

DOCUMENT TYPE:	Position Description		
POSITION:	Community Development Officer		
POSITION SUPERVISOR:	Manager Community Partnerships		
POSITION DIRECTORATE:	Community Wellbeing		
POSITION DEPARTMENT:	Community Partnerships		
POSITION TERM:	Permanent		
POSITION STATUS:	0.7 FTE		N/A
POSITION AWARD CLASSIFICATION:	Band 6		
POSITION DESCRIPTION VERSION NUMBER:	1		
POSITION DESCRIPTION DATE ADOPTED:	August 2024		
POSITION DESCRIPTION REVIEWED BY:	Manager Community Partnerships/Director Community Wellbeing		
INCUMBENT:	Vacant		
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.		
<p>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</p> <p>This document is available in alternative formats (e.g. larger font) if requested.</p>			

1 POSITION OBJECTIVES

This role is responsible for working across the Loddon Shire with internal and external stakeholders to achieve broader community development goals and objectives by:

- facilitating the development and implementation of initiatives, programs and projects that promote the engagement, participation, inclusion and capacity building of the wider community
- providing support and advice to Community planning groups that is consistent with the requirements of Council's Community Planning Framework
- assisting with the planning, development and implementation of the processes necessary to internally review community plans in accordance with the Community Planning Framework.

2 KEY RESPONSIBILITIES AND DUTIES

2.1 Strategic

The incumbent will:

- proactively identify and promote community development opportunities for Loddon Shire to support ongoing community development
- assist in the planning, development, and evaluation of approved community development programs, projects and events
- assist with the development of any internal procedures needed to support the internal coordination and management of the community planning program
- liaise with and assist internal staff to coordinate the new internal community planning processes
- facilitate collaborative research projects utilising a range of methodologies to collect data, analyse results, develop findings and recommendations and prepare reports
- research, identify and develop submissions for funding opportunities
- assist with the preparation of progress reports as required by the Manager, Director, Management Executive Group and Council.

2.2 Stakeholder Engagement

The incumbent will:

- develop and maintain strategic relationships and networks, working collaboratively to achieve organisational and community outcomes in response to the prioritised needs of the community
- liaise with Community Plan groups within Loddon Shire to provide advice and guidance in regard to their coordination of local community plans with regard to whole of Council strategic or policy direction
- assist communities to meet the requirements of the Community Planning Framework including the following items, but not limited to:
 - community planning committee structure
 - community engagement
 - the on-going review and updating of plans
 - prioritisation of projects
 - submission to Council
- ability to work flexibly to allow meeting attendance at dates and times best suited to individual communities/community planning committees
- provide an effective communication link between the community and Council
- proactively engage with, provide advice and build the capacity of Council staff and key stakeholders in Community Development practices through the development of appropriate tools, resources and undertaking coaching and development activities
- under direction, act as a facilitator at internal and external meetings as approved and where appropriate.

2.3 Other duties

The incumbent will:

- prepare and present high quality written and verbal materials, using a range of traditional and digital methods to engage with and influence a variety of audiences

- contribute to a positive directorate and team culture through exercising personal responsibility and collaborative decision making
- work towards the achievement of corporate objectives set by Council
- carry out such other duties as directed that are consistent with the general requirements of this position.

3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- have the ability to plan and prioritise workloads in accordance with Council policies and the direction of management
- be accountable for the provision of accurate information to management, staff and stakeholders
- be responsible for ensuring the accuracy and quality of work produced and tasks are dealt with in a timely and efficient manner
- contribute towards the development of policies and strategic plans.

4 JUDGEMENT AND DECISION MAKING

The incumbent will:

- have ability to solve minor problems and an ability to refer complex queries to appropriate manager or manage where required
- understand that guidance and advice is usually available within time to make a choice
- be responsible for planning and organising own time in accordance with timeframes and goals established by management
- be responsible for ensuring administrative duties are dealt with in accordance with goals established by management.

5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- a strong understanding of government funded programs and reporting requirements
- excellent community engagement and community development skills
- an understanding of the long-term goals of the wider organisation and of its values
- the ability to communicate with liaison groups in a professional manner using discretion, patience and tact
- excellent communication skills.

6 MANAGEMENT SKILLS

The incumbent will have the:

- ability to manage time, set priorities, plan and organise work so that the organisations objectives are achieved in the most efficient and effective way possible with the resources available and within a set timetable despite conflicting pressures
- have the ability to liaise with internal and external customers to achieve best outcomes

- have the ability to work independently with a local government framework to meet required objectives
- be willing to listen to, and accept, quality advice.

7 INTERPERSONAL SKILLS

The incumbent will:

- be required to gain co-operation and assistance from clients, members of the public, community plan committees and employees in pursuit of Councils corporate goals
- have an ability to liaise with counterparts in other organisations to discuss and resolve specialist problems
- have the ability to effectively disseminate information to a wide range of people
- have the ability to contribute to and promote teamwork
- highly developed verbal and written communication skills.

8 EXPERIENCE

The incumbent will have:

- a degree or diploma qualification with relevant experience and work skills in Community Engagement, Community Development, Project Management or similar discipline
- experience and understanding of community planning
- experience in the operation of office computer systems.

9 QUALIFICATIONS

Qualification	Mandatory or Desirable
A qualification in Community Engagement, Community Development, Project Management or related field	• Desirable
National Police Check	• Mandatory
Current Victorian Drivers Licence	• Mandatory

10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with their immediate supervisor.

12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> • Manager Community Partnerships
Supervises	<ul style="list-style-type: none"> • Nil
Internal liaisons	<ul style="list-style-type: none"> • All Council staff
External liaisons	<ul style="list-style-type: none"> • Community planning committees • Relevant agencies • General public

13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. experience and/or a qualification in a relevant discipline
2. experience in the implementation or management of community programs with those provided in a rural community setting an advantage, particularly those associated with community planning
3. experience in transitioning projects through a review and prioritisation process supporting informed decision making
4. a strong understanding of community development issues/opportunities in the region
5. strong time management principles with a proven ability to meet deadlines
6. highly developed communication skills (verbal and written) with the ability to successfully interact and collaborate with a broad range of people
7. the ability to guide, influence and collaborate to achieve a desired outcome
8. proven ability to lead, motivate and promote teamwork in community groups
9. a current Victorian Drivers Licence and a willingness to undergo a police check

14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimisation

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred

15.3 Occupational Health & Safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems

15.4 Risk Management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system

15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles

15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction



COMMUNITY DEVELOPMENT OFFICER

15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council’s ratepayers and clients, for any purpose other than carrying out duties of employment

15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council’s approved Advent Manager Compliance software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.

15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times

16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent’s name: (Please print).....

Incumbent’s signature: Date:



COMMUNITY DEVELOPMENT OFFICER

Manager's signature:

Manager's title: Date: