

Position Description

Position Title:	Community Development Officer
Position Number:	CSP417
Department:	Community Services, Sport and Recreation
Reports To:	Coordinator Community Development
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The Community Services, Sport and Recreation Department aim to build connected, creative, healthy and active local communities and enhance the lifestyle that residents of the Moreton Bay Region enjoy. This is achieved through the provision of support to community organisations; delivery of activities for residents; provision of community meeting and activity spaces; development of policies and plans; provision of early education services from Birralelee Child Care Centre; and participation in Council's response to, and recovery from disaster events. The Department employs approximately 81 positions and manages an annual operational budget of approximately \$13.3M.

Position Purpose


Reporting to the Coordinator Community Development, the Community Development Officer will develop and implement programs and initiatives that support the growth of connected and inclusive communities within the region and achieve community and corporate objectives.

Specific Accountabilities

Description
Supporting Community Development
Collaborate with community organisations, government agencies and/or internal stakeholders to develop, implement and evaluate programs and initiatives that build connected and inclusive communities and respond to emerging community needs.
Assist and coordinate the planning, delivery and promotion of council and community-led activities during events including, but not limited to, Seniors Week and Disability Action Week.
Coordinate and facilitate the Moreton Bay Region Community Interagency Network.
Support and participate in the development of the community sector to work collaboratively and strategically to address community needs and priorities.
Work as part of the Community Development team to plan, promote and activate opportunities that strengthen the resilience of communities to recover from a disaster event.
Organising and Operating
Support the development, implementation and review of community development strategies and action plans to support Council's policy agenda.
Develop project and communication plans and be responsible for the delivery of project milestones and reporting updates as required.
Undertake community engagement and liaison with internal and external stakeholders to support the development and implementation of community programs, strategy and policy.


Mange consultants in the delivery of projects including preparing project briefs, obtaining quotations and supervising project implementation including stakeholder engagement, monitoring project budget and ensuring project outcomes are achieved.
Develop and contribute to reports and recommendations for Council's consideration on relevant community issues.
Stakeholder Relations
Develop and maintain positive, productive and mutually beneficial working relationships with a diverse range of stakeholders, including all levels of government, community organisations, and community leaders.
Represent Council at regional and local network meetings and events as prioritised by management.
Champion community issues, participation and engagement across the organisation by participating in relevant cross functional working groups.
Constructively deal with any customer service enquires and complaints referred for action.

OUR CORE VALUES




RESPECT

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




SERVICE

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




INTEGRITY

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



TEAMWORK


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



SUSTAINABILITY

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: Nil

Decision Making Authority

Policy: Interprets and applies policies

Knowledge, Experience, Qualifications and Attributes

- Degree qualification in a relevant field.
- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Experience in the development and facilitation of strategic partnerships with diverse stakeholders.

- Highly development written and interpersonal communication skills including grant writing, report writing and the ability to engage with people at all levels.
- Highly developed people and relationship skills with a demonstrated ability to work in a team environment, communicate and motivate effectively at all levels of the organisation and contribute to a positive work environment with a strong focus on provision of quality customer service.
- Current C class driver's licence.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____