

POSITION DESCRIPTION

Position Title:	Community Development Officer	Directorate:	Community and Corporate Services
Position Number:	100292	Department:	Community
Employment Status:	Full Time	Section:	Community Development
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point 11		
Reports to:	Coordinator Community Development		

PRIMARY PURPOSE:

The primary function of this role is to ensure the delivery of the Community Strategy key priorities.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Community Development Officer** reports to the **Coordinator Community Development** for all operational and management matters.
- The role is a key contributor to the **Community Development Team**.
- The role will work across all of **Council Departments**.

2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.
- This role will engage with government agencies, councils, non-government and community organisations and businesses.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Community Development	<ul style="list-style-type: none">• Support the delivery of Glenorchy's Community Strategy and Community Action Plan.• Participate in and, where appropriate, convene working groups, reference groups and interagency networks that contribute to identified community priorities.• Work collaboratively with Council's Community Engagement and Communications teams to ensure the community is informed, involved, and connected to Council-led and community-led initiatives.
Community Connection and Local Initiatives	<ul style="list-style-type: none">• Support the planning and delivery of inclusive, locally driven initiatives across Glenorchy.• Enable community connection and inclusion by supporting place-based programming in areas such as the COMMUNITY Hub, Glenorchy CBD, Moonah and Claremont.• Assist groups and individuals to address issues such as social isolation, promote kindness, and strengthen community identity.
Youth and Civic Participation	<ul style="list-style-type: none">• Collaborate with the Youth Engagement Officer and Safe City Lead to support youth-led and youth-focused initiatives, including Glenorchy's Youth Hub.• Assist local groups and schools to deliver civic learning projects, including 'Election 2026 Engagement' and the 'International Food Garden', that build understanding and participation in community life.
Partnerships, Capacity Building and Promotion	<ul style="list-style-type: none">• Develop and maintain collaborative relationships with Neighbourhood Houses, community organisations, service providers and volunteers.• Support emerging and existing groups to grow their leadership and program delivery capacity.• Contribute to grant submissions, project reports, and communication materials that reflect the goals and impact of community initiatives.
Team Work	<ul style="list-style-type: none">• Work collaboratively across the Community Development Team.• Contribute to a positive, inclusive team culture aligned with community development principles.• All members of the Community Department may be required to perform other duties; within the limits of the employee's skills, competence and training.

Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts • The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

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

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- As per delegation registers

LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL



- Relevant tertiary qualification or equivalent experience in community development, youth work, or social sciences.
- Demonstrated experience in program delivery.
- Current RWVP registration.
- Current Driver's Licence.

KEY SELECTION CRITERIA:

1. Relevant tertiary qualification and a minimum of three years' experience in community development, youth work, or a related field, including experience with planning, reporting, and program evaluation.
2. Demonstrated ability to design, deliver, and evaluate inclusive community and youth programs, using trauma-informed and strengths-based approaches.
3. Strong communication and stakeholder engagement skills, with the ability to build partnerships and collaborate effectively across community, government and service networks.
4. Proven experience facilitating meetings, working groups or co-design processes with diverse stakeholders such as managing volunteers.
5. Excellent time management and organisational skills, with the ability to manage competing priorities in a dynamic team environment.
6. Strong problem-solving and decision-making capabilities, including the ability to recommend and implement practical solutions.

AUTHORISATION:

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

Manager Name:	Simone Salter		
Manager Signature:		Date:	19/05/2025
Director Name:	Tracey Ehrlich		
Director Signature:		Date:	22/05/2025

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	