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***Position Summary***

**Reports to:** Manager Community Development

**Department:** Community Development

**Objective:** Responsible for the coordination and implementation of a diverse range of community development projects that promote self-reliance and self-management and develop partnerships between the community, various groups and the Shire.

Responsible for developing and maintaining networks and partnerships and the coordination of services that aim to develop the community’s capacities and improve wellbeing within the Shire.

**Work Location:**

**Award/Level:**

**Date Revised:** September 2024

**Outcomes**

**Service Delivery**

* Provide guidance, advice and support to community organisations involved in community development to assist in achieving their objectives.
* Manage the Shire’s community grants process.
* Represent Council on and provide support and guidance to Council’s Community Safety and Crime Prevention committees.
* Prepare relevant reports, agenda items and minutes as required.
* Investigate and prepare funding applications to assist with the financing of new community projects and initiatives and complete relevant reports and acquittals.
* Maximise Council’s grant income for the development of recreational, social and welfare, and tourism facilities.
* Undertake research, preparation and presentation of recommendations to Council related to community development issues as required.
* Develop and maintain appropriate consultative processes with residents, community organisations, and key stakeholders to address identified community needs and gaps in service provision.
* Act as a liaison and support for the community to present items to Council for consideration and inclusion in annual budgets.
* Develop, analyse and advise on Council policies and procedures as they impact on social areas.
* Assist in the preparation of budget submissions for community-based organisations and act as liaison officer with such groups as required.
* Any other duties consistent with the level of the position as directed.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health and safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
* Correct utilisation of appropriate personal protective equipment

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| **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class national drivers licence
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| * Provision of a current National Police Clearance
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| **Skills and Abilities** |  |  |
| * Ability to liaise with people at all levels in an informative and positive manner.
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| * High level of numeracy and accuracy skills
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| * High level of computer literacy and proficiency including use of Microsoft Office Suite.
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| * Well developed written & verbal communications skills.
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| * Proven time management skills with the ability to work under pressure, and be well organised.
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| * Sound judgement and problem solving skills.
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| * Demonstrated grant writing & acquittal experience
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| * Developing knowledge of State and Federal Funding programs
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| * Ability to undertake other administration tasks (eg agenda preparation, updating templates
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| **Knowledge** |  |  |
| Sound knowledge of contemporary community engagement strategies | A black check mark on a white background  Description automatically generated |  |
| Understanding of social media tools and capability |  | A black check mark on a white background  Description automatically generated |
| **Experience** |  |  |
| Considerable experience in using community consultative processes to network & develop relationships with key stakeholders | A black check mark on a white background  Description automatically generated |  |
| **Training / Qualifications** |  |  |
| Relevant tertiary qualification or considerable relevant industry experience | A black check mark on a white background  Description automatically generated |  |

**GENERAL PHYSICAL REQUIREMENTS**

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| --- | --- | --- | --- | --- |
| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand |  | √ |  |  |
| Walk |  |  | √ |  |
| Sit |  |  |  |  |
| Handle |  |  | √ |  |
| Reach |  |  | √ |  |
| Climb/Balance |  |  | √ |  |
| Crouch/Kneel |  |  | √ |  |
| Talk/Hear |  | √ |  |  |
| Tast/Smell |  |  | √ |  |
|  |  |  |  |  |

**Authorisation and Acknowledgement**

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| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

