



Community Development Advisor (Child, Youth & Family)

POSITION PROFILE

Division	Shire Services	Status	Temporary
Unit	Community Connections	Salary Grade	Grade 10
Reports to	Team Leader – Community Services	Reviewed	April 2024

STRATEGIC INTENT

The aim of the Community Connections Unit is to maintain and strengthen relationships with our community organisations, local business, and residents to:

- Deliver programs and support to facilitate the development of healthy, connected, caring, inclusive, resilient, and liveable communities.
- Deliver programs and support to provide for a prosperous community that stimulates and supports sustainable economic growth & resilience.
- Deliver and facilitate an enriching suite of major Cultural and Civic events, third party events and filming that activate public venues and spaces to meet the social, economic, and cultural needs of the community.

POSITION PURPOSE

The purpose of this position is to:

1. Support the development and implementation of strategies, policies and plans that facilitate resilience, build capacity and create connected, caring, inclusive and liveable communities
2. Support community activities, programs and events which foster social connectedness, create awareness and develop respect between groups, clubs, associations and individuals in the community.
3. Establish strong and effective partnerships with community groups, volunteers, service providers and other key stakeholders to develop responses to community issues and opportunities.
4. Lead communication, engagement and collaboration with key community stakeholders within the Child, Youth and Family community sector.

POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Preparing, reviewing and actioning strategies, plans and policies for dedicated community segment and ensuring alignment to Council's strategic plans and demonstrated alignment to trends and forecasted needs of our community	<ul style="list-style-type: none"> Plans developed, reviewed and actioned in line with Council's strategic plans and demonstrated alignment to trends and forecasted needs of our community Delivering on agreed business plan outcomes Proactively responding to emerging needs of the community
Support community activities, programs and events which foster social connectedness, create awareness and develop respect between groups, clubs, associations and individuals in the community.	<ul style="list-style-type: none"> Community activities, programs and events supported
Provide direction and coordinate relevant Council reference groups or Sub Committees.	<ul style="list-style-type: none"> Regular meeting with Youth Reference Group coordinated and delivery of agreed outcomes of the group
Reviewing processes to deliver efficiencies ensuring a high level of customer service is provided	<ul style="list-style-type: none"> Efficiencies achieved and processes reviewed without compromising customer service
Preparing, reviewing and tracking the budget for the sector	<ul style="list-style-type: none"> Budget effectively prepared, reviewed and tracked
Establish strong and effective partnerships with community groups, volunteers, service providers and other key stakeholders to develop responses to community issues and respond to opportunities. Lead communication, engagement and collaboration with key community sector.	<ul style="list-style-type: none"> Participation in appropriate local government forums / groups Facilitation of relevant interagency and any other sub-committees formed out of this. Undertake research to identify emerging community needs in regards to sector of responsibility and develop recommendations on appropriate strategies for meeting these needs to Council, other spheres of government and the community. Provide support to community based organisations and other spheres of Government on establishment, management and operation of effective and appropriate community services and facilities for the dedicated sector of responsibility. Assist residents and service providers to develop and implement services dedicated to sector of responsibility. Provide information and referral on appropriate community services to assist dedicated sector of responsibility.
Any other duties within area of skill as directed, including flexibility to assist in other community sectors	<ul style="list-style-type: none"> Provide community development support to other community sectors as required Willingness to assist with all duties

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> ▪ Relevant Tertiary qualifications in Social Science/Social Work/Youth Work and / OR equivalent experience. ▪ A current Drivers Licence ▪ Current Working with Children Check (WCC)
Experience or skills	Essential	<ul style="list-style-type: none"> ▪ Demonstrated experience in community services, preferably with skills in community development, project management and/or community planning processes ▪ Understanding of current social issues affecting young people ▪ Experience in building and maintaining effective relationships with community groups and an understanding of the techniques and processes required to work effectively with volunteers ▪ Strong planning skills with a proven ability to determine and use resources in the most effective way. ▪ Strong organisational and time management skills ▪ Well-developed computer skills ▪ Ability to communicate effectively with various internal and external stakeholders

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Goals oriented: Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative. ▪ Strategic thinking: Critically examine problems, considering alternative view points, identify constructive solutions and look for opportunities for innovation. ▪ Communication skills: Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters. ▪ Relationship management: Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues. ▪ Team focussed: Mentor emerging leaders, share skills, experience and knowledge via formal and informal collaboration with colleagues and staff. ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one. ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day. ▪ Respect – be honest and trustworthy, do what you say you will, put yourself in the other person's shoes, listen to what's important to others. ▪ Evolve – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.
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CORPORATE OBLIGATIONS

Employees	No direct reports. Unit structure attached.
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement