

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Community Development Support Officer

Division	Community and Environmental Services Division	Department	Community Services, Sport and Recreation
Reports To	Community Development Coordinator	Direct Reports	No

Position Purpose

This position will assist in the planning and delivery of programs and initiatives that support the growth of connected, inclusive and resilient communities within the region, and achieve community and corporate objectives.

Key Responsibilities and Outcomes

Operational

- Assist in the planning, design and delivery of community development programs, initiatives and events that respond to identified and emerging community needs.
- Work in partnership with a range of internal and external stakeholders in the planning and promotion of community activities as part of annual celebrations and commemorative events, such as: Harmony Day, Youth Week, NAIDOC Week, Seniors Week and Disability Action Week.
- Support the coordination and delivery of council-led community networks and community engagement activities.
- Provide high level administrative and business support to the team, such as newsletter preparation, coordination of correspondence and purchase order and invoice processing.
- Develop and maintain relationships with internal and external stakeholders including government agencies, community organisations and peak bodies.

Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

Decision Making

Budget - N/A

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Sound level of financial administration and business support skills and experience
- Demonstrated communication skills, including verbal and written skills.
- Demonstrated experience in building high quality relationships with internal and external stakeholders, with a strong focus on provision of quality customer service.
- Ability to work constructively and contribute positively to a team.
- Knowledge and experience of community development processes and practices and event planning and delivery



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Qualifications

- Current C class driver's licence

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.