

WHITEHORSE CITY COUNCIL

Position description

Job title: Community Development Officer	
Classification: Band 6	Effective Date: July 2023
Reports to: Acting Manager Community Engagement and Development	Tenure: Temporary (Full time) until December 2023.

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

This role will provide tailored support and management to range of community development projects and initiatives, including Whitehorse's neighbourhood houses and community centres to support wellbeing and inclusion.

Key Responsibilities

Position Specific Responsibilities

- Oversee the stakeholder relationships of Whitehorse's neighbourhood houses and community centres, including facilitating networks, managing maintenance and service requests and ensuring a mutually valuable relationship.
- Work collaboratively with the Community Engagement and Development team on delivering programs, events and initiatives in the community.
- Provide backfill and project support to the Diversity, Positive Ageing, Disability and Reconciliation community development portfolios as required.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Judgement and Decision Making

- The position will make day-to-day operational decisions in relation to Council's management of the neighbourhood and community houses in Whitehorse.
- Other decisions will be made by applying existing policy and procedures (where relevant) and using own professional judgement and risk management knowledge and experience.
- This position may represent Council on a range of community networks and will need to use professional judgement and experience in responding to enquiries as necessary.
- Guidance and advice is usually available.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Excellent written and verbal communication skills that can be applied to a range of diverse audiences, including report writing.
- Experience with conducting safety audits and/or risk assessments (desirable)
- An understanding and experience in apply continuous improvement changes to enhance processes and workflows.
- A valid Victorian driver's licence
- Satisfactory National Criminal History Check
- Working with Children Check

Qualifications and Experience

- Relevant tertiary qualifications in social sciences, health, community development or related field (desirable)
- Demonstrated project and/or event management skills and experience.
- Technology: use of Microsoft 365 suite, use of other Council systems such as Pathway and e-Pathway.

Interpersonal Skills

- Highly developed communication skills that build rapport, trust and accountability with a diverse range of stakeholders
- Ability to work effectively in a team environment
- Ability to manage difficult and challenging behaviours

Key Relationships:

- The position will liaise with and maintain professional relationships with community organisations and groups and internal Council staff.
- Given the nature of working with community, some evening and weekend work will be required (and time-in-lieu will be offered).

Management Skills

- Ability to set and work to a defined timeframe, utilising project management methods
- Well established facilitation skills to ensure the intended outcome is achieved

Key Selection Criteria

- Highly developed communication skills that build rapport, trust and accountability with a diverse range of stakeholders
- Ability to set and work to a defined timeframe, utilising project management skills
- Excellent written and verbal communication skills that can be applied to a range of diverse audiences, including report writing.
- Demonstrates organisational values and behaviours.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	NIL		
Hand/Arm Movement Tasks involve use of hand/arms	NIL		
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	NIL		
Standing Tasks involve standing in an upright position	NIL		
Reaching Tasks involve reaching above head, and above and equal to shoulder height	NIL		
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	NIL		
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	NIL		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body	NIL		
Keyboard Duties Tasks involve sitting at workstation and using computer.		Daily keyboard duties	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	NIL		

Any other relevant comments:

International Students – 21 October 2023 - Weekend work

Risk Assessment