

Position Description

Community Projects Officer (Safe Communities)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: January 2019

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 1
Position limit within salary system: (20 Grade structure)	Grade 8 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	35

Organisational relationships

Directorate:	Environment, Planning & Community
Section/Unit:	Community Development
Team:	Community Development
Work base:	Maclean, however, this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Community Services Coordinator
Level of support and supervision:	Medium
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within Council and Councillors
External contacts:	Clarence Valley communities including groups and individual, general public, government and non-government agencies and community groups

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard and telephone

Long periods of sitting and driving

Purpose of the position

To assist with implementation of actions from the *Crime Prevention Plan* with the aim to support projects that enhance the social well being of the Clarence community

To coordinate the collection crime prevention data and develop grants and projects which support the *Crime Prevention Plan* and align with the *Community Strategic Plan*.

Act as a key information and dissemination point for crime prevention in the Clarence

Major duties and responsibilities

Work collaboratively to identify and address issues related to crime prevention.

To build capacity of the community and deliver strategies that aim to address identified needs and aspirations.

Analyse and develop submissions on Commonwealth and State crime prevention policies and programs as they impact on and provide opportunities for the Clarence Valley.

Resource key Clarence Valley advisory groups to advise Council regarding planning, development and coordination of crime prevention and healthy lifestyle initiatives in the Clarence Valley.

Provide input and advice to urban planning and development applications to enhance community safety and promote active public spaces.

Prepare and deliver presentations to a range of audiences.

Contribute to the development, monitoring and review of Section budget items.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

TAFE qualifications in a relevant field; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current drivers licence

Experience

Demonstrated experience in community capacity building processes and/or community services

Position related skills

Demonstrated successful ability to engage with the community and develop effective networks

Essential selection criteria

Demonstrated event coordination skills and the ability to manage multiple projects simultaneously

Demonstrated well developed written and verbal communication skills

General computer literacy in email and internet programs and Basic proficiency in Microsoft Word and Excel

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Tertiary studies in community services or another relevant field

Experience

Demonstrated experience in managing content for social media and on-line platforms

Demonstrated successful experience in working with the community to enhance social and cultural participation skills

Demonstrated experience in project development and community consultation processes

Other features of this position may include

Not applicable

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee
