

Position Description

Position Title	Community Development Officer		
Department	Community, Planning, Development & Environment Directorate	Position Number	CPDE09
Grade	Grade 7	Location	Community Development Office - Coonamble
Status	Permanent Full Time	Hours	35hrs week / 70hrs per fortnight
Reports To	Community Development Manager	Industrial Instrument	Local Government (State) Award 2023
Date Revised	19/02/2025	Version Number	1
Direct Responsibilities	Community Development initiatives (Youth & Community Services)		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The Community Development Officer is responsible for planning, implementing and coordinating community development programs and initiatives with a focus on youth, children, parents and seniors under the guidance of the Community Development Manager. The role will also support & coordinate the services of Council's after school care, Gulargambone and Quambone. This role involves working closely with community members, local organisations, and government agencies to enhance the social, economic, and environmental well-being of the community.

Position Benefits

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Youth

- Coordinate Council youth services for the Gulargambone, Quambone and Coonamble communities.
- Establish a positive liaison with parents, children and young people attending the service.
- Be aware of medical and allergy conditions pertaining to each child and ensure child safety.

Community Development Activities

- Plan, coordinate and implement community development activities that address the specific needs and priorities of youth, children, and seniors and other cohorts in line with the community development plan and as required by the Community Development Manager.
- In consultation with the Manager, suggest and review ways to enhance Community Services activities and oversee the implementation and feasibility of recommended strategies, as required.
- As part of a team, ensure the provision and maintenance of suitable and attractive Community Service facilities compliant with work safe and child safe practices and services that enhance community engagement and cultural practices.
- Coordinate the development and implementation of school holiday program in partnership with other service agencies, appropriate for children and young people as required by community development manager.
- Coordinate, plan and report on the effective delivery of Council services (Youth, Children, Seniors etc.) e.g. after school care in Quambone and Gulargambone, ensuring the services are excellently resourced, in delivery and quality, including at times personal engagement in and provision of these services.
- Aid Council, staff and community groups on all levels of community engagement, as required by the Community Development Manager.

Community Engagement

- Foster strong relationships with community members, particularly youth, children and seniors, to encourage active participation in community programs.
- As part of a team, work with other professionals and members of the community to achieve improvement in community safety, social capital, connections between people, groups and places.

Resource Coordination

- Identify and coordinate resources, including funding opportunities, to support community development initiatives.
- Work within mandatory reporting requirements for suspected child abuse, in order to meet Council's obligations.
- Coordinate staff as required, including organising rosters, resources allocation, guidance and on the job training as required by the Community Development Manager. Report staff compliance with all Council's policies and procedures, with relevant issues reported to the manager.

Partnership Building

- Develop and maintain partnerships with local organisations, schools and senior centres to enhance program delivery.

Event Planning

- Develop and maintain partnerships with local organisations, schools and senior centres to enhance program delivery.

Monitor and Evaluation

- Develop and maintain partnerships with local organisations, schools and senior centres to enhance program delivery.

Position Description

Records

- Ensure activities are in compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery Plan and Operational Plan, including any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

Finance

- Ensure duties are undertaken within budget constraints.
- Ensuring that accounting transactions and records are in accordance with the Local Government Act and Financial Regulations.

WHS

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.

General

- Provide excellent customer service to both internal and external customers.
- Prepare information and compile reports as requested.
- All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties as directed by Community Services Manager.

Key Internal Relationships

<i>Who</i> Community, Planning, Development & Environment	<i>Why</i> Report to the Community Development Manager to ensure service continuity and compliance with all statutory and proclamation requirements.
Services	Collaborate with other Services Agencies and Stakeholders to ensure service continuity and high level customer service.
Direct Reports	Nil.

Key External Relationships

<i>Who</i> External Stakeholders and Committees	<i>Why</i> Support Manager, as required, representing Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Tertiary Qualifications in Community Development, Social Work, Human or equivalent (Certificate IV level).
- Demonstrated experience in a similar role (3+ years).
- Sound knowledge of Community Services preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Proficient to advanced computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring commitment within work team.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted)
- Working with Children Check

PROHIBITED PERSONS ARE NOT ELIGIBLE TO APPLY

Desirable Requirements

- First Aid Certificate
- Completion of relevant training courses and Certificates.
- Tertiary qualifications in Youth Work field to a Diploma level.
- Local Government Experience.

Selection Criteria

- Tertiary Qualifications in Community Development, Social Work, Human or equivalent (Certificate IV level or higher).
- Demonstrated experience in a similar role (3+ years).
- Sound knowledge of Youth and Community Services preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Proficient to advanced computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring commitment within work team.
- Class P, P2 or C Drivers Licence (unrestricted) and Working with Children Check
- Sound organisational, planning and problem-solving skills and working in line with organisational goals.
- Sound ability to adapt to changing priorities, resilience and assisting in the allocation of resources and be able to effectively monitor, evaluate and report on progress.
- Sound ability to manage self, showing drive and motivation, demonstrated accountability including taking responsibility for own actions.
- Sound interpersonal skills, with the ability to establish and maintain effective working relationships, work independently with minimal supervision, and contribute positively within a team environment.
- Demonstrated ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

Position Description

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	