

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

Position Title:	Community Development / Liaison Officer	Department:	Corporate Services
Reports to:	Manager Community, Culture and Libraries		
Subordinate Positions:	Nil		
Classification:	Band 2, Level 2, Grade 11 Step1 \$1,251.45 - Step 3 \$1,345.35	Additional Benefits:	10% Superannuation, Ability to Salary Sacrifice Uniform Allowance, Rostered Day Off
Basis of Employment:	Permanent Full-Time 35 Hours per week	Location:	Moree Community Library 36 Balo Street, Moree
Employment Condition:	<i>Local Government (State) Award 2020</i>	Vacancy Ref:	

POSITION OBJECTIVES

- To manage the engagement with State Agencies and Not for Profits in the community development area, to assist in the achievement of social plans as an integrated part of Council's planning processes.
- Engagement of the community by active participation and empowerment in the identification of needs, acquisition of resources, the delivery of programs and development of self-help strategies.
- Providing support to the Manager Community, Culture and Libraries and the Community Development/ Program Officer.
- Development of close working relationships with government and non-government planning agencies and community service providers to coordinate service provision.

ACCOUNTABILITIES

- To Council, through supporting various programs and activities within the Economic, Regional Activation Unit, Dhiyaan and Community Development Team.
- To other stakeholders through presenting Council in a positive and engaged manner.
- To the community, through responsive communications and positive actions

OBLIGATIONS TO THE ORGANISATION

1. You are required to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993 insofar as these are relevant to the role. Specifically, in respect of WHS, you are to take personal responsibility for work health and safety, in accordance with Council's systems and procedures, including fulfilling your responsibilities under the legislation as a worker.
2. You will promote a positive image of the Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
3. You will perform other duties as required, provided such duties are within the limits of the position occupant's skill, confidence and training and provided such duties do not promote a narrowing of the position occupants' skill base.

KEY RESULT AREAS

1. Assist with implementation of the Social and Crime Prevention Strategic Plans and other similar plans including supporting other agencies and not for profits in delivery of the Plan.
2. Provide support through community engagement in the development of social plans to cover key areas of the Shire and key social issues including social plan implementation
3. To support and facilitate the operation of Council's 355 Committees
4. Support the Section in developing and maintaining effective working relationships with key community members and community organisations, as well as government and non-government agencies and service providers, to facilitate effective community development outcomes.
5. Development and maintenance of a clear understanding of community needs in the social and community development area and communicate these effectively to Council and other stakeholders.

DUTY STATEMENT

Duties shall include but not be limited to:

- Engage with local organisations and community bodies.
- Facilitate, Support and Manage Interagency Round Table Meetings in Moree, Boggabilla and Mungindi
- Facilitate, Support and Manage Community Safety Meetings in Moree, Boggabilla and Mungindi
- Identify and Implement Projects from Council's Community Safety Committees
- Representing Council at the Border Crime Prevention Meeting
- Provide support and advocacy for strategies identified within the South West Moree Social Plan
- Facilitate, Support and Manage 355 Hall Committee Groups
- Manage, facilitate, and support the Moree Jellicoe Park Markets Contractors Service Agreement
- Provide advocacy and support to the outcomes of the Disability Inclusion Action Plan
- Maintain an engagement and resource database.
- Coordinate a range of Community and Culture development projects and programs such as the Community Directory
- Drafting reports to Council and relevant external agencies and bodies as required.

- Quarterly reporting and providing updates of sectional budget and raising purchase orders.
- Supporting a multi-disciplinary professional/technical work team in a diverse environment. Support may include, but not be limited to.
- Following instructions and adhering to all work health and safety requirements of the position.
- Attending all relevant training as required
- Support the Assistant Community Development and Administration Officer

Physical demands of the position:

The successful applicant must be able to undertake limited manual handling tasks as well as have the mobility to be able to undertake off-site work for events and be able to drive a light motor vehicle to remote locations.

Please note:

- *A take home vehicle is provided for this particular position for the purposes of travelling from the employee's home to MPSC's work place, and vice versa. The motor vehicle will not be used for any other purposes, and shall be available at all times for MPSC use (including weekends and RDOs). Private use of such vehicle is strictly prohibited for any purposes other than approved journeys to and from home/work and does not form a condition of employment.*
- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *All employees of Council are required to have a current Unique Student Identifier (USI) code.*

SELECTION CRITERIA

Essential Criteria

- Qualifications at Diploma level in Community Development / relevant equivalent qualifications. (**Note: Considerable relevant practical experience and other relevant qualifications may be taken into account as being equivalent but may result in appointment at a lower level**).
- Have a current Working with Children Check clearance.
- Experience in working in and/or with community groups or organisations and/or government and non-governmental agencies.
- Highly-developed interpersonal skills; the ability to maintain and work within a cohesive team environment; the ability to maintain positive relationships with internal and external stakeholders and the ability to learn new skills and adapt to changing situations.
- Well-developed numeracy, written and verbal communication skills including ability to communicate effectively with people at all levels.
- Demonstrated ability to work in accordance with policies, guidelines and relevant legislation.
- Ability to work effectively under pressure, to manage time, plan, organise and prioritise one's own work and, when appropriate, that of the team to achieve defined outcomes.
- Demonstrated ability to exercise sound judgement, with an appropriate degree of initiative and sensitivity while maintaining confidentiality.
- Current Class C Driver's Licence.
- Hold a WHS General Construction Induction Card.

Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).

Desirable Criteria

- Demonstrated previous experience in:
 - > Social or community plan processes and implementation
 - > Working in a community service delivery agency (public or private sector)
 - > Working in local government.

AUTHORISATION

Developed by: Alisa Akins
Manager Community, Culture and Libraries

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Authorised by: Lester Rodgers
General Manager

Date: September 2021