

POSITION	POSITION NUMBER
Community Development Officer	1356b
CLASSIFICATION	LOCATION
Band 6	The Phoenix and Community Hubs
DEPARTMENT	DIVISION
Engaged Communities	Community Wellbeing
AGREEMENT	
Ballarat City Council Enterprise Agreement No. 8, 2019	

Position Objectives

- Responsible for establishing strong and effective partnerships with community groups, volunteers, service providers and other key stakeholders
- Co-ordinate and strengthen project activity across a range of community led projects and initiatives where Council is involved.
- Ensure Council's compliance with regard Community Asset Committees under Section 46 of the Local Government Act 2020.
- Enable and encourage community access and utilisation of Council facilities and programs.

Key Responsibility Areas

- Work with community groups to develop resilience and build capacity to support community led groups and committees such as Neighbourhood Houses, Men's Sheds and Community Gardens.
- Provide regular updates regarding Council projects to community groups
- Act as the main liaison for Council's Community Asset Committees.
- Build capacity and support community groups to facilitate inclusive participation
- Identify opportunities for sustainable growth and development through community groups
- Assist Council's Emergency Management recovery activities through active participation in community recovery processes.
- Active contribution to emergency management planning and processes with a particular focus on community.
- Identify and participate in the preparation of funding submissions to recognise and support opportunities that enhance community safety, encourage participation, build social cohesion and community capacity.
- Recognise and work to the priority groups within the Health and Wellbeing Plan as part of the Inclusion Framework
- Support and facilitate Council's online Community Directory.

REPORTS TO:	DIRECT REPORTS:
Coordinator Community Development	None
ORGANISATIONAL RELATIONSHIPS	
Internal: Community Development Team Engaged Communities Team Community Wellbeing Directorate	External: Community Tenants and Stakeholders Broader community members

Accountability and Extent of Authority

- Work with limited supervision in assisting community led projects.
- Have input into policy development in relevant Council / community project areas
- Manage operational program budget.
- Responsible for ensuring all requirements for health and safety and other legislative and regulatory responsibilities are observed

Judgement and Decision Making

- Utilise judgement to identify appropriate actions and prioritise work. Some initiative may be required when problem solving new situations.
- Provide input to improve existing processes and methods.
- Work with key users and stakeholders on activities at the community hubs.
- Be able to apply a flexible approach to working with community groups, organisations and individuals
- Utilise discretion and judgement to main confidentiality in all dealings with stakeholders and members of the public.

Specialist Skills and Knowledge

- Highly developed stakeholder facilitation skills.
- Sound knowledge and understanding of the principles of community development and ability to put them into practice
- Experience and demonstrated skills in the design and implementation of community-based project work and evaluation
- Well-developed problem-solving skills and the ability to exercise sound judgement
- Demonstrate effective leadership on OH&S matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council Policy.
- Ability to provide high participant experience to all users of the community hubs.

Management Skills

- Highly developed time management, planning and priority setting skills with the ability to organise diaries and timetables.
- Ability to work with limited supervision to achieve the required outcomes of the community hub and the business unit.
- Implement and maintain health and safety standards and procedures according to legislation and Council's My Safety Plan.
- Ability to utilise initiative in researching and analysing information

Interpersonal Skills

- Excellent verbal and written communication skills and ability to prepare clear and accurate written correspondence including reports.
- Ability to work with a wide variety of stakeholders with the ability to gain cooperation and assistance from stakeholders, members of the public and Council staff.
- Ability to constructively manage conflict.

- Ability to apply empathy and respect when dealing with staff, community members and external agencies.

Qualifications and Experience

- Qualifications in community development, social science or related field.
- Experience in a community development role or similar discipline.
- Substantial experience working with a broad range of groups and stakeholders.
- Practical experience facilitating activities in community settings.
- Experience overseeing internal and external stakeholders.
- Proven attention to detail and ability to be planned and organised.
- Hold a Working with Children Check or ability to obtain one.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated experience in establishing strong and effective partnerships with community groups, service providers and key stakeholders to foster increased participation and opportunities.
- Highly developed administrative and time management skills
- Ability to liaise effectively engage with people from a range of social and cultural backgrounds
- Excellent communication and stakeholder liaison skills with demonstrated experience in managing complex relationships in a political environment.
- Proven report writing for regular communications and annual report content