

## POSITION DESCRIPTION

### COMMUNITY DEVELOPMENT PROJECT OFFICER

<b>POSITION NUMBER</b>	<b>CCB003; CCB004</b>
<b>DIRECTORATE</b>	<b>Community and Culture</b>
<b>SECTION</b>	<b>Community and Early Learning Services</b>
<b>REPORTS TO</b>	<b>Coordinator Community Capacity Building</b>
<b>DIRECT REPORTS</b>	<b>Nil</b>
<b>GRADE</b>	<b>11</b>
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2020
<b>DATE PREPARED</b>	March 2021
<b>DATE LAST UPDATED</b>	September 2021

#### 1. PURPOSE OF THE POSITION

This position leads the development and delivery of projects that actively support a stronger, more connected and resilient Georges River community. This position will manage all projects identified for delivery in the Community Capacity Building portfolio.

#### 2. KEY ACCOUNTABILITIES

- 2.1 Promote a planned, coordinated approach to the development of sustainable community capacity building projects within Georges River local government area.
- 2.2 Undertake project management work.
- 2.3 Establish and deliver a proactive community safety program.
- 2.4 Initiate and coordinate new policies, programs and facilities in line with community needs, available resources and Council's strategic planning objectives.
- 2.5 Attend Working Party meetings and other Council meetings as required.
- 2.6 Monitor the impact of changes in relevant public policy for Council and the community and advise Council and the community appropriately. Develop and recommend appropriate strategies in response to these policy developments.
- 2.7 Prepare high level reports and presentations across a range of community capacity building topics including but not limited to Executive team reports, Council reports and Notice of Motions.
- 2.8 Prepare, monitor and review relevant budget items in relation to allocated responsibilities.
- 2.9 Other duties as required by the Coordinator Community Capacity Building.

### 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

- 2.1 Provide effective service to Council customers and the community
- 2.2 Provide effective service to internal customers
- 2.3 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 Project Management, Social Sciences or related disciplines.

#### **Essential**

- 9.2 Comprehensive experience in project management.
- 9.3 Demonstrated understanding of issues relating to community capacity building.
- 9.4 Extensive budget management experience.
- 9.5 Ability to effectively plan, implement and evaluate community projects and events.
- 9.6 Demonstrated experience in community consultation and engagement.
- 9.7 Demonstrated ability to work as a member of a multi-disciplinary team and with other community organisations.
- 9.8 Well-developed written and oral communication skills, and excellent interpersonal skills.
- 9.9 Ability to set priorities and sound organisational and time management skills.



9.10 Must have received two doses of a COVID-19 vaccine prior to commencement of employment with Georges River Council, except where a medical contraindication certificate is provided.

**Desirable**

9.11 Experience working on community capacity building projects with Aboriginal communities and understanding of Aboriginal Cultural Protocols

9.12 Experience working in Local Government.

9.13 Knowledge of the characteristics of Georges River local government area.

**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: \_\_\_\_\_

