## **Position Description: Community Projects Team Leader**

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The Community Projects Team Leader is primarily responsible for leading key community development projects and providing quality supervision to specialist Community Development Officers and a pool of casual Project Support Officers. The role will oversee the management and administration of financial assistance programs, sector development initatives for funded and unfunded community organisations and domestic and family violence prevention projects.

The role will have a high level of interaction across the Cumberland community sector and will involve ongoing cooperation and coordination across the Community Development Directorate and with other Directorates.

**KEY DUTIES AND RESPONSIBILITIES**

***Leadership and Supervision***

* Display leadership skills including coaching, training, performance management, performance recognition in relation to staff with the Community Projects team to ensure a culture of high performance, team work and effective communication and collaboration at all levels within the team and with other sections of Council.
* Ensure team outputs and the programs/services provided are meeting funding program objectives, organisational standards, expectations and commitments.
* Coordinate the rostering of casual staff to support community development projects within the Team.
* Provide specialist advice to Council on issues relating to grants management, domestic and family violence, the Cumberland community sector and engagement with culturally diverse communities.
* Display high level partnership and negotiation skills and an aptitude for problem solving, using research, analysis and evaluation of information.
* Effectively plan, manage and monitor resources (financial, human, policy, procedure and assets) and ensure the efficient use of resources to achieve results.
* Represent Council and the community at peak bodies/reference groups/networks and develop networks with the community, community groups, government agencies and individuals to ensure effective partnerships are developed and relationships are maintained.
* Research, analyse and consider practical solutions and implement opportunities for continuous improvement through the use of data, systems, technology, policies, procedures and resources.
* Actively seek external funding for projects and initiatives that address community identified gaps.
* Prepare award nominations for projects and initiatives implemented by Council.

***Development and implementation of community development initiatives***

* Develop and lead the implementation of community development projects that respond to current and emerging community issues and priorities within the Cumberland LGA.
* Overse the identification and support the delivery of capacity building activities with the local community sector.
* Oversee the management, administration and ongoing review of financial assistance programs and ensure a high level of probity, governance and compliance with legislation.
* Implement Council’s Grants Support Program by providing tailored support to organisations to develop, implement, monitor and evaluate projects funded by Council’s Community Grants Program.
* Oversee the delivery of support programs to community based organisations and voluntary groups and facilitate networks and partnership to support the planning, implementation and evaluation of community projects.
* Lead the coordination and timely delivery of domestic and family violence projects, sector development initiatives and other emerging priority projects.

**Performance Planning Accountabilities & Other Duties**

* Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives.
* Ensure that financial accounts and reports provide the essential elements of transparency and accountability.
* Effectively manage time, set priorities and undertake delegated tasks autonomously with minimal supervision.
* Ensure the delivery of quality customer service in all dealings with the community.
* Deal effectively with complaints or feedback from individuals, community groups and service providers to ensure complaints or suggestions are responded to appropriately and long term solutions are established.
* Complete accurately and timely reporting on a monthly, quarterly and yearly basis.
* Ensure that all requirements of funding bodies are actioned within required timeframes, including program monitoring and reporting.
* Ensure that work is undertaken within/according to established work plans and Business Plan to ensure Operational Plan and corporate objectives are effectively and efficiently achieved.
* Assist in the efficient operation and work on joint initiatives to support the Capacity Building Team, Community and Place Unit and Community Development Directorate.
* Other Duties as Directed by the Senior Capacity Building Coordinator, Executive Manager Community and Place and Director Community Development.

**Child Safe Organisation**

This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

**Fraud and Corruption Prevention**

* Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.
* Follow and implement any risk based controls and procedures identified for the Business Unit to help prevent and detect any fraudulent and corrupt activity.

**Work Health & Safety**

Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

**ORGANISATION STRUCTURE**

**ROLE CLASSIFICATION**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

**Essential**

* 1. Tertiary qualifications in Social Sciences, Arts, Humanities or qualifications showing relevant strength e.g. Sociology, Politics, Community Development etc.
  2. Demonstrated experience in staff supervision and ability to lead, create and manage a high performance team and demonstrated ability to provide leadership and support to a team of professional staff whilst successfully delivering projects.
  3. Demonstrated experience in the community services sector and understanding of sector development.
  4. Demonstrated experience in community development.
  5. Demonstrated knowledge and experience in grants administration, implementing domestic and family violence prevention initiatives and capacity building to volunteer-run community groups.
  6. Demonstrated experience in applying social research to policy and program development, implementation and evaluation.
  7. Demonstrated skills facilitating meetings, undertaking community engagement and consultation, and developing projects and partnerships in response.
  8. Demonstrated project management skills, including sound knowledge and experience in planning, implementation and evaluation of community projects.
  9. Demonstrated ability to effectively liaise and build partnerships with a broad range of key stakeholders including community groups and organisations, service providers and government agencies including people from culturally and linguistically diverse communities.
  10. Demonstrated highly developed written and oral communication skills, including writing Council reports, funding applications, award nominations, formal correspondence, policies and procedural documents, strategic plans, promotional material and delivering presentations.
  11. Highly developed organisational skills, including time management and ability to multitask and manage competing priorities under pressure.
  12. High level administration skills, including attention to detail, ability to maintain accurate records and advanced skills in Microsoft Office.
  13. Demonstrated commitment to the delivery of high quality customer service and conflict resolution.
  14. Current Working with Children Check Clearance

**Desirable**

* 1. Current Class C Driver’s licence.
  2. Ability to speak a community language relevant to the Cumberland community or experience working with interpreters.
  3. Current Senior First Aid Certificate.

**Employment Screening Required**

* Qualifications verification
* Licence Check if driving Council vehicles
* Working With Children’s Check

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| **Position Number** | SP – CD- 13 |
| **Grade** | 11 |
| **Job Function Group:** | Professional |
| **Reports to:** | Senior Coordinator Capacity Building |
| **Staff Reporting Responsibilities:** | 3 full time, casual pool and at times volunteers |
| **Budget Responsibility:** | Yes |

Date:

Agreed:

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