CLARENCE VALLEY COUNCIL

Position Description
Community Recovery Officer

Directorate	Corporate & Governance
Location	Grafton
Classification/Grade/Band	12
Position Code	
Date position description approved	30 September 2020

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

STRIVE

SAFE
We have a safety focused workplace culture to ensure the wellbeing of our staff and the community

TEAMWORK
We work together as one council towards shared goals and for the greater good of the community

RESPECT
We are inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard

INTEGRITY
We behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence

VALUE
We deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

ENGAGEMENT
We engage with our staff and community to inform our decision making, and create awareness of our activities

Primary purpose of the position

The Community Recovery Officer is responsible for supporting community recovery after the 2019/2020 bushfires by working with the community to identify needs, develop local recovery programs, assist in accessing information and resources and contribute to the Recovery and Resilience Planning team's community and organisational capacity and resilience building efforts.

Key accountabilities

Within the area of responsibility, this role is required to:
- Connect with affected communities to identify and prioritise needs to advance recovery.
- Support the initiation, monitoring and evaluation of community led recovery programs and activities.
- Establish cooperative networks across government, non government and community groups that can assist community recovery and develop local infrastructure that will endure beyond the term of the position.
- Collate and map the agencies and organisations working with communities in recovery for enduring access.
- Investigate opportunities and create a calendar of local recovery events to promote activities, training and workshops that provide opportunities for community to connect, build capacity, develop resilience and recover.
- Establish a local community recovery and resilience network that creates opportunities for participation in supporting community needs post bushfire.

Key challenges

- Facilitating the application of a trauma informed approach when supporting affected communities and individuals to navigate regulatory and compliance related activities.
- Creating trust with bushfire affected communities in a short period of time in order to deliver tangible outcomes for government funding bodies.

Key internal relationships

Who	Why
Coordinator Recovery & Resilience Planning & Director Corporate & Governance	Communicate information relating to performance against workplans.
Recovery & Resilience Planning Support Officer	Co-opt support for delivery of events, activities and key outcomes.
Staff	Support activities that build organisational capacity to manage future emergency response.

Key external relationships

Who	Why
Resilience NSW Recovery Manager, Resilience NSW	Seek advice and provide quarterly reports on outcomes.
Government Agencies, NGOs, community groups and individuals	Collaborating, supporting, networking and delivering outcomes.

Key dimensions

Decision making

This position is accountable for decision making that relates to delivering the workplan associated with the position, by analysing problems and formulating solutions based on a practical interpretation of policies, procedures and relevant legislation.

Reports to	Coordinator Recovery & Resilience Planning
Direct reports	Nil
Indirect reports	Nil

Essential requirements

Tertiary education in Community Development or relevant experience in a community development/ community recovery position.
Current Driver's Licence and National Criminal History Record Check (NCHRC) prior to being employed.

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	Adept
	Display Resilience and Adaptability	**Adept**
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	**Plan and Prioritise**	**Adept**
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	**Adept**
	Procurement and Contracts	Adept

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	Adept	• Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Relationships Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Results Plan and Prioritise	Adept	• Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements