

CLARENCE VALLEY COUNCIL

Position Description

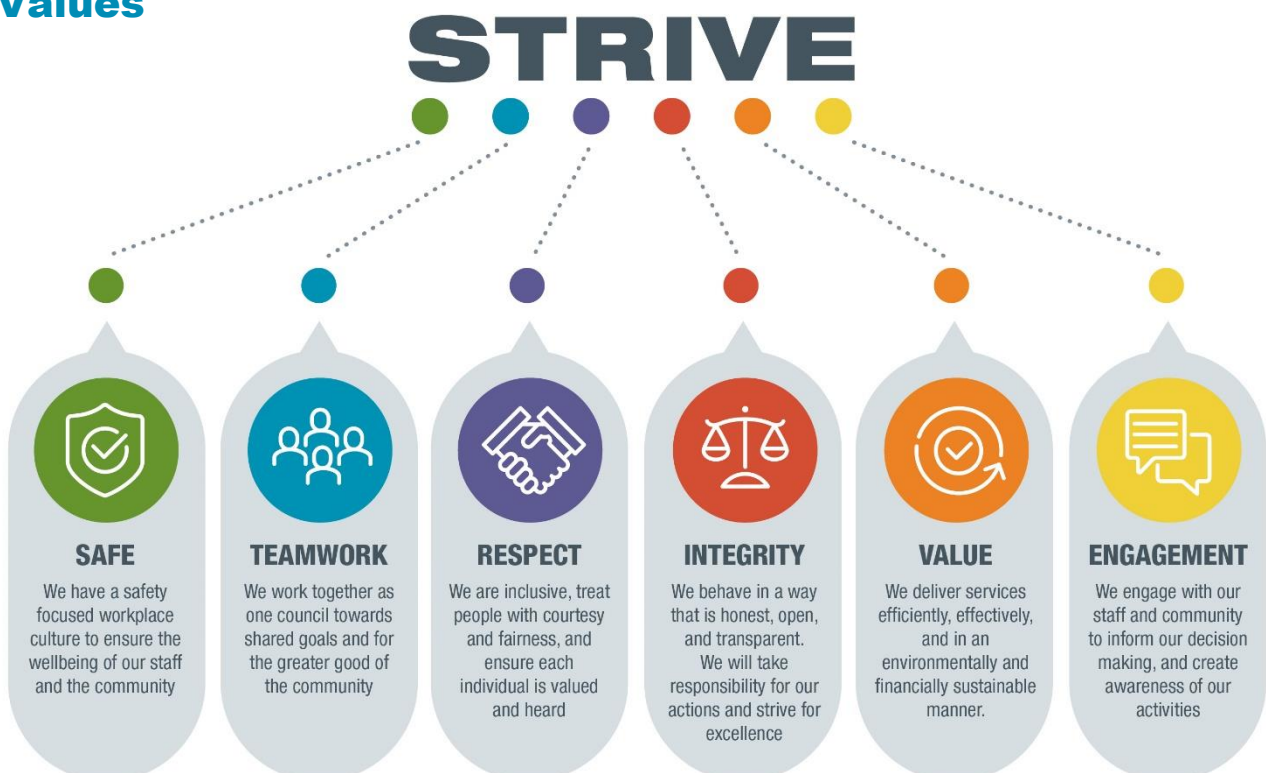
Project Officer – Resilient Clarence

Directorate	Corporate & Governance
Location	Maclean
Classification/Grade/Band	Grade 8 (Fixed term 12 months)
Position Code	
Date position description approved	

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values



Primary purpose of the position

The position is on a full-time or part-time basis (negotiable) for a fixed term of 12 months. The primary purpose is to lead activities that build skills, knowledge and connections, supporting communities through all stages of the natural disaster cycle: before, during and after an event.

Key accountabilities

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

- Work collaboratively with partner organisations to plan and deliver activities that enhance disaster resilience and deepen community understanding of natural hazards and their impacts, including through creative storytelling.
- Oversee and coordinate multiple program partners and suppliers to ensure the timely delivery of project outputs and milestones in line with grant funding guidelines.
- Build and maintain strong relationships and networks with key stakeholders and community leaders
- Seek out and support community-led activities within the scope and constraints of the program.
- Coordinate and facilitate program activities and convene stakeholder or working group meetings
- Provide administrative support including maintaining an activity calendar, assisting with logistics and contributing to monitoring, evaluation and reporting activities.

Key challenges

- Delivering project activities within the scope of grant funding requirements while remaining flexible and responsive to community need.
- Keeping track of multiple projects and priorities to ensure timely response and delivery of outcomes.
- Working in a complex environment with communities in remote locations affected by the combined impacts of bushfires, flooding and COVID-19.
- Balancing conflicting demands and setting realistic expectations.

Key internal relationships

Who	Why
Recovery and Resilience Planning Project Officer	Seek guidance and provide regular updates on key projects, issues and priorities. Coordinate overall program delivery; monitor and evaluate projects.
Coordinator Community Services	Identify emerging issues/risks and the implications and propose solutions.

Key external relationships

Who	Why
Program partners, contractors, stakeholders	Work closely with partners and suppliers to ensure project activities are delivered in line with community need and program deliverables.

Key dimensions

Decision making

The position is responsible for decisions relating to the day to day delivery of defined project objectives/deliverables.

Reports to	Recovery and Resilience Planning Project Officer
Direct reports	Nil
Indirect reports	Nil





Essential requirements

Tertiary qualifications in community development, communications, policy, social work or equivalent relevant experience. Current Driver's Licence.

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 www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. 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	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Capability Group	Capability Name	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> Adapts quickly to changed priorities and organisational settings Welcomes new ideas and ways of working Stays calm and focused in difficult situations Perseveres through challenges Offers own opinion and raises challenging issues
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes the initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget

Local Government Capability Framework

Capability Group	Capability Name	Behavioural Indicators
Resources Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> • Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements