authorises operating expenditure for the purchase of goods & services in accordance to the policy.

<b>CERTIFICATION</b>			
<b>Approved by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Authorised by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Date Reviewed</b>	December 2022		

<b>INCUMBENT ACKNOWLEDGEMENT</b>			
<b>Employee</b>		<b>Signature</b>	
<b>Date</b>			