



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Community Development Officer
Workgroup	Community Relations
Reports to	Manager Community Relations
Classification	6
Employee Status	Part - Time
Location	CAC

Primary Position Purpose

The **Community Development Officer** will work with community groups, organisations, government agencies and internal stakeholders to collaborate and partner in the development and delivery of community development programs, events and projects to build social and community capacity with the aim of enhancing culture, arts, sport and community life within the Sorell Municipality.

Skill Based Classification Descriptors

The position is classified as a Level 6, the following skill descriptors apply to this level.

Authority & Accountability	May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.
Judgment & Problem Solving	Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
Specialist Skills & Knowledge	Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
Management Skills	May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.
Interpersonal Skills	Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise
Qualifications & Experience	Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include: (a) diploma or advanced diploma; or (b) appropriate in-house training or equivalent.

Key Responsibilities

Service Delivery

- Assist with the implementation of Council's community planning, development and engagement activities consistent with the Strategic and Annual Plans, Social Strategy, Youth Priorities and Active Transport Strategy.
- Work with emergency management and recovery frameworks, in the context of community disaster recovery, resilience building and community preparedness.
- Coordinate Council's Community Grants Program.

Asset Based Community Development

- Undertake planning, consultation, analysis, implementation and evaluation of a range of community development and wellbeing projects that facilitate a greater sense of ownership and outcomes that benefit the local community and build community capacity.
- Foster equity and inclusion by facilitating community action in response to identified needs, supporting community groups and individuals in becoming self-reliant.
- Develop and maintain strategic collaborative partnerships with community groups, relevant service providers and key organisations.
- Identify new or changing service requirements and initiate appropriate responses.
- Consult, communicate and work with internal and external stakeholders to deliver programs and services that meet the needs of the community.
- Coordinate and represent Council on Special Committees and Advisory Groups, including but not limited to Seniors Advisory Group and Service Providers Network.

Council Functions and Events

- Coordinate Council functions and events in accordance with Council's Community Plan and budget, including but not limited to;
 - Australia Day Awards Presentation
 - Seniors Week
 - Volunteer Recognition
 - Sorell regional Art Prize and Exhibition
 - Other special events of Council as required (Governor's Municipal Tour, Launches/Openings etc).

Operational Responsibilities & Participation

- Contribute to the development and monitoring of the Operational Plan and KPI's.
- Monthly activity reporting.
- Assist with the preparation of grant funding as required.
- Oversee the implementation and review of relevant policies and strategies as required.
- Commitment to ongoing professional development in Community Development.

This role requires reasonable after-hours activities and overtime when required by business needs.

Position Dimensions

Key Relationships and Influences	
Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
Other positions/workgroups	Participate in meetings and networking opportunities, share information and provide input on issues as required.
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
NGO's, Community Organisations, Service Providers, Sporting Clubs, Committees	Connect Council with community service providers to implement and deliver community based programs that meet health and wellbeing outcomes for the community

Resources and Budgets			
Direct Reports	Nil	Financial Delegation & Reporting	In accordance with Council policies and procedures
Indirect Reports	Nil	Statutory Appointments	In accordance with Council policies and procedures
Total	Nil	Delegations	In accordance with Council policies and procedures

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Experience in planning, consulting, analysing, implementing, and evaluating community development and wellbeing projects that enhance community ownership and capacity.
- Competence in consulting, communicating, and collaborating with internal and external stakeholders to deliver effective programs and services.
- Experience coordinating functions and events in line with plans and budgets.
- Ability to assist with preparing grant funding applications and reports as required.
- Experience working within emergency management and recovery frameworks, including community disaster recovery, resilience building, and preparedness initiatives.
- Building and maintaining meaningful community partnerships and stakeholder relationships that facilitate community outcomes.
- Current driver's licence.

Desirable:

- Experience working in local government.

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name

Manager signature

Date

Employee name

Employee signature

Date

GM Name

GM Signature

Date