

# Position Description

## Community Development Officer

<b>Classification</b>	Level 6
<b>Status</b>	Permanent full-time
<b>Reports to</b>	Manager Community Development
<b>Position Objective</b>	<p>Develop and implement a range of programs, initiatives, events and services that are responsive to the diverse needs of the Bassendean Community.</p> <p>The position has specific responsibility for grants management and social welfare and inclusion services including disability access and inclusion, aboriginal engagement, homelessness, volunteering, youth and positive ageing.</p>
<b>Last Review Date</b>	March 2025

### About the Team

The Town's Community Development Unit is dedicated to responding to our diverse community's needs, aspirations and wellbeing by building a safe, inclusive and connected community with a strong sense of identity and belonging. We contribute to the Town's strategic objectives through the delivery of a wide range of services

and programs that build community capacity as well as through advocacy and support for to achieve the best possible community outcomes.

## **Role Responsibilities**

### **Strategic**

- Undertake or assist with the development and facilitation of community development strategies and initiatives relating to portfolio responsibilities (social welfare and inclusion services) to strengthen community capacity and connection

### **Operational**

- Act as the Town's first point of contact for all matters relating to portfolio responsibilities.
- Develop, promote, facilitate and support community education and programming opportunities that support social welfare and inclusion .
- Form and maintain strong, productive relationships and/or partnerships with other business units, community and stakeholder groups including government and non-government agencies with an emphasis on, but not limited to, portfolio responsibilities to meet the objectives of the position.
- Provide advocacy and support to community groups, sporting clubs, organisations and individuals including running workshops, participating in and running stakeholder meetings, liaising with state government, assisting with grant submissions, and fostering networks between different groups.
- Deliver outcomes from key strategic informing documents including but not limited to the Disability Access and Inclusion Plan, Reconciliation Plan and the Public Health Plan
- Develop and maintain appropriate policies to support vulnerable communities in the community particularly in areas such as aboriginal engagement and homelessness
- Coordinate volunteering services for the Town
- Provide support to the Manager for client management at the Hyde Retirement Village

### **Administrative**

- Facilitate preparation and acquittals of grant funding applications for the Town of Bassendean and assist external agencies and organisations with the preparation of funding applications.
- Maintain statistical data and other records as required for reporting purposes
- Works collaboratively to identify opportunities for continuous improvement and efficiencies across the team, organisation and community

All workers must:

- Demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

## Other Job Requirements

*The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.*

- Possession of, or progress towards Tertiary qualifications
- Working with Children Check (annual)
- Current 'C' Class Drivers Licence.
- National Police Clearance (annual)

## Agreement

*The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.*

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

# Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

## 1. Personal Attributes

<b>Manage Self</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	<ul style="list-style-type: none"> <li>✓ Initiates action on team/unit projects, issues and opportunities</li> <li>✓ Accepts and tackles demanding goals with drive and commitment</li> <li>✓ Seeks opportunities to apply and develop strengths and skills</li> <li>✓ Examines and reflects on own performance</li> <li>✓ Seeks and responds well to feedback and guidance</li> </ul>
<b>Display Resilience and Adaptability</b> <i>Express own views, persevere through challenges, and be flexible and willing to change</i>	<ul style="list-style-type: none"> <li>✓ Is flexible, showing initiative and responding quickly to change</li> <li>✓ Accepts changed priorities and decisions and works to make the most of them</li> <li>✓ Gives frank and honest feedback / advice</li> <li>✓ Listens when challenged and seeks to understand criticisms before responding</li> <li>✓ Raises and works through challenging issues and seeks alternatives</li> <li>✓ Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
<b>Act with Integrity</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	<ul style="list-style-type: none"> <li>✓ Acts honestly, ethically and with discretion and encourages others to do so</li> <li>✓ Sets a tone of integrity and professionalism with customers and the team</li> <li>✓ Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>✓ Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>✓ Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<b>Demonstrate Accountability</b> <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Is prepared to make decisions within own level of authority</li> <li>✓ Takes an active role in managing issues in the team</li> <li>✓ Coaches team members to take responsibility and follow through</li> <li>✓ Is committed to safe work practices and manages work health and safety risks</li> <li>✓ Identifies and manages other risks in the workplace</li> </ul>

## 2. Relationships

<b>Communicate &amp; Engage</b> <i>Communicate clearly and respectfully, listen, and encourage input from others</i>	<ul style="list-style-type: none"> <li>✓ Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>✓ Clearly explains complex concepts and technical information</li> <li>✓ Adjusts style and approach flexibly for different audiences</li> <li>✓ Actively listens and encourages others to provide input</li> <li>✓ Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Community &amp; Customer Focus</b> <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	<ul style="list-style-type: none"> <li>✓ Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>✓ Takes responsibility for delivering quality customer-focused services</li> <li>✓ Listens to customer and community needs and ensures responsiveness</li> <li>✓ Builds relationships with customers and identifies improvements to services</li> <li>✓ Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>

<b>Work Collaboratively</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	<ul style="list-style-type: none"> <li>✓ Contributes to a culture of respect and understanding in the organisation</li> <li>✓ Creates an atmosphere of trust and mutual respect within the team</li> <li>✓ Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>✓ Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>✓ Identifies opportunities to work together with other teams/units</li> <li>✓ Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Influence &amp; Negotiate</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>	<ul style="list-style-type: none"> <li>✓ Builds a network of work contacts/relationships inside and outside the organisation</li> <li>✓ Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>✓ Negotiates from an informed and credible position</li> <li>✓ Influences others with a fair and considered approach and sound arguments</li> <li>✓ Encourages others to share and debate ideas</li> </ul>

### 3. Results

<b>Plan &amp; Prioritise</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>	<ul style="list-style-type: none"> <li>✓ Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>✓ Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>✓ Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>✓ Manages risks effectively, minimising the impacts of variances from project plans</li> <li>✓ Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Think &amp; Solve Problems</b> <i>Think, analyse and consider the broader context to develop practical solutions</i>	<ul style="list-style-type: none"> <li>✓ Draws on numerous sources of information, including past experience, when facing new problems</li> <li>✓ Demonstrates an understanding of how individual issues relate to larger systems</li> <li>✓ Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>✓ Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>✓ Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>✓ Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Create &amp; Innovate</b> <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	<ul style="list-style-type: none"> <li>✓ Produces new ideas, approaches or insights</li> <li>✓ Analyses successes and failures in the organisation for insights to inform improvement</li> <li>✓ Identifies ways in which industry developments and trends impact on own business area</li> <li>✓ Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</li> <li>✓ Identifies, shares and encourages suggestions for organisational improvement</li> <li>✓ Experiments to develop innovative solutions</li> </ul>
<b>Deliver Results</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<ul style="list-style-type: none"> <li>✓ Takes responsibility for the quality and timeliness of the team's work products</li> <li>✓ Ensures team understands goals and expectations</li> <li>✓ Shares the broader context for projects and tasks with the team</li> <li>✓ Identifies resource needs, including team, budget, information and tools</li> <li>✓ Allocates responsibilities and resources appropriately</li> <li>✓ Gives team members appropriate flexibility to decide how to get the job done</li> </ul>

#### 4. Resources

<p><b>Finance</b> <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i></p>	<ul style="list-style-type: none"> <li>✓ Uses basic financial terminology appropriately</li> <li>✓ Considers the impact of funding allocations on business models, projects and budgets</li> <li>✓ Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>✓ Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>✓ Applies high standards of financial probity with public monies and other resources</li> <li>✓ Identifies, monitors and mitigates financial risks</li> </ul>
<p><b>Assets &amp; Tools</b> <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i></p>	<ul style="list-style-type: none"> <li>✓ Contributes quality information about council and community assets to asset registers</li> <li>✓ Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>✓ Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<p><b>Technology &amp; Information</b> <i>Use technology and information to maximise efficiency and effectiveness</i></p>	<ul style="list-style-type: none"> <li>✓ Selects appropriate technologies for projects and tasks</li> <li>✓ Identifies ways to leverage the value of technology to achieve outcomes</li> <li>✓ Ensures team understands their obligations to use technology appropriately</li> <li>✓ Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>
<p><b>Procurement &amp; Contracts</b> <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i></p>	<ul style="list-style-type: none"> <li>✓ Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>✓ Delivers open, transparent, competitive and effective procurement processes</li> <li>✓ Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>✓ Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>