

POSITION DESCRIPTION

CHINESE COMMUNITY DEVELOPMENT OFFICER

POSITION NUMBER	5239
DIRECTORATE	Community and Culture
SECTION	Community and Cultural Development
REPORTS TO	Coordinator Community Development
DIRECT REPORTS	NIL
GRADE	11
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	November 2018
DATE LAST UPDATED	March 2019

1. PURPOSE OF THE POSITION

To develop and implement proactive community development and general engagement strategies to respond to identified needs of the Georges River community that reflect the stated social and corporate objectives of Council.

2. KEY ACCOUNTABILITIES

- 2.1 Maintain a current social profile and needs assessment of the Chinese community in the Georges River Local Government Area, through ongoing research and consultation with the community.
- 2.2 Organise and/or assist in the organisation of community events, projects and activities that support the community to participate in community life.
- 2.3 Develop appropriate ongoing communication strategies between Council and the Chinese community.
- 2.4 Promote Council services to the community, including targeted Chinese and bi-lingual collateral.
- 2.5 Provide a Chinese interpreter and translation service for Council programs, services, communications and events.
- 2.6 Participate in relevant forums as directed in order to advocate the needs of the Georges River community.
- 2.7 Plan, co-ordinate and promote activities and Community Development events as required.
- 2.8 Maintain recruitment and training programs for bilingual volunteers in accordance with Georges River Council Volunteer Program.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.1 Tertiary Qualifications in Social Sciences or related discipline.
- 9.2 National Authority for Translators and Interpreters (NAATI) Accreditation in Mandarin &/or Cantonese languages, or working towards completion within 3 months of commencement in role, or equivalent.
- 9.3 NSW Class C Drivers Licence.

Essential

- 9.4 Demonstrated knowledge and understanding of community development principles.
- 9.5 Well-developed written and oral communication skills, and excellent interpersonal skills.
- 9.6 Fluency in both written and spoken Chinese (Mandarin &/or Cantonese).
- 9.7 Demonstrated experience working closely with the community.



- 9.8 Sound organisational and time management skills.
- 9.9 Flexibility to work outside of, and in addition to, normal hours of work, as required.

Desirable

- 9.10 Knowledge of the characteristics of the Georges River Local Government Area.
- 9.11 Experience working in Local Government.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test

