

Position Details			
Position title	Community Resilience Officer	Position number	PD695a
Directorate	Community, Environment and Planning	Previous position numbers	N/A
Section	Community Connections	Reports to	Community Development and Engagement Coordinator
Area	Community Development and Engagement	Evaluated / approved by	A Howe
Team	N/A	Version number	June 2021
Position level code	6 (Line-level employee)		
Position statement	Work with communities, government and non-government agencies to improve the capacity and resilience of community leaders inline with the Community Connectors (Stronger Leaders, Stronger Communities) Project.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Community engagement	<ul style="list-style-type: none"> Undertake research and engagement activities to understand and identify community needs. Build the knowledge and skills of community members in relation recovery and resilience. Facilitate and support existing cross agency and community recovery and resilience networks. Establish partnerships across regional LGAs. Support Community Connectors to engage with their local resilience networks Establish tools which capture and share community projects 	<ul style="list-style-type: none"> Project activities are evidence based, draw on best practice and are documented. Evidence of community and stakeholder engagement in community activities and projects. Community engagement projects/activities are undertaken in accordance with Council's Organisational Service Standards and Council's Community Engagement toolkit. Key performance indicators set out in funding agreement are met.
Community Development	<ul style="list-style-type: none"> Work with local leaders and community groups to enhance participation and build community capacity. Build collaboration amongst identified stakeholders to meet project outcomes. Support communities to achieve sustainable solutions to local concerns and to identify grant funding opportunities. Develop and maintain a collection of relevant resources and tools which assist community members to access funding, navigate government systems, and understand the recovery frameworks. Identify and facilitate a range of workshops and events that develop the resilience of community leaders. 	<ul style="list-style-type: none"> Methodologies utilised are evidence based and clearly articulated Key performance indicators set out in funding agreement are met.

Position Specific Tasks and Activities

Key area	Duties and responsibilities	Standards for achievement
Administration	<ul style="list-style-type: none"> • Prepare work plans in consultation with supervisor. • Prepare and report statistics, reports and correspondence. • Assist in the development of budgets and monitor project expenditure. • Manage projects using relevant project management tools. • Undertake program evaluation. 	<ul style="list-style-type: none"> • Work plans are concise and achievable. • Reports and correspondence are accurate, comprehensible and timely. • Expenditure is in line with agreed budget parameters. • Program is delivered and reported on accordance with funding agreements • Reports to funding body, local recovery committee and other relevant agencies are completed on time and to a professional standard.

General Position Requirements

Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.
Risk management, Work Health and Safety	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Equal employment opportunity	<ul style="list-style-type: none"> You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Financial management	<ul style="list-style-type: none"> When required to purchase and procure supplies you use the correct organisational processes and procedures.

Our Values Commitment: PLaCE

We are committed to and believe

People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently
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Behavioural Competencies

Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> You conduct yourself in the workplace according to our PLaCE values. You show respect for all employees, acknowledging the importance of diversity in the workplace. You work safely and support your colleagues to also work safely. You work well with people who have different ideas, perspectives and backgrounds.
Learning is important	<ul style="list-style-type: none"> You attend all mandatory training and learning events. You seek to learn from your colleagues including looking for mentoring opportunities. You review your own performance and ask for feedback to learn and improve. You look for and suggest better ways of doing things in the workplace. You actively participate in team meetings.
Can do	<ul style="list-style-type: none"> You take pride in your own work and that of your team members. You understand who your stakeholders are and why they matter. You are willing to go the extra mile for stakeholders and act upon their feedback.
Engaging the whole organisation is important	<ul style="list-style-type: none"> You understand our organisation's goals and how your job fits into the wider Council picture. You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)

Knowledge, Skills and Qualifications

Skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Demonstrated experience and skills working with community volunteers.
- Experience in collaborating and partnering with other organisations in the delivery of programs and activities.
- High calibre written and oral communication skills with skills in working with govt and non-government agencies.
- Demonstrated experience working autonomously and in a self-directed manner.
- Experience in planning, delivering and evaluating projects.
- Three (3) years of recent experience in community development or community resilience building activities. (Indicative).
- Additional skills, knowledge and qualifications that may be applicable to this position, such as recent experience working in local government, supporting community volunteering, in or other specialist training or work experience.

Qualifications and licences

- Degree-level qualification in Community Development, or other similar discipline area relevant to this role.
- Class C drivers' licence
- First Aid certificate or willingness to obtain.

Conditions of Employment

Status	Fixed-term contract full-time		Hours per weeks	35
Award classification	Band: 3	Level: 2	Award	Local Government (State) Award 2020
BVSC grade	10			
Pattern of work	8.30am to 5.00pm, Monday to Friday with one hour unpaid lunch break			
Special requirements	<input checked="" type="checkbox"/> Weekend Work <input checked="" type="checkbox"/> Evening Work <input checked="" type="checkbox"/> Public Holiday Work <input type="checkbox"/> Participation in on call roster <input type="checkbox"/> Other: Enter details of any other special requirements of this position.			

Delegations

Staff	Number of direct report positions: 0	Staff span of control: 0
Budgetary	\$0	
Purchasing	Purchase Card Entitlement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase card limit: \$1000/mth, \$500/transaction	
Statutory	As per BVSC Register of Delegations	
Security	Access to Zingel Place Building 6am to 6pm, Monday to Friday	

Benefits

Motor vehicle	Benefit Related Vehicle (leaseback)		
Information technology	<input type="checkbox"/> Workstation PC <input checked="" type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input checked="" type="checkbox"/> Other: external monitor, keyboard, mouse and docking station		
Telecommunications	<input type="checkbox"/> Desk Phone <input checked="" type="checkbox"/> Mobile Phone <input checked="" type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
Workwear	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment:		

Model Job Demands Checklist

Job title: Community Resilience Officer

PD Number(s) PD695a

Completed by Name: Anne Cleverley

Date: 23/04/2021

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	
Standing for long periods <i>if yes, please indicate length in hours</i>	Minimal Likelihood	Occasionally periods of standing may be required e.g. when conducting community consultations
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	Occasionally when conducting community events/ consultations
Moderate Lifting/Carrying (10-15kg)	Minimal Likelihood	
Heavy Lifting/Carrying (16kg and above)	Minimal Likelihood	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Minimal Likelihood	
Bending	Minimal Likelihood	
Kneeling/Squatting	Minimal Likelihood	
Reaching	Minimal Likelihood	
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Minimal Likelihood	
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Minimal Likelihood	

Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Yes	Required to work off site and in community settings on a regular basis
Walking <i>including distance eg job sites</i>	Yes	When working on community projects and/or conducting community consultation
Walking/running up and down steep slopes	Minimal Likelihood	
Walking whilst pushing/pulling object	Minimal Likelihood	
Works outdoors <i>majority of work is outdoors</i>	Minimal Likelihood	<i>Note-if yes a functional assessment may form part of the pre employment medical</i> Required to work out of doors in a range of community settings on a regular basis, generally for shorter periods of time. Majority of work occurs indoors
Works in a customer service environment	Yes	Deals with internal and external customers on a regular basis but position not classified as customer service
Confined spaces <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Requirement to wear personal protective equipment (ppe)	Minimal Likelihood	
Working at heights <i>if yes this must also form part of position description</i>	Minimal Likelihood	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	Minimal Likelihood	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	Minimal Likelihood	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	Minimal Likelihood	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	Minimal Likelihood	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australias "Workplace Exposure Standards for Airborne Contaminants"</i>

Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	Minimal Likelihood	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i> Occasional works outdoors
Exposure to some infectious diseases	Minimal Likelihood	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	Yes	Regular travel between towns and villages
Plant/Equipment and or vehicle operation	Minimal Likelihood	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	No	
Frequent overtime	No	
Rostered shift work	No	
Psychological Demands		Notes
High turnover of work	Yes	Required to work flexibly, deal with competing priorities and manage competing demands
Tasks involving interacting with distressed people	Yes	Occasional work in community with groups and individuals in emotionally charged situations

Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore we will only request such information for reasons relating to Workplace Health and Safety. Additionally, Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.