



Position Description

Position Title

Community Development Officer

Position No.

9034

Division

People & Services

Department

Community Services

Reports to

Community and Culture Manager

Current Status

Permanent Part Time (28 hours per week)

Band/Level

3/2

Grade

15

Step

Entry Level to Step 4 starting level negotiable depending on experience

Last Reviewed

April 2019

Conditions of Employment

The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to:

- * Council's Salary Administration System
- * Council's Code of Conduct
- * Equal Employment Opportunity
- * Equity & Access to Training
- * Performance Appraisal

Work Health and Safety (WHS)

The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The Community Development Officer forms part of a Council team responsible for community and cultural development and the enhancement of community services within the Lithgow Council Local Government Area..

Specific Duties and Responsibilities

Research and Analysis

- Through research and analysis, provide Council and the general community with up to date information regarding population and social trends.
- Inform Council of Federal and State policy initiatives, which have implications for community development in the Lithgow Local Government Area, particularly in relation to Council's role.
- Undertake social research and analysis using a variety of research methods to assist with the development of Council's strategic plans.
- Undertake analysis of the social development implications of developments proposed for the Lithgow Local Government Area.

Planning & Development

- Collaborate with community organisations in the identification of community needs and the delivery of community services.
- Work collaboratively with other Council departments and disciplines in the planning and delivery of community programs.
- Develop and/or contribute to the development of Council's strategic plans.
- Work in partnership with community organisations in planning for new services to meet community need.
- Liaise with Council, Council staff and the Indigenous community to improve the access of Indigenous People to Council and other community facilities and services.

Management & Coordination

- Provide sound and timely advice to Council and/or management on relevant community matters..
- Write reports to Council as necessary.
- Undertake activities in a way that enhances a positive corporate image of Council.
- Develop annual budget bids and monitor budgets
- Manage and acquit grants as necessary.
- Manage Council's Financial Assistance program.

Information Circulation

- Provide Information and advice to local residents of the Lithgow Local Government Area on community service activities and opportunities
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- Draft media releases and develop promotional material to inform residents of local Council events and activities.
- Support other local organisations and agencies with the promotion of their events and activities in the local area.

Events and Activities

- Assist with coordination of Council run programs for community events and other programs including Youth Week, Seniors Festival , NAIDOC, National Volunteers Week, Lithgow Ability Awards, Grandparents Day, Harmony Day etc.

Resource Identification and Acquisition

- Identify potential sources of funding and prepare funding applications to help achieve Council's Community Development goals.
- Assist community organisations in their efforts to obtain resources, funding and support.
- Promote and raise the profile of Lithgow Local Government Area to funding bodies.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Operate Office Equipment
 - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
 - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks;
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
- Work Health and Safety Responsibilities
 - Present for work in a fit state (not under the influence of drugs or alcohol)
 - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
 - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
 - Not through act or omission create an unsafe workplace or environment
 - Ensure adherence to developed SWMS/RA, SOP's, Procedures
 - Assist in the development of specific SWMS/RA where identified and required
 - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
 - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
 - Assist in the investigation of all injuries and incidents

- Ensure the safe and correct use/application of plant, equipment and PPEC
- Commitment to Council's Injury Management Procedure
- Maintain good site housekeeping at work location
- Contribute to continual improvement of workplace risk control processes

Supervisory Responsibilities

Nil supervisory responsibilities.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Manager

Date

Selection Criteria

Essential

- Tertiary qualifications in the Social Sciences or related discipline.
- Demonstrated ability to undertake community development processes from initial consultation and needs assessment through planning and resourcing to successful project implementation and evaluation.
- High level of innovation and motivation.
- Demonstrated skills in community consultation processes and facilitating community meetings.
- Effective written and verbal communication skills.
- Demonstrated analytical skills in relation to demographic data, social trends and needs identification.
- Class C Drivers Licence.
- Demonstrated commitment to the principals of honesty and integrity
- Demonstrated commitment to and understanding of WHS

Desirable

- Knowledge of the Lithgow Local Government area and local human services network