

POSITION DESCRIPTION

TITLE OF POSITION:	Community Development Officer
POSITION STATUS:	Casual
DEPARTMENT:	Community Services
AWARD:	Queensland Local Government Industry Award (Stream A) – State 2017
LEVEL:	Level 3

ORGANISATIONAL ENVIRONMENT

Barcoo Shire - The Heart of the Channel Country, Outback Queensland.

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 60,901 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 267 and its administration centre is Jundah.

Barcoo Shire Council administers local government, makes and enforces local laws and adopts and implements policy. Council's vision is a professional organisation creating a better future for our community. Council's mission is to serve our community through sustainable infrastructure and service delivery.

Council's values are:

- Simplicity - We will simplify things for ourselves and our community and focus our efforts on the things that matter most.
- Transparency - We will meaningfully engage with our community in our decision making processes and in the delivery of our projects, services and infrastructure.
- Accountability - We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.
- Respect - We will respect each other, our organisation, our community and our environment.

POSITION OBJECTIVES

To facilitate and stimulate positive community change through the identification of community requirements and implementation of innovative programs aimed at fostering social cohesion, improved community infrastructure and delivering social and community support.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Responsible to: Manager Community services
Supervises: N/A

DELEGATION

Refer to the Procurement Policy and Delegation Register for further information.

EXTENT OF AUTHORITY

This position requires limited direction, providing specialised expertise/advice to their work area. It is given a significant degree of autonomy to make decisions, with minimal assistance required.

PERFORMANCE ASSESSMENT

Key Performance Indicators (KPIs) will be developed between the employee and the supervisor or Manager and reviewed bi-annually through the Performance Review Process

This position is subject to an annual Performance Review Process in accordance with Council's Performance Management System. Individual performance in this position will be assessed against achievement of the duties and responsibilities outlined in Duties Statement.

POSITION REQUIREMENTS

Knowledge

- Knowledge of and experience in addressing current and emerging issues impacting upon the community and social development of small, rural communities.
- Sound knowledge of contemporary Community Development Practices
- Sound knowledge of stakeholder engagement and community service providers
- Broad knowledge of Shire demographics, geography and community groups, preferred
- Knowledge of work practices, statutory requirements, regulations and policies of the relevant work area
- Sound knowledge of MS Office Suite

Skills & Ability

- Good organisational and time management skills
- Ability to follow direction and complete tasks within given timeframes
- Developed skills in project and events management
- Good research and planning skills
- Very good written, oral and interpersonal skills
- Ability to facilitate small groups and liaise with multiple parties simultaneously

Experience/ Qualifications

- Experience in a similar role highly regarded
- Certificates or qualifications in community development, economic development, marketing or communication, highly regarded

ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position
- Willing to obtain a Blue card to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required
- Medically fit and physically capable to meet requirements of the position
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner
- Prepared, if required, for Council to undertake a Criminal History Check

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009
- Maintain confidentiality of all Council information obtained during the course of employment

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council
- Provide consistent and excellent customer services to all stakeholders

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors
- Maintain a positive team culture based on honesty, trust and integrity

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer
- Council currently operates under an Enterprise Bargaining Agreement
- All positions with Council are subject to an initial three-month probationary period
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community

DUTIES STATEMENT

COMMUNITY

- Facilitation of the shire's arts and culture events funded through RADF, Red Ridge or other agencies
- Acting as the point of contact for Council's Arts and Culture Advisory Committee.
- Facilitation of, and acting as Council's point of contact for, community events the likes of Australia Day, ANZAC Day, significant equestrian events, Channel Country Ladies Day, etc.
- Coordination, management and implementation of Council's Community Grants policy.
- Identification and promotion of external grants programs to community organisations and members.
- Assist in the capacity building of community organisations for the likes of attracting/managing funding opportunities and running effective organisations.
- Identification of community needs and developing/facilitating solutions to address these needs.
- Managing and dealing with a wide range of community and external enquiries relating to community services and development.
- Meaningfully engage with the community in fulfilling the duties of the role.

GENERAL

- Report to Council meetings as required and other meetings as directed by the Supervisor
- To perform all acts and duties relating to the affairs of the Council as required by legislation and Council
- To assist in the preparation of the Council Operational Plan and its implementation
- To ensure that all services under their control meet the expectations of Council's Budget
- To ensure proper procedure and supply of information in relation to the calling of and/or submissions of quotations and tenders
- To provide detailed action plans and budgets outlining all resources required and timeframes involved in meeting all Council's community objectives

PHYSICAL REQUIREMENTS

SEDENTARY WORK									
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>			
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input checked="" type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>			
WORK ENVIRONMENT									
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE			
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION						
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs						
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS			
This job may include:									
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception	<input checked="" type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input checked="" type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

WORK HEALTH AND SAFETY

- To comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures
- To participate in programs designed to monitor and protect the health and safety of staff in their workplace
- To report as soon as practicable to your Supervisor/Manager - Unsafe equipment, work practices or conditions - Potential hazard - Near misses - All injuries sustained whilst in the performance of work duties - Damage to Council equipment or property

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name..... Date.....

CEO Signature.....

CEO Name..... Date.....