



**Position TITLE:** Community Development Officer

**DEPARTMENT:** Community Development

**POSITION HOLDER:** Vacant

**REPORTS TO:** Manager of Community Services

**TERM OF EMPLOYMENT:** Permanent Full-Time

**JOB ANALYST:** Director of Community Development

**DATE:** September 2019

**CLASSIFICATION:** Band 5 Victorian Local Authorities Award 2001 and the Buloke Shire Council Enterprise Bargaining Agreement.

**POSITION OBJECTIVES:**

- To provide efficient and effective community development to the Buloke Community with a focus on the elderly and vulnerable cohorts.

**KEY RESPONSIBILITIES AND DUTIES:**

- Assist the Manager of Community Services in the implementation of the Buloke Shire Inclusiveness Plan.
- Assist the Manager of Community Services in the implementation of the Volunteer Strategy.
- Lead the coordination of volunteers for meals on wheels delivery.
- Work within the guidelines of the Building Inclusive Communities program to assist all members of the Buloke community to actively participate and support where this is already taking place with a particular focus on local NDIS transition.
- Coordinate Councils involvement in special events such as Victorian Seniors Festival, Volunteers Week, & NAIDOC and the International Day for People with a Disability.
- Actively seek out funding and support for the senior members of the Buloke community to assist them in active participation.
- Assist the Manager Community Services to address acquittal requirements.
- Assist with the support of the Buloke 2030 Community Plans.
- Play a support role in Buloke's Community Grants Program.
- Attend network meetings and opportunities to build strong partnerships towards combined outcomes.

**ORGANISATIONAL ENVIRONMENT:**

**Reports to:** Manager of Community Services

**Supervises:** Nil

**KEY COMMUNICATIONS:**

**Internal Liaisons:** Buloke Shire Council staff

**External Liaisons:** Customers and Ratepayers  
Relevant State and Federal Government Departments  
Consultants  
Stakeholder networks

**ACCOUNTABILITY AND EXTEND OF AUTHORITY:**

- The Community Development Officer is accountable to the Manager Community Services in the efficient undertaking of Community development activities.
- Freedom to act is governed by legislation, policies, processes, procedures and guidelines.
- Ability to act with limited supervision, with freedom to interpret stated guidelines to achieve clear objectives.
- Independent management of workload and the exercise of discretion within agreed standard practices and other requirements.

**JUDGEMENT AND DECISION MAKING:**

- Exercise judgement in situations which may require referral to other areas and/or more senior staff.
- Authority to organise and utilise resources available to achieve objectives.

**SPECIALIST SKILLS AND KNOWLEDGE:**

- High level Community Development skills and a demonstrated understanding of the underlying principles of Community Development.

**MANAGEMENT SKILLS:**

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate, that of other staff.
- Ability to develop systems and processes to effectively manage day to day administrative duties.

**INTERPERSONAL SKILLS:**

- Ability to work with and gain cooperation and assistance from other Council staff and external stakeholders.
- Ability to work with external providers and other Community Services practitioners in other organisations to discuss specialist matters.

**QUALIFICATIONS AND EXPERIENCE:**

- A qualification in a Community related discipline or relevant work experience and work skills within a community setting.
- Event organisation and planning skills would assist with this role.

**ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Human Rights and Equal Opportunity, Prevention of Bullying and Violence in the Workplace, Harassment Free Workplace).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

**PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with his or her supervisor.

**VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

This position description is subject to change from time to time as Buloke Shire Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**KEY SELECTION CRITERIA:**

- High level Community Development skills and a demonstrated understanding of the underlying principles of Community Development.
- Previous experience in a multi functional office environment and/or a Local Government environment is highly desirable.
- Proven track record in working to agreed timelines and producing high quality output not requiring rework.
- Highly developed written and verbal communication skills.
- Excellent public relations and interpersonal skills.
- Research and analysis skills.
- Ability to think on ones feet without constant supervision.

**VERIFICATION:**

This section verifies that the Chief Executive Officer has approved the position and the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Approved by: .....  
Rose Harris  
**Director of Community Development** .....  
Date

Agreed by: .....  
Mark Remnant  
**Manager of Community Services** .....  
Date

Agreed by: .....  
Vacant  
**Community Development Officer** .....  
Date