

Position Description

CORPORATE INFORMATION

Position Title	Senior Officer – Community Development		
Directorate	Corporate Financial Services	Branch/Section/Unit	Community Development Team Arts, Community and Culture Branch
Position Number	1310	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Lead Coordinator – Arts, Community and Culture		
Direct Reports	Officer – Community Development, Support Officer – Community Development		
Indirect Reports	Contractors, Consultants, Work Experience Students, Volunteers		

SCOPE OF POSITION

Position Summary

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

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

Expected Deliverables/Key Performance Indicators

- Lead the Community Development Team, effectively developing and harnessing the team's strengths to deliver excellence in customer service and program delivery.
- Undertake research, provide advice and develop policies and strategies on a range of community or social policy topics relevant to Council's Corporate Objectives, operational needs and emerging community issues.
- In collaboration with stakeholders, apply community development and project management techniques to design, implement and evaluate programs that respond to community needs, build community capacity and support Council's Vision and Corporate Objectives.

Position Description

- Apply best practice community engagement to inform the planning and delivering of community development programs and projects, and wider community planning as required.
- Coordinate the development and delivery of an efficient, transparent and responsive Community Grants Program.
- 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.
- Undertake disaster management and community recovery duties as required.
- Other duties required from time to time which would generally fall within the scope of this position.

Mandatory Licence/Competencies (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained

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.
- Excellent 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
- Experience in grants administration
- Knowledge of financial administration and budgeting
- Experience in supervising staff, procurement and contract management including interpreting, drafting, implementing and managing service contracts

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Position Description

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.

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.