



## **INFORMATION PACKAGE**

### **POSITION VACANT**

**COMMUNITY DEVELOPMENT OFFICER  
12 MONTH FIXED TERM CONTRACT - PART TIME  
21 HOURS PER WEEK**

***Indigenous Employment opportunity***

**REF NO: ESC119**

**CLOSING DATE: 4.30PM MONDAY 4 JUNE 2018**

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Eurobodalla Shire Council  
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MORUYA NSW 2537

Telephone: (02) 4474 1016  
Facsimile: (02) 4474 1212  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Zoe Morgan on 02 4474 7470.



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- ) Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- ) The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- ) Selection for interview is based on the responses you make to these criteria.
- ) You will be required to address the selection criteria as part of the application process. These are mandatory fields in the online system.

## Prepare your resume (or CV)

- ) Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- ) Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- ) Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.

**JOB DESCRIPTION**  
**COMMUNITY, ARTS AND RECREATION**  
**Community Development and Participation Division**

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<b>JOB TITLE:</b>	Community Development Officer (Part Time)
<b>JOB GRADING:</b>	12
<b>JOB REPORTS TO:</b>	Coordinator Community Development and Youth
<b>PURPOSE OF JOB:</b>	To undertake community development projects with a particular focus on Council's Aboriginal projects as part of the Community Development and Youth team.

**MAIN DUTIES AND KEY RESULT AREAS:**

1. Coordination of Council's Aboriginal Advisory Committee and promote and action the activities of the group including the implementation of the Aboriginal Action Plan.  
*KRA: Eurobodalla Aboriginal Advisory Committee (AAC) meetings held four times per year. AAC Committee outcomes and actions implemented effectively.*
2. Plan and participate in the delivery of community development events and activities, such as NAIDOC Week and NAIDOC Week grants, Youth Week, Seniors Week, Reconciliation Week and NAIDOC Children's Week, providing advice and support where appropriate.  
*KRA: Community development events and activities are planned and delivered effectively, including reference to community considerations.*  
*KRA: Risk assessments undertaken for all activities in line with requirements.*
3. Establish and maintain positive working relationships and networks with Aboriginal community groups, service providers and other agencies that support community development activities.  
*KRA: Satisfactory relationships and networks that support Aboriginal community development activities are established and maintained.*
4. Identify, pursue and implement grant funding opportunities and partnerships that support Council's strategic direction and add value to program provision.  
*KRA: Funding opportunities and partnerships are identified, pursued and implemented effectively, adding value to Council's community development activities.*
5. Contribute to the preparation of publications, media releases, project documentation and policy development as part of the Community Development and Participation team.  
*KRA: Publications, policy information, documents and media releases are prepared accurately, professionally and in a timely manner.*

6. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

*KRA: Council's WHS Policy and procedures complied with.*

*Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check and Working with Children Check*

## **QUALIFICATIONS/EXPERIENCE (Selection Criteria)**

### **ESSENTIAL CRITERIA:**

1. Aboriginality is a genuine occupational requirement of this position.
2. Qualifications and or extensive experience in community development, education, events planning or related discipline.
3. Demonstrated experience and results in community development work, including Aboriginal and general community programs.
4. Demonstrated ability to manage the expectation that the community or other stakeholders may have of your work role.
5. Demonstrated community consultation skills and the ability to communicate with a wide range of stakeholders in the Aboriginal and wider community.
6. Demonstrated ability to work effectively as part of a team, supporting community advisory committees, events and activities.
7. Well-developed organisational skills, including a demonstrated ability to manage priorities and meet deadlines.
8. Experience in preparing reports, media releases, project documentation and general correspondence.
9. Substantial knowledge/experience with Microsoft Office products.
10. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

***Aboriginality a genuine occupational requirement of this role as outlined under Section 14 of the Anti-discrimination Act 1977.***

***The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.***

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Zoe Morgan  
**DATE:** May 2018

## CONDITIONS OF EMPLOYMENT

**Position Title:** Community Development Officer (Part Time)

Applicants for this position must identify and be recognised as Aboriginal. Council considers this a genuine occupational qualification as authorised by *Section 14 (d) of the Anti-Discrimination Act (1977)*

The successful applicant will be required to provide documentation to verify their eligibility for this position.

**Reference Number:** ESC119

**Grading:** Grade 12 of Council's salary system

**Salary Range:** In the range of \$37.97 to \$40.21 gross per hour comprised of:

\* \$34.68 to \$36.72 base salary, plus

\* \$3.29 to \$3.49 superannuation (calculated at 9.5%)

**Award:** Local Government (State) Award 2017

**Probation:** A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.

**Criminal Record Check:** A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.



Hours of Work: Part time, 21 hours per week across Wednesday to Friday. Office hours are:  
8.30am to 4.30pm

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.

Leave Entitlements: Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL

## DIVISION CHART

