



Position Description **Community Development Advisor**

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Executive
Section:	Civic
Position Identifier:	CDA/V1
Classification:	Grade 15
Industrial Instrument:	Local Government (State) Award
Location:	Administration Building, 247 Rouse Street, Tenterfield.
Date position description approved	November 2021

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

The Community Development Advisor will work across the Tenterfield Shire Community, and Council to provide high level Community Development expertise.

This position will include planning, developing, coordinating, implementing and evaluating a range of community/social initiatives, as determined by Council. These initiatives will be applied by using community development strategies, and will work collaboratively with key agencies, government, peak bodies and local community-based organisations. The position will activate social change and improve the quality of life in the region by focussing on building resilience, community capacity and service planning across the Shire.

Key accountabilities

The Community Development Advisor is seen as a key role and community leader, whose primary purpose is as follows:

- Apply asset based community development strategies to manage, coordinate and implement community events and initiatives.
- To work in partnership with the local community to support neighbourhood and family networks, to facilitate local participation and access to facilities and services.
- To encourage local creativity, vibrancy and diversity.
- Facilitating and maintaining working relationships with a range of community, internal and external stakeholders through effective community development and engagement practices.
- Supporting community and social developments projects, activities and actions across the municipality.
- Building community capacity, supporting participation and encouraging engagement in Councils decision making.
- Supporting community to advocate on issues influencing their social, economic and environmental circumstances and development.
- Supporting community in the event of an emergency as a part of Councils emergency management process.
- Participating in opportunities for improvement that increase the efficiency and effectiveness of the economic development team and Council.
- Working with the broader economic development team to deliver innovative outcomes and social change and creative strategy.
- End to end project management.

Within the area of responsibility, this role is required to:

Community Partnerships:

- Engage with the community to develop collaborative partnerships that facilitate community services delivery by assisting community groups in developing projects that encourage social capital and the provision of community services and facilities.

- Plan, develop, coordinate, implement and evaluate a range of community/social initiatives as determined by Council and contained within the Community Strategic Plan.
- Provide proactive leadership representation and advocacy to ensure relevant community services are maintained by implementing community development strategies in accordance with Council's Operational Plan, and working on a consultative and collaborative level with key agencies to develop long term sustainable partnerships.

Community target groups:

- Provide professional support and assistance in planning processes that focus on the needs of an aging population by openly maintaining regular communications with local service providers of aged care services to ensure that identified needs are being addressed and service delivery is being met.
- Support programs and activities that recognise and celebrate our indigenous culture by establishing open and transparent working relations and systems of communications with local indigenous leaders and indigenous community services.
- Assist in maintaining and supporting services designed to meet the distinct needs of a culturally diverse community.

Research & Policy Development:

- Maintain a current database in Council's electronic records management system on issues and contacts related to community projects as required.
- Update and develop appropriate community development policies for Council when required.
- Ensure appropriate consultation and participation by the community in the development of strategies related to community development activities.
- Gather relevant information in relation to community development initiatives, in relation to projects being undertaken.
- Maintain and implement Council's Community Engagement Strategy.
- Ensure increased efficiencies and improvement in service delivery through operational improvements and innovation.

Informing Council of Community Services and Social Trends:

- Report to Council the status of various community services provided across the Tenterfield Shire and how those services are meeting the needs of local residents.
- Analyse demographics and evaluate emerging social trends that are likely to impact on the local community and assist Council in devising strategies to meet those challenges.
- Work collaboratively across Council in providing community development expertise and guidance in regard to Council programs and initiatives.
- Prepare any relevant reports to Council as required.

Grants and funding:

- Research and prepare funding submissions to apply for grants from external agencies and oversee the management of allocated funds and budgets received by Council from the receipt of grants submissions and independent funding bodies.
- Provide professional support and assistance to Community Organisations by researching grant opportunities to promote activities such as youth week, aged and disability services activities and activities for people from culturally and linguistically diverse (CALD) backgrounds.

Community Safety:

- Liaise with Police, licensees, businesses, regulatory and other agencies to support community initiatives to lessen crime prevention and assist in devising programs to minimise crime statistics.

Council Advisory Committees:

- Council's staff delegate on the Disability Advisory Committee, Aboriginal Advisory Committee and the Public Art and other relevant committees.

Key challenges

Delivery of a diverse and challenging community engagement strategy and significant outcome activity.

Key internal relationships

Who	Why
Chief Executive, Economic Development, HR and Finance, Manager Program Delivery Arts Culture & Library Services.	

Key external relationships

Who	Why
Community Groups and stakeholders, Service Clubs, Schools, Local Area Health, Theatre and Production Companies, Cinema Industry, the Arts community, Funding and statutory bodies, disability services, cultural groupings.	Program Delivery

Key dimensions

Decision making

Problem solving, program negotiation, within delegations.

Reports to

Chief Executive

Essential requirements





Tertiary qualifications in Social Sciences, Community Development, or equivalent relevant experience, skills and knowledge.

Previous experience in Community Development or Community Services.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Tertiary qualifications in Social Sciences, Community Development, or equivalent relevant experience, skills and knowledge.
2. Previous experience in Community Development or Community Services.
3. Demonstrated ability to maintain collaborative and productive relationships across a diverse range of stakeholders.
4. Significant proven experience working with community groups and organisations, to achieve results.
5. Demonstrated experience in research, analysis, budget management and problem solving.
6. Demonstrated ability to lead and project manage concurrent projects.
7. Sound knowledge of community grant funding, application, sponsorship and support and the ability to undertake applications and associated administrative processes.
8. Excellent verbal and written communication skills, including computer literacy with demonstrated skills producing documentation in Microsoft Office Word, databases and other social media platforms.
9. Demonstrated negotiation and conflict resolution skills.
10. Ability to work flexible hours, dependant on work requirements.
11. Sound understanding of Equal Employment Opportunity and Workplace Health and Safety principles.
12. Demonstrated ability to meet deadlines, either when working in a team environment or working unsupervised.
13. Criminal History Check and Working with Children Check (mandatory).
14. Class C Drivers Licence.

Desirable:

1. Prior experience in local government.
2. Knowledge of the Tenterfield Shire area and community trends.
3. First Aid Certificate.
4. COVID Vaccination Status, or approved medical contraindication certificate.

General Information

Hours of work:

Full time, 70 hour fortnight, with work hours generally 8:30am to 5:00pm Monday to Friday, with a 43min lunch break. A nine day fortnight policy may be accessed.

Some variation in work hours shall be required, depending on work status including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Criminal Record Check

The successful applicant will be required to undergo a Criminal/Security Check prior to appointment to the position.

COVID Vaccination Status

The successful applicant will be required to provide a copy of their COVID Vaccination Certificate, or approved medical contraindication Certificate pre-employment.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy. The system involves annual performance reviews based upon agreed criteria to be determined by the Chief within three to six months of appointment.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Administrative staff may participate in Council's Corporate Uniform Program (please discuss with the Manager HR, Workforce Development & Safety at the time of appointment).

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.