

## POSITION DESCRIPTION

### Community Development Officer

<b>POSITION TITLE:</b>	<b>Community Development Officer</b>
<b>POSITION NUMBER:</b>	<b>454</b>
<b>POSITION STATUS:</b>	<b>Full-time</b>
<b>LEVEL:</b>	<b>Four (4)</b>
<b>REPORTING TO:</b>	<b>Team Leader Community Centres &amp; Events</b>
<b>LOCATION:</b>	<b>Civic Centre</b>
<b>SPECIAL CONDITIONS:</b>	<b>This position may require attendance for out of hours requests to meet organisational demands when agreed between all parties and as directed by the Team Leader Community Centres &amp; Events and the Group Manager Community Connections.</b>  <b>Current SA Driver's Licence is essential.</b>  <b>A Police and DCSI Clearance is required to be maintained with this position and held current every three (3) years.</b>

#### **POSITION OBJECTIVES:**

This position is responsible for the delivery and support of a variety of community development and wellbeing initiatives, events, programs and projects including, but not limited to, early childhood, youth, families and seniors, community organisations and undertake community engagement and community planning initiatives. The position will work collaboratively with key groups and agencies to develop sustainable partnerships.

#### **DISCLAIMER:**

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## KEY RESPONSIBILITIES

Key Area	Key Tasks
<b>Corporate Plan Focus Area – Business Systems and Processes</b>	
<b>Community Development</b>	<ul style="list-style-type: none"> <li>• Delivery and support of a variety of community development and wellbeing initiatives, events, programs and projects including, but not limited to early childhood, youth, families and seniors, community organisations and undertake community engagement and community planning initiatives</li> <li>• Develop project plans and be responsible for the delivery of project objectives and milestones and providing report updates as required</li> <li>• Undertake community engagement and liaison with internal and external stakeholders on projects and initiatives</li> <li>• Work collaboratively with staff across the organisation and with the community developing and maintaining effective relationships and networks with relevant community members, agencies, community groups and youth organisations, (including attending approved networking meetings and forums)</li> <li>• Obtain quotations and prepare documentation and consultant's briefs and manage contracts for services relating to the role as required and in line Procurement and Contract protocols and procedures</li> <li>• Conduct research and analysis relating to industry trends, innovative, leading practice and current and future local community needs to identify service gaps, inform community development strategies, projects and planning</li> <li>• Prepare reports for Council with recommendations as required and ensure reports and proposals are reliable and of a high standard</li> <li>• Provide advice and expertise on community development and social research practices, both within the organisation and the community</li> <li>• Assist with and implement the promotion of community programs and activities</li> <li>• Support projects and events that are the responsibility of the whole Community Connections team as required</li> <li>• Assist and oversee Community Connections program volunteers as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Demonstrate and support the City of Burnside's values when working with others and the community</li> <li>• Assist in the achievement of agreed outcomes consistent with departmental plans and budgets</li> <li>• Utilise multi skilling initiatives to carry out a range of other support duties across Community Connections and in particular to enable relief of other positions</li> <li>• Undertake any other duties associated with the position as required</li> <li>• Responsible for adequately managing the official records created and received according to relevant legislation, policies and procedures.</li> </ul>
<b>Corporate Plan Focus Area – Financial Sustainability</b>	
<b>Budget</b>	<ul style="list-style-type: none"> <li>• Operate within budget and resource constraints, monitoring and reporting as required by the Team Leader Community Centres &amp; Events and Group Manager Community Connections</li> <li>• Contribute in preparation of Department's budget as it relates to role and associated activities.</li> </ul>

**Corporate Plan Focus Area – Council Services**

<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provide high quality multifunctional customer service to the City of Burnside’s external and internal customers, in accordance with Council’s Business Plan, Code of Conduct, Policies and Strategies.</li> </ul>
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**Corporate Plan Focus Area – People & Culture**

<b>Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Participate in and assist the Team Leader Community Centres &amp; Events with the PDR process</li> <li>• Support the Department by transferring knowledge and skills through the mentoring and/or supervision of others (incl. Volunteers and Work Experience) as appropriate</li> <li>• Attendance at conferences, seminars, workshops and other training activities to maintain an awareness of trends and issues primarily relating to the position</li> <li>• Pursue general ongoing training and development opportunities where appropriate.</li> </ul>
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**Corporate Plan Focus Area – Risk Management & Governance**

<b>Work Health and Safety, Injury Management and Equal Opportunity &amp; Diversity Protocol</b>	<ul style="list-style-type: none"> <li>• Adhere to defined work health and safety policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.</li> <li>• Adhere to defined work injury management policies and procedures.</li> <li>• Compliance with EO and DDA legislations and Council policies.</li> <li>• Identify and manage areas of risk to the department and Council.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council’s policies and procedures, code of conduct and relevant Acts</li> <li>• Review and provide input and advice on key strategies, policies, procedures, systems and processes as they relate to Community Connections</li> <li>• Maintain a good working relationship with Council’s Elected Members, partners and stakeholders</li> <li>• Ensure a high quality of reporting to Council.</li> <li>•</li> </ul>
<b>Safe Work Environment</b>	<ul style="list-style-type: none"> <li>• Adhere to the Safe Environment Protocol and the Safe Environment Code of Conduct and any associated procedures.</li> </ul>

**EXTENT OF AUTHORITY**

In accordance with the Local Government Act (Act), this position has authority by the Chief Executive Officer to exercise powers and duties within the limits of the Act and in accordance with Council Policy.

**PEOPLE & CULTURE RESPONSIBILITIES**

The City of Burnside values its staff and is committed to the principles of our Corporate Values. As a Staff Member, you play a key role in demonstrating these standards and show integrity in your daily interactions with customers, your manager and colleagues.

**Caring & Supportive**

- Be understanding and supportive of the individual, “to look after each other”
- Be consistent and fair with the treatment of others

### **Innovative & Creative**

- Have the enthusiasm, courage and support to implement something new and the opportunity to challenge current practice

### **Transparent & Honest**

- Consistency, openness and integrity in decision making
- Be trusted to take responsibility and ownership for actions
- Use effective channels and systems for communication

### **Enjoyment & Involvement**

- Work with staff who want to be there
- Share a laugh
- Celebrate achievements



## **PERSON SPECIFICATION**

### **a) Skills**

- Project management skills and the ability to scope, plan and deliver high quality projects in a timely and cost effective manner
- Community engagement skills, with an ability to consult and facilitate engagement processes
- Ability to conduct research, data analysis and findings, reach conclusions, compile results and findings and prepare reports as required
- Excellent interpersonal skills including the ability to relate to and mix with a wide range of people from diverse backgrounds and experiences
- Excellent communication skills including both verbal and written
- Strong competencies in networking, negotiation and working with community groups
- Ability to engender co-operation and facilitate communication between the various departments of Council
- Excellent planning and time management skills, with the ability to multi-task and work on a range of concurrent projects and an attention to detail
- Proficiency in the operation of a personal computer, Windows-based software applications (Word, Excel, PowerPoint) internet technologies and the ability to prepare written reports and other correspondence
- Ability to monitor and work within an allocated budget.

### **b) Knowledge**

- A strong understanding of community development and event principles and practices
- A strong understanding of youth development techniques, policy and current trends
- A good understanding of office and administrative processes, procedures and techniques
- Understanding of Local Government terminology, policies, meeting procedures, protocol and related governance concepts and practices
- Relevant funding sources and community resources
- Basic finance/accounting principles.

### **c) Experience/Qualifications**

- Tertiary qualification in social/behavioural science or community development or a relevant discipline
- Previous experience in planning, delivering, facilitating and managing community projects
- Experience in undertaking and facilitating community engagement processes and an understanding of community engagement, research and evaluation techniques
- Experience and/or qualification in project management
- Experience working in a community setting, including with volunteers and community groups.

**d) Attributes**

- High degree of personal integrity and deal with matters confidentially and with discretion
- Self-directed, with a commitment to setting clear goals and achieving high quality outcomes
- Proactive and have the ability to think innovatively, problem solve and develop options
- Flexibility, with the ability to effectively respond to unplanned situations.

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**ACKNOWLEDGEMENT AND APPROVAL**

**Last Updated: June 2018**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** / /

**Group Manager:** \_\_\_\_\_ **Date** / /

**General Manager:** \_\_\_\_\_ **Date:** / /