



Position Description

Non-supervisory Employees

Position Title	Community Inclusion Officer
Section	Community
Division	Strategy and Growth
Reports to	Community Inclusion Team Leader
Grade	12
Employment Status (FT/PT/Casual/Temp)	FT

Position purpose

The Community Inclusion Officer plays a pivotal role to support a healthy, happy and inclusive community through advocacy, inclusion access and activities.

Supporting the Community Inclusion Team Leader, the position will develop community capacity building through the development of programs that engages and empowers the community to participate in civic life through volunteering programs, inclusion programs and community grants.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Assist the Community Inclusion Team Leader with the implementation of the Community Inclusion Plan
- Work with community organisations to deliver key programs and activities including, but not limited to, Aboriginal and Torres Strait Islands, Volunteering, Seniors, Youth, Disabilities, Culturally Diverse, LGBTIQI.
- Carry out effective and efficient project scoping for all inclusion activities, programs and events
- Review, update and maintain the Council Volunteer Policy, Register, Procedures, Statistics and Resources to ensure the volunteers have the skills, knowledge and/or experience necessary to safely and effectively complete required tasks.
- Manage the Graffiti Blaster program to ensure that Council has an organisation wide approach to graffiti.
- Build and maintain positive working relationships with internal & external customers to enable positive outcomes for the community through our programs, activities and events
- Deliver the annual Community Grants Program, provide training and support for grant development within the community and report back to the organisation about impacts of the fund
- Participate in community engagement processes to ensure that all members of our community are involved and included in decision making and can participate in community life
- Ability to work flexible hours to perform duties of the role
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 11 March 2020

Group Manager

Group Manager Community Engagement

Date 11 March 2020

Director

Director Strategy & Growth

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
