

POSITION DESCRIPTION

Senior Community Development Officer

POSITION DETAILS

Date of Position Description	July 2022
Position Title	Senior Community Development Officer
Position Grade	12
Directorate Business Unit	Community Services Social & Community Services
Reports to	Community Capacity Building Lead
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for working with internal and external stakeholders within a community development framework to increase community capacity to achieve improved socio-economic outcomes for priority communities. The position provides high quality support and advice to workers at local not-for-profit agencies and groups to build their capacity and resilience, and supports and resources local networks, inter-agencies and local initiatives.

KEY RESPONSIBILITIES

Role Specific

- Provide information, as required, that is relevant the community and Council to stakeholders to ensure programs, services and decisions reflect the needs of the community and sector
- Lead change in the sector and Council through the development of new approaches, capacity building and resources to support improved community outcomes
- Advocate on behalf of the community and the community sector; and facilitate the provision of advice to Council
- Connect people, services and resources to maximise opportunities and outcomes
- Facilitate opportunities for communities to build their capacity to achieve their aspirations
- Establish operationally strategic and collaborative working relationships with internal and external stakeholders to facilitate the delivery of Council's priority social outcomes.
- Establish and maintain an expert understanding of the priority communities and to remain abreast of local community needs and issues knowledge.
- Work closely and in partnership with the key internal and external stakeholders to actively advocate for the needs of the community as identified through all relevant mechanisms within Council and externally as relevant.
- Undertake community needs assessments, skills auditing, and basic social research at the operational level with a strong focus on building and improving local capacity to identify and work towards improving community outcomes.
- Lead and manage projects, and project teams in accordance with project briefs, and contribute to and manage project plans, work specifications, service level agreements, contracts and project management arrangements as required.
Manage budgets as delegated and provide timely and appropriate reports as required.
- Manage and/or assist community engagement processes relevant to priority communities and outcomes

- Provide support, guidance and where necessary assistance to applicants and successful recipients in Council's Community Grants.
- Support interagency meetings that focus on the issues for priority communities and achieve improved outcomes.

Baseline

- Apply knowledge, best practice, innovation and subject-matter expertise to promote continuous improvement and contribute towards the growth and maturity of the organisation.
- Monitor performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Contribute to the production and improvement of routine and customised reports and analysis to facilitate informed decision making.
- Ensure that all practices are up to date with current and relevant legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Manage reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Champion customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications

- Tertiary qualifications in the social sciences or related field applicable to social planning or community development.
- Current NSW Working with Children's Check
- Current Driver's License.

Experience

- Demonstrated minimum 3 years' experience and competence in working with disadvantaged communities to rebuild and renew communities to achieve improved outcomes for all stakeholders.
- Demonstrated understanding and ability to apply the principles of sustainability and community development practice.
- Demonstrated experience and adept in often complex, group facilitation and conflict management processes to achieve desired outcomes.
- Demonstrated ability to establish and maintain productive working relationships and partnerships with internal and external stakeholders.
- Demonstrated ability to build on community skills and resources and advocate for improved policies and programs

Skills

- Ability to work both as a contributing member of a multi-disciplinary team and to work independently while maintaining high standards of professional conduct and a willingness to accept responsibility and take initiative.
- Sound knowledge of government and non-government funding avenues and an ability to write submissions to a very high order and achieve external funding for programs, projects and activities.
- Well-developed communication and negotiation skills, and to write to multiple and often diverse audiences and requirements.
- Demonstrated knowledge of and ability to apply principles of community capacity building and asset based community development