

Position Description

CORPORATE INFORMATION

Position Title	Senior Officer – Community Partnerships		
Directorate	Corporate and Community Services	Branch/Section/Unit	Community Partnerships
Position Number	1310	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager – Community Partnerships		
Direct Reports	Trainees (if applicable)		
Indirect Reports	Contractors, Consultants, Work Experience Students, Volunteers		

SCOPE OF POSITION

Position Summary

To increase community participation, social well-being and community pride within the Gympie region by:

- developing and maintaining strong community partnerships;
- developing relevant strategies and policies;
- identifying, delivering and supporting a range of community development initiatives.

This position plays an integral role in Council's community engagement activities, including targeted engagement with regional townships, specific demographics and communities of interest.

Expected Deliverables/Key Performance Indicators

Community Engagement and Planning

- Apply best practice community engagement to coordinate and deliver public participation initiatives across a range of issues or demographics, including seniors, early years and youth to inform both Council and community planning processes.

Policy and Program Development and Evaluation

- Undertake research, provide advice and develop policies/strategies on a range of community or social policy topics relevant to Council's Corporate Objectives, operational needs and emerging community issues.

Position Description

- In collaboration with stakeholders, apply community development and project management techniques to design, implement and evaluate programs that respond to community needs and aspirations, and support Council's Vision and Corporate Objectives.

Community Partnerships

- Develop and maintain partnerships with the community that assist in building community capacity and achieving measurable and sustainable results.
- Collaborate with community organisations, networks, public institutions and other tiers of government to advocate for, and achieve, improved social outcomes for residents of the region.

Community Recovery

- Community recovery activities as required.

Mandatory Licence/Competencies (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained
- Positive Notice Blue Card for Child Related Employment

Essential Knowledge/Skills/Qualifications Criteria

- Qualifications (Post Graduate Degree, Degree, Diploma, Certificate) or equivalent experience/active enrolment in Social Science, Government Administration, Community Services, Community Development, Project Management or similar.
- Sound understanding of, and demonstrated ability to apply, community development and community engagement principles.
- Highly developed written, verbal and interpersonal communication skills.
- Sound research skills and demonstrated experience in the development of policies and procedures.
- Demonstrated ability to build effective internal and external relationships and networks.
- Strategic thinking and planning skills.
- Initiator, who also has a strong ability to work with colleagues to achieve team and corporate outcomes.

Desirable Knowledge/Skills/Qualifications Criteria

- Demonstrated group or meeting facilitation skills
- Knowledge of financial administration and budgeting
- Experience in procurement and contract management including interpreting, drafting, implementing and managing service contracts

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Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Position Description

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.