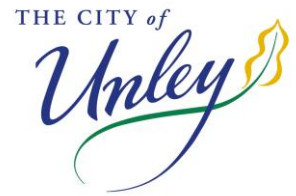


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: TEAM LEADER COMMUNITY AND CULTURAL DEVELOPMENT

Business Unit: COMMUNITY CONNECTIONS

Reports to: MANAGER COMMUNITY CONNECTIONS

Classification: MOA 7

2. POSITION OBJECTIVES:

The Team Leader Community & Cultural Development will oversee the multi-disciplinary Community & Cultural Development team, responsible for strategies, projects, services and initiatives that facilitate and foster community capacity building, social inclusion, participation, community wellbeing and vitality.

The Team Leader Community and will:

- Establish and maintain a constructive workplace culture that supports the team to be highly engaged, highly performing and collaborative.
- Plan for and lead the Community & Cultural Development team comprising of the following functions in accordance with Council's strategic and corporate goals:
 - Active Ageing projects
 - Arts and Culture
 - Reconciliation
 - Events
 - Volunteer management
 - Youth Development
 - Social inclusion projects and
 - Social Planning
- Ensure the Community & Cultural Development team meets their objectives and delivers strategies, programs, activities, events and services that achieve maximum value to the community.
- Take a lead role on the development and implementation of Council's social/community strategies and initiatives, including the development of a lead Community Strategy, and oversight of Council's Public Health Plan and Disability Access and Inclusion Plan.
- Provide specialist advice on social planning in the City of Unley.



Better Together



Be Progressive



Strive for Excellence

3. KEY RESPONSIBILITIES:

- Lead the team in accordance with the City of Unley's Leadership Capability framework.
- Ensure the delivery of the team's annual work plan on time, within budget and ensuring maximum community value.
- Provide staff with clear direction, expectations, performance management and succession planning.
- Develop, monitor and review relevant strategies, policies and procedures.
- Provide strategic advice to Council and the team on how to best meet emerging and identified community needs and anticipate the needs of the community in future planning.
- Using a community development approach and within the resources available, actively identify, create and promote opportunities to maximise community participation, involvement and engagement in the development, review and provision of projects, programs and services.
- Embed customer service principles in the delivery of the Community & Cultural Development team workplan, effectively respond to customer enquiries and resolve complaints in accordance with Council's standards and policy.
- Develop, encourage and support collaborative relationships between the Team and other key internal and external stakeholders and actively participate in industry opportunities and projects to return benefit to the City of Unley.
- Proactively seek, secure and manage funding and sponsorship from external sources.
- Prepare annual budgets and monitor and report on expenditure and variances against budget.
- Represent the Community & Cultural Development team at Council meetings, forums, committees and working groups.
- Demonstrate and support the City of Unley's values when working with others and ensure the Team operations in a manner consistent with the desired workplace culture of Unley.
- Ensure services, projects and programs meet community need and expectations and comply with all legislative, policy and contractual requirements.
- Liaise with various stakeholders including Elected Members, Council staff, peak bodies, State and Commonwealth Government, Universities and non-government agencies.
- Comply with City of Unley's Records Management Policy, procedures and practices for all records created and received.
- Undertake other duties associated with the position as required.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- A tertiary qualification in community development, social planning, social sciences and/or extensive relevant experience.
- Experience in local government or the community sector in a leadership role.
- Experience in managing, developing and mentoring staff.
- Current and unrestricted Department of Human Services Working with Children check.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Experience in leading a multi-disciplinary team.
- Delivery of programs and services using community development principles.
- Experience in providing a social planning function in a local government setting.
- Demonstrated experience in driving and managing change.

b) Knowledge

Essential

- An understanding of the role of local government in community and cultural development planning and service delivery.
- Knowledge of key principles and current practices in community development, community engagement and service delivery, particularly leading practice approaches and models.
- Knowledge of current local, State and Federal Government policies and trends in community development and delivery of community-based programs and services.

Desirable

- Awareness of funding sources and community resources.
- Working knowledge of legislation and governance principles and obligations that affect areas of responsibility.

c) Skills

Essential

- Highly developed leadership skills, with the capacity to influence others, engender cooperation and facilitate communication between the various departments of Council, community groups, agencies, funding bodies and partners.
- Sound strategic thinking and community development skills.
- Proven ability to prepare high quality strategies, action plans, policies, procedures and reports.
- Highly developed interpersonal skills to foster positive working relationships and collaboration with the ability to consult, negotiate and communicate with all levels of staff, government and non-government agencies.
- Superior written and verbal communication skills including capability in public speaking, presentation, public relations.
- Politically astute and ability to negotiate competing priorities.
- Contract management and negotiation.
- Research and preparation of social policies and strategies.
- Effective organisation and time management skills.
- Demonstrated ability to effectively prepare, monitor and manage a program budget.
- Ability to review and revise work practices for business improvement.
- Proficiency in using the Microsoft Suite of Applications, 365 and internet technologies.

d) Personal Attributes

Essential

- Self-directed, committed and innovative.
- A high degree of personal integrity, reliability and expertise on matters within the area of responsibility.
- Ability to identify, drive and establish strategic directions.
- Ability to effectively influence and motivate others.
- Highly accountable and accepts responsibility.
- Ability to drive desired organisational change.
- A high level of approachability and openness to consider other points of view.
- Ability to work with people from diverse backgrounds and disciplines.
- A high commitment to internal and external customers and a commitment to continuous improvement.
- A commitment to ongoing professional development and continuous learning.
- Willingness and flexibility to work outside business hours when required.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: