

Position Description

Title: Community Projects Officer – Road Safety (Position 2022)	Award Classification: Band 2, Level 2
Department: Community Partnerships	Salary Classification: Grade 4
Tenure: Permanent Full Time	FTE: 1

Context:

The Community Projects Officer - Road Safety works within the Community Partnerships team to develop and implement education campaigns and promotional activities designed to improve road safety behaviours across multiple sectors of the community.

A portion of the role capacity is also focused on community development project work and community engagement. Working to understand the changing needs of the community and how Council and the community can work together to build capacity, are key priorities for this Department and this role.

The role incumbent needs to form constructive and productive relationships with both internal and external stakeholders, including funding partner Roads and Maritime Services.

Role Purpose:

To design, develop and implement road safety initiatives and other capacity building projects to enhance community wellbeing and development. This will be achieved by working with community groups and organisations within the broader Kempsey Local Government Area.

Key Accountabilities:

- Designing and delivering education, promotion and safety campaigns with a focus on road users of multiple generations and community sectors.
- Apply asset-based community development strategies to partner with community groups, educators and government organisations to support events, activities and capacity building within the Shire.
- Work as part of the Community Partnerships team to design and deliver community engagement practices relevant to Council's strategic planning
- Support and work with the volunteers that provide Graffiti Blaster services for the Macleay Valley.
- Represent Council on the Mid North Coast Road Safety network, other community based networks and interagency meetings

- Assist with the preparation of Council reports relevant to community development projects and initiatives.
- Provide support to the various working parties and their representatives as needed and maintain linkages with project partners within the community to ensure that community wellbeing outcomes are achieved.
- Attend meetings of Council / and or community groups as required, some of which may be outside normal working hours.
- Identify potential funding sources such as government grants, philanthropic trusts, corporate contributions to apply for funding, aiming to expand community safety and development initiatives within the Kempsey Shire.
- Undertaking administrative duties associated with but not limited to the position including preparation of correspondence, word processing, minute taking of working parties, distribution of agendas and minutes of working parties and filing.

Core Competencies:

- Tertiary qualifications in Community Development, Public Relations, Social science or other relevant field and/or demonstrated relevant work based experience
- High level project management skills, including project planning and scoping, assessment, logistics for implementation, evaluation and acquittals
- Proven experience in developing and administering grant funded programs and projects
- Demonstrated highly developed skills in communication, presentation development and delivery, relationship building, negotiation and conflict resolution
- Experience in developing and implementing community engagement plans and strategies
- Demonstrated ability to work with minimum supervision and as part of a multi-disciplinary team
- Current National Police clearance and Working with Children Check (or willingness to obtain prior to commencement)
- Hold and maintain a current NSW Driver's licence.



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our community to build an
inspired, connected
Macleay Valley”**

Supervision Received:

This role reports to the Coordinator Communications and Community.

Supervision Exercised:

The following roles report to the Community Projects Officer:

- Volunteers – Graffiti Blasters

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date