

<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 638" style="background-color: #A6C9E8; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center;"> Group </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="204 1877 399 1899" style="font-size: 10px;"> Clarence... a brighter place </div>		Community Planning and Development Officer (Health and Wellbeing Projects)
		Health and Community Development Group
	Incumbent	Vacant
		SIGNATURE:
		DATE:
	Manager	John Toohey
		SIGNATURE:
		DATE:
	General Manager	Ian Nelson
		SIGNATURE:
		DATE:

	Development Date	
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Health and Community Development Group Objectives:

The Community Development Team is part of the Health and Community Development Group. The Team is responsible for the promotion of community capacity building through services, programs and activities in Clarence that help create enabling environments for people and communities in order that they can enjoy healthy, safe and creative lives.

The Community Development Program has a multi-faceted strategic and operational focus in supporting, assisting and providing information and advice to community groups and organisations throughout Clarence. Areas of involvement include:

- facilitating and supporting community initiatives;
- helping to foster equity and inclusion by identifying and reducing barriers and creating supportive environments;
- developing, implementing and evaluating social policies for council;
- developing strategic partnerships with other organisations to improve opportunities for community participation and improved service delivery; and
- providing a strategic organisational role.

Community Development is about acknowledging the skills of people and respectfully connecting and working with them to access available resources to build a better community. It is about helping to create enabling environments for people (and communities) to enjoy healthy, safe and creative lives.

Essential Duties and Responsibilities

Essential duties as well as specific project and program responsibilities of the role are outlined below.

We are looking for someone to join our Community Development Health and Wellbeing Team to assist with a range of projects for the City of Clarence. The role will specifically advance Council's work in the following areas:

- The Help to Health Project – working on the Help to Health initiatives and exploring opportunities for long-term sustainability.
- Homelessness in Clarence – building internal policies and procedures and regional partnerships, considering challenges and opportunities.
- First Nations Reconciliation Action Plan – working toward the development and implementation of Council's Reconciliation Action Plan.
- Welcoming Cities Action Plan – Using the Welcoming Cities framework to develop a Multicultural Plan for Council.

This will involve working collaboratively across the Health and Community Development group.

The role will also involve supporting the Group objectives through policy development and implementation, creating structures to guide strategic responses in the work of the Community Development team and Council's vision for the community. This includes:

- developing, implementing and evaluating policies in accordance with social justice principles and community participation processes;
- exploring and responding to issues which meet community development program objectives;
- identifying new or changing service requirements and initiating a planned response to identified needs;
- helping to foster equity and inclusion by identifying and reducing barriers, and creating supportive environments;
- planning and undertaking community participation projects;
- planning and managing multiple projects, programs and initiatives;
- facilitating and supporting relevant special committees of Council;
- supervising workers in activities undertaken as part of community projects and initiatives;
- managing funding contracts, including ensuring all reporting requirements are met; and
- planning, developing and evaluating consultation processes to ensure that the needs of all sections of the community are considered in council's social planning processes.

And undertaking external liaison, including:

- developing, supporting and strengthening strategic collaborative partnerships with community groups, relevant service providers and key organisations;
- listening and responding to community needs and aiding community action;
- supporting self-determination in community groups and individuals;
- assisting in developing and working with new community groups for a limited period until groups are self-sufficient and operating autonomously;
- providing information on opportunities and useful contacts;
- promoting and publicising community development strategies;
- assisting community groups and organisations in seeking and applying for grants; and
- representing the organisation at community and interagency meetings.

And undertaking internal liaison and organisational development, including:

- planning and working co-operatively with other internal stakeholders on identified projects, in the development, implementation and evaluation of projects and initiatives relevant to the community;
- planning and identifying areas of enhanced collaboration and influencing opportunities for action in areas of mutual interest;
- providing feedback to the organisation in regard to community needs, opportunities and trends;
- facilitating corporate focus and staff awareness on social issues;
- facilitating and supporting special committees of Council; and
- preparing submissions and reports, as required.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- comply with all reasonable and lawful directions;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace; and
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter;
 - Procurement Policy and Code for Tenders and Contracts;
 - Fraud Policy;
 - Workplace Behaviour and Code of Conduct Policies; and
 - Work Health and Safety Policy and Procedures;
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the General Manager.

Organisational Relationship

The Community Planning and Development Officer (Health and Wellbeing Projects) is a member of the Health and Community Development Group, is supervised by the Health and Wellbeing Team Leader, and is responsible to the Manager Health and Community Development.

Salary

The salary for this position is Pay Point 19.

Selection Criteria

Essential

- Well-developed understanding and experience of community development principles, engagement, and community participation.
- Demonstrated skills and experience in the development, implementation and evaluation of strategic plans and policies at the local level.
- Relevant experience in project management, program planning and partnership development.
- Capacity to manage time, set priorities and plan work to ensure set objectives are met in time and within budget.
- Well-developed oral and interpersonal communication skills, including facilitation, listening, negotiation and conflict resolution skills.
- Highly developed written communication skills including proven ability to write clear policy, plans, briefing papers, and other high-level documents.
- Highly motivated, responsible, and resourceful self-starter with the capacity to work independently and as part of a team.
- Demonstrated computer experience.

Desirable

- Tertiary qualifications in social or behavioural sciences, policy, research, planning, community services or other relevant field.
- Previous experience in the use of social media for communications and promotions.
- An understanding of art and design principles.
- Current drivers' licence.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers
 - Driving vehicles.

Work Project Plan: Community Planning and Development Officer (Health and Wellbeing Projects)

The role will involve working collaboratively across the Health and Community Development team as part of the Health and Wellbeing team. In particular the role will progress the following projects:

- The Help to Health Project – working on the Help to Health initiatives and exploring opportunities for long-term sustainability.

This will involve:

- Conducting Right Place training and supporting Right Place members.
- Pursuing strategic partnerships and funding opportunities.

- Homelessness in Clarence – building internal policies and procedures and regional partnerships, considering strengths, weaknesses, challenges and opportunities.

This will involve:

- Supporting councils Action Plan through practical activities.
- Working with the internal council working group to determine council policy.
- Working with external stakeholders to develop long term strategic partnerships.
- Scoping opportunities for future strategic planning and action.

- First Nations Reconciliation Action Plan – working together toward the development and implementation of Council’s Reconciliation Action Plan.

- Supporting council’s development of its first Reconciliation Action Plan.
- Scoping opportunities for future planning and action.

- Welcoming Cities Action Plan – Using the Welcoming Cities framework to develop a Multicultural Plan for Council.

In addition, this role will **support the implementation of the Health and Wellbeing Strategy** through:

- Engaging with social media
- Participating in relevant project and working groups
- Promoting the “Live Clarence” program