

Position Description

Activities Planner

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: March 2018

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 2 Level 1
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Position limit within salary system: (20 Grade structure)	Grade 6 - Entry to Step 4
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Status of position:	Permanent
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Hours of work per fortnight:	70
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Organisational relationships

Directorate:	Environment, Planning and Community
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Section:	Care and Support Services
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Team:	N/A
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Work base:	Maclean or Grafton as appropriate to the position
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Position responsible to:	Senior Programs Coordinator (General Operations)
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Level of support and supervision:	Low
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	Low volunteers as appropriate to the position)
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Internal contacts:	All staff within Council
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External contacts:	Customers, general public and local and regional service providers
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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

Prolonged standing

Prolonged sitting

Frequent driving

Purpose of the position

To coordinate and deliver an activities program to meet individual customer goals and community needs within the program guidelines and budget

To support staff and/or volunteers/teams involved in the activities and ensure all reports are completed on the program including KPIs and outcomes.

Major duties and responsibilities

Organise the activities programs for the Care + Support services using person centred practices and wellness and reablement models

Liaise with the Senior Programs Coordinator in the development of activity budgets and forward planning of the services

Use organisational care planning tools, administrative systems (TCM) and program guidelines to regularly monitor and evaluate the effects of services provided to customers, including achievement of goals through regular contact with customers and their representatives.

Use government portals and reporting systems to meet all KPIs set

Maintain accurate records in accordance with organisational policies, procedures and legislative requirements and ensure customer information is maintained in a way that upholds their rights to privacy and confidentiality

Participate in and contribute to quality improvement activities and initiatives

Manage a team of volunteers including recruitment, orientation and training that meets regulations and customer requests

Attend team meetings and external meetings as required to keep up to date and promote the program.

Organise and participate in promotional activities and events for the organisation including the use of social media and service website

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

Certificate III in Individual Support (Aged/Disability) or equivalent discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Current Child Protection (Working With Children) Check Number or APP Number

Experience

Demonstrated knowledge and experience in community work, or recreational activities work

Position related skills

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

Capacity to interpret and work within relevant program guidelines and to organise activities within a budget

Demonstrated oral, written and interpersonal communication skills, with the ability to liaise, develop rapport and resolve conflict with a diverse range of people.

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

Demonstrated knowledge of the Aged Care and NDIS sectors

Knowledge of local and regional service providers

Experience

Experience with client management databases

Personal qualities

Demonstrated interpersonal skills with the ability to liaise, develop rapport and resolve conflict effectively with a diverse range of people.

Other features of this position may include

Contact with challenging customers

Flexible work arrangements to meet marketing, activity and event times

Any change in the incumbent's criminal history must be reported to the Manager Care & Support Services or People, Culture and Safety Office immediately, to meet legislative requirements

Preferred applicant(s) will be required to undergo a National Criminal History Check

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

Signed: Date
Senior Coordinator People, Culture and Safety