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	<div data-bbox="367 539 478 584" style="font-size: 24px; font-weight: bold;">Group</div>	Health and Community Development Group	
	Incumbent	Vacant	
		SIGNATURE:	
		DATE:	
	Acting Manager Community Development and Services	Tracey Cockburn	
		SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
		SIGNATURE:	
		DATE:	

Development Date	November 2022
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Health and Community Development Group / Program 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 reducing barriers and creating supportive environments
- developing, implementing and evaluating social policies
- developing strategic partnerships with other organisations to improve opportunities for community participation and improved service delivery
- 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

Ensure the development and implementation of the Group objectives (across the Community Wellbeing program, including community safety) 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:

- leading the team to plan, deliver and address the current and future needs of the community, achieved through a commitment to excellence in community partnership and collaboration
- developing, implementing and evaluating policies in accordance with social justice principles and community participation processes
- exploring and responding to issues which meet program objectives
- identifying new or changing service requirements and initiating a planned response to identified needs
- helping to foster equity and inclusion by 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 engaged in community projects and initiatives
- managing funding contracts, including ensuring all reporting requirements are met
- 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
- undertaking the role of council's municipal recovery coordinator

Undertaking external liaison, including:

- developing, supporting and strengthening strategic collaborative partnerships with community groups, relevant service providers and key organisations
- facilitating community action in response to identified needs to enable community groups and individuals to become self-reliant
- 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 concepts behind community development strategies
- assisting community groups and organisations in seeking and applying for grants
- representing the organisation at community and interagency meetings

Undertaking internal liaison and organisational development, including:

- planning and working cooperatively 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
- 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
- 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
 - 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 Program Leader is a member of the Health and Community Development Group and is responsible to the Acting Manager Community Development and Services.

Salary Range

The salary range for this position is Pay Point 21 to Pay Point 26.

Selection Criteria

Essential

- Highly 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.
- Demonstrated interest or experience in health and wellbeing.
- Ability to lead, motivate, supervise and support workers.
- A strong capacity to manage time, set priorities and plan work to ensure set objectives are met in time and within budget.
- Excellent oral and interpersonal communication skills, including 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.
- Demonstrated computer experience.

Desirable

- Experience in working in collaboration for community impact.
- Tertiary qualifications in social or behavioural sciences, policy, research, planning or another relevant field.
- Current driver's 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 (about 6 hours per day)).
 - Dealing with enquiries and difficult situations on a regular basis.