Position Description
Senior Community Development Officer
Community Services Branch
Community Services Directorate
ABOUT THE COMMUNITY SERVICES BRANCH

The Community Services Branch partners with key stakeholders and the community to create connected, healthy, active and safe communities in Logan. The services of the branch are provided through four teams, namely:

Community Development
Empowers individuals and groups to create, support, grow and sustain connected, healthy and inclusive communities.

Community Safety
Partners with, builds capacity of, and delivers services and programs to the community to create a safer city.

Social Planning
Puts the ‘people’ into planning through identifying, understanding and addressing community needs and aspirations.

Branch Management
Provides overall management to the branch in respect to the areas of financial direction, customer service, leadership, culture and service delivery.

ABOUT THE COMMUNITY SERVICES BRANCH

Logan City Council’s Purpose is to make a positive difference in people’s lives through the quality of the services we provide.

Our Goal is to be an organisation where our staff pursue excellence in all that they do with high levels of job satisfaction.

Our vision is to deliver an innovative, dynamic city of the future—one that offers social, environmental and economic health now and for future generations.
ABOUT THE ROLE

TITLE:
Senior Community Development Officer

POSITION NUMBER(S):
5826, 8212

CLASSIFICATION:
Level 6

AWARD:
Queensland Local Government Industry (Stream A) Award – State 2017

REPORTS TO:
Community Development Program Leader

JOB PURPOSE
Lead a team of Community Development Officers and coordinate community development programs, policies, strategies and capacity building initiatives.

EXTENT OF AUTHORITY
This position manages significant projects under limited direction and supervises employees, monitoring their outcomes within branch objectives and budget constraints.

DIRECT REPORTS
This role is responsible for the supervision of three (3) Community Development Officers.
KEY RESPONSIBILITIES / ACCOUNTABILITY

STRATEGIC LEADERSHIP

Supervise Council officers and related contractors responsible for the delivery of community development initiatives.

Coordinate team participation in network meetings and partnership projects with internal and external stakeholders.

Coordinate the implementation, review and reporting for Council’s Community Development strategies, policies and programs.

Play a key leadership role in the implementation of relevant Council strategies and actions plans, including supporting governance structures, resourcing, reviewing and reporting of outcomes and achievements.

Active leadership and contribution to whole of Branch projects including an ability to positively input into organisational priorities, projects, culture and team development activities being delivered in the branch.

Research social and community trends and needs in order to provide strategic advice to Council and to inform the development, implementation and review of Council’s policies.

Proactively identify community needs and gaps in service provision and develop best practice strategies which address these needs, in partnership with external agencies, where relevant.

Performance criteria
Your performance against these responsibilities will be assessed by your ability to;

- Strengthen and maintain the reputation of the team as a centre of excellence on community development matters and projects.
- Demonstrated professionalism, enthusiasm and modelling of positive behaviour when leading and supporting team/program staff members.
- Level of participation and input into whole of Branch projects and Branch Leadership initiatives, and;
- Your proactive contribution to identifying and fulfilling needs in the community.

ENGAGEMENT AND RELATIONSHIPS

Effectively manage partnerships with Councillors, community organisations/groups and State and Federal Government agencies to develop community programs and initiatives that respond to emerging needs and enhance the capacity of the human services sector.

Communicate complex concepts in plain language to customers, and build collaborative and respectful relationships with internal and external stakeholders.

Performance criteria
Your performance against these responsibilities will be assessed by your ability to effectively manage partnerships with Councillors, community organisations/groups and State and Federal Government agencies as required, and on your ability to convey complex concepts to affected stakeholders.

PROJECT COORDINATION

Initiate, develop and coordinate programs of a significant and complex nature that promote community development across Council, including budget and staff management.

 Undertake project planning, consultation, analysis and evaluation of a range of community development projects and ensure adequate reporting to Branch, Senior Management and Councillors.
Play a lead role in organising Council’s involvement in community events that support the programs and services in community development.

**Performance criteria**

Your performance against these responsibilities will be assessed by your ability to:

- Provide leadership to the coordination and management of projects, programs and services provided by the program.
- Provide strategic input into development and coordinator of programs in the community, and in organising Council’s involvement in community events.

**LEARNING AND PERSONAL GROWTH**

Promote and champion a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development.

**Performance criteria**

Your performance against these responsibilities will be assessed by your ability to actively promote a cohesive, productive team environment.

**GENERAL**

Accountability and reporting to the Community Development Program Leader on operational expenditure.

Proactively manage budgets and funding opportunities that assist in delivering community development initiatives and enhance the capacity of the community and Council.

Respond to information requests from Councillors and internal and external customers, in accordance with Council's policies, strategies and procedures.

The Council Leadership and Performance Capability Framework is used for managing and supporting performance and development.

The appointed officer may have to undertake any other duties that are reasonably within scope of their skills, competence and training.
KNOCKLEDGE, SKILLS AND QUALIFICATIONS
Possession of a degree in Human Services or other relevant fields is highly favourable.

Demonstrated written communication skills with the ability to present, prepare complex reports, policies, strategies, grants and other relevant documentation.

Exceptional interpersonal skills, including negotiation and conflict resolution skills.

Knowledge and understanding of current community development trends and the ability to plan for and deliver innovative projects that respond to existing and emerging issues.

Understanding of the roles and responsibilities of local government as they relate to the community development field.

Demonstrated experience in budget management including preparation, monitoring and review.

SUCCESS PROFILE
To succeed in this role you need to have experience in:

Strategic Leadership- supervising and managing multi-disciplinary staff, providing strategic advice and direction to inform the development of community initiatives, contributing to continuous improvement of program outcomes and providing input into Council plans and strategies.

Engagement and Relationships- creating, maintaining and supporting effective and collaborative partnerships, fostering strong rapport with internal and external stakeholders including staff and Councillors.

Project Coordination- managing multiple complex programs with proven effectiveness in community planning, decision making, development and project management, organising work to achieve outcomes and meet deadlines.

Learning and Personal Growth- applying feedback and knowledge to contribute to both individual and corporate self-improvement

General- producing complex reports, correspondence and briefing material for senior, executive management and Councillors, managing budgets and funding opportunities.

REQUIREMENTS
Possession of a current “C” class driver’s licence.

Current Working with Children Suitability (Blue) Card, or willingness to obtain prior to commencement is essential.

It is essential that the incumbent has flexibility to work outside of normal Council business hours.

REVIEW
This position description was reviewed in February 2020 and may be reviewed again as Council’s organisation is developed or re-structured. Any future re-organisation of duties as a result of such changes will be discussed with the incumbent officer.