

POSITION DESCRIPTION

POSITION NUMBER:	10150
AWARD:	Local Government Officers Award
CERTIFIED AGREEMENT:	Current Central Highlands Regional Council Enterprise Bargaining Agreement
AWARD CLASSIFICATION:	3
REPORTS TO:	Supervisor Community Development
REPORTING DEPARTMENT:	Communities

POSITION OBJECTIVE

This Community Development Officer role is responsible for working with the wider community and delivering on Council's Indigenous (Aboriginal and Torres Strait Islander) Development Program.

This position will facilitate and deliver on community initiatives, programs and events to enhance the health and wellbeing of youth, families and leaders in the indigenous community. The role will also be responsible for establishing culturally appropriate programs, reconciliation action plans and work with the Governance Unit to deliver Native Titles and cultural heritage obligations as required by legislation.

The Officer will undertake specific community development projects in line with Council's Community Plan, Corporate Plan and Operational objectives.

KEY RESPONSIBILITIES

Service Delivery: Assist with the successful delivery of Council's community planning, development and engagement activities consistent with the Central Highlands 2022 Community Plan, Council's Corporate Plan, Community Development Practice Framework, Community Engagement Policy & Strategy and as required by relevant legislation.

Community Development: Using an asset-based approach, undertake community needs assessments and coordinate Council's Indigenous (Aboriginal and Torres Strait Islander) Community Development programs, initiatives and events across the Central Highlands region.

Community Planning: Lead Council's Reconciliation Action Planning and assist with facilitating, implementing and reporting on regional and place-community planning to ensure Central Highlands Indigenous youth, families and leaders have a voice in future planning.

Community Engagement: Undertake community engagement and communications planning, activities and reporting for Council led Indigenous projects and public campaigns. Assist in delivering Native Title and Cultural Heritage obligations as expected by Council

Advocacy: Advocate for the indigenous community to other levels of Government, organisations and institutions about the needs of the community, funding requirements and other social impacts using an evidence-based approach.

Cultural Diversity: Facilitate and deliver initiatives and foster partnerships to build and strengthen cultural competence of Council and service providers in relation to local Aboriginal and Torres Strait Islander communities.

Customer Service: Be courteous, professional and committed to delivering a high level of customer service when dealing with external community members, Councillors and colleagues.

Interpersonal Communication: Proactively foster and build networks, partnerships and relationships to create strong communities.

POSITION SPECIFIC REQUIREMENTS

Mandatory:

- Qualifications in community development and/or demonstrated experience related to the key responsibilities of the position
- Has relevant legislative child-related employment clearance that is in force or is willing to undergo assessment (Criminal History Check). Police Check is required.
- Minimum of Queensland C class provisional drivers licence

Desirable:

- Degree or Diploma would be well regarded

CORE COMPETENCIES

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and Innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Team Work	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the CHRC team.	2
Commitment to Values	Being willing and able to align your own behaviours with the objectives, goals and values of CHRC; acting as a role model and promoting the values to others.	2
Customer Service	Aligning your behaviour with the CHRC Customer Service Charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure.	2

This position description is a true reflection of the current requirements of the role. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. 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: _____