

## Position Description

### Community Projects Officer (Community Engagement)

**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:	56

#### Organisational relationships

Directorate:	Environment, Planning & Community
Section/Unit:	Community Development
Team:	Community Development
Work base:	Yamba, 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
External contacts:	Clarence Valley communities including groups and individual, general public, government and non-government agencies, community groups and the Aboriginal community

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' 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 effective community engagement processes with the aim to support projects that enhance the social well being of the Clarence community

To coordinate the collection of data on the aspirations of the Clarence Valley with the aim to informing Clarence Valley Council's *Community Strategic Plan*

Act as a central information and dissemination point for community engagement in the Clarence

**Major duties and responsibilities**

Collaborate with community members and groups to identify social, cultural and community issues and to provide networking and skills development opportunities in relation to identified needs

Assist in the development, promotion and acceptance of Council's community engagement strategy

Establish effective working relationships with local community leaders, community members, networks and grassroots organisations

Under the direction of the Coordinator, organise and coordinate Social and Cultural activities, community consultation, events and meetings

Undertake community needs assessment, base level social and community research and skills auditing with a strong focus on understanding, improving and building local capacity and resilience

Prepare general correspondence and reports to Council requirements

Assist with funding applications, monitoring and reporting

Provide counter and telephone advice on Social and Cultural related administrative issues to both internal and external clients/customers

Provide input to the preparation and implementation of the Section's annual budget

Undertake research associated with the position and Section's projects as directed

To deliver projects contained in the Section's approved work plans

### 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

This is an identified position in accordance with Part 2, Division 2, Section 14 of the Anti-Discrimination Act 1977 **and Aboriginality is a genuine occupational qualification** - Aboriginal and Torres Strait Islander applicants must demonstrate Aboriginality in addition to addressing the selection criterion

#### 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

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*