

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT COORDINATOR

Position Details

Department:	Community Services
Unit:	Community Wellbeing
Classification:	Band 6
Date Reviewed:	June 2025
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect**Innovation****Integrity****Teamwork****Service
Excellence**

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

This position will assist the Glenelg Shire community to become empowered to bring about social change and improve health and wellbeing outcomes. This will be achieved through collaboration with a broad range of key stakeholders across the community, specifically leading and coordinating the implementation of the Glenelg Shire Council Municipal Public Health and Wellbeing Plan and the Aboriginal Partnership.

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT COORDINATOR

Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

Health and Wellbeing

- Support the implementation of the Municipal Public Health and Wellbeing Plan (MPHWP) within an established budget across Council and in partnership with the community.
- Coordinate the monitoring and evaluation of the MPHWP, including providing input on completed actions and strategy outcomes.
- Monitor and respond to relevant emerging public policy related to health and wellbeing issues providing timely and appropriate advice to Council, staff and the community including topics such as Gender Equality, Violence Prevention, Mental Health and Housing.
- Oversight to the delivery of Youth Mental Health Program Live4Life, including coordination of the partnership group.

Aboriginal Partnership

- Support the development and implementation of the Glenelg Shire Council Aboriginal Partnership Agreement and Aboriginal Partnership Plan in collaboration with key stakeholders.
- Coordinate opportunities to promote Guditjmarra culture and history through education, truth telling and project delivery.
- Develop initiatives to address the colonial impact across the Shire on Aboriginal people, particularly the Guditjmarra community.
- Support education and upskilling of cultural awareness internally and within the community.

Community Development, Partnerships and Community Building

- Coordinate the development and delivery of initiatives and community activities in line with the MPHWP and Council Plan.
- Participate in local, State and Commonwealth networks and forums that inform the development and implementation of community strengthening initiatives.
- Conduct research, data collection and analysis of information to inform policy and planning.
- Undertake effective consultation and community engagement as required on a broad range of health and wellbeing areas.
- Liaise with and support local community groups to develop submissions and applications for funding to assist with their long-term viability and their ability to provide projects and programs of community benefit.
- Provide support for relevant committees and networks established to guide work related to health and social planning where appropriate.
- Liaise within Council and participate in relevant cross functional working groups.
- Complete other duties as necessary within the limits of the employee's skills, competence and training and available time.

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT COORDINATOR

Key Responsibilities & Performance Standards Continued

Other Duties:

Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to: Community Wellbeing Manager

Supervises: Youth Development Officers
L2P Coordinator

Accountability & Extent of Authority

- Authority to provide specialist advice to Council, other staff, community organisations and individuals on public policy related to health and wellbeing, community development and community building practices.
- To contribute to policy development affecting the growth and well-being of the Glenelg Shire community. This will require policy formulation that is investigative, analytical and creative in nature.
- The freedom to act is governed by policies, clear objectives and budgets including the maintenance and preparation of performance reporting systems. This freedom is subject to consultation and regular reporting to the Community Wellbeing Manager.
- Authority to undertake all delegated day-to-day activities within Council policies, procedures, delegations and within the areas of their professional qualifications and expertise, in accordance with directions of the Manager.
- The extent of authority for the position is in accordance with Council policies, procedures, delegations and budgets.
- Responsible for making routine decisions.
- Accountable for ensuring that all work is carried out to a high standard and within the required deadlines.

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT COORDINATOR

Judgement & Decision Making

- The position will be required to research and implement comprehensive strategic policies, guidelines and projects.
- Guidance and advice is usually available.
- Ability to determine the best route to ensure the resolution of an inquiry.
- Ability to judge the relative importance/urgency of requests and tasks to Council.
- Ability to provide written and verbal advice to community groups and organisations based on analysis of the issues and the options available.

Management Skills

- Efficient and effective planning and use of own time to achieve specific and set objectives within set frames and guidelines.
- Ability to produce agreed results despite conflicting pressures within strict time frames
- Demonstrated ability to work independently as well within the team.
- An understanding of Equal Employment Opportunity and Occupational Health & Safety requirements relevant to the position.
- Ability to support, train and motivate staff.

Skills & Knowledge Required

- Broad knowledge and understanding of health based public policy and community development principles.
- Awareness and understanding of Aboriginal culture, values, health and wellbeing.
- Demonstrated understanding of community consultation and capacity building principles.
- Basic understanding of budgetary processes and systems.
- Ability to operate with high levels of tact and professionalism
- Excellent customer service and public relations skills
- Project management and delivery skills.

Interpersonal Skills

- Excellent verbal communication skills (including effective listening, clear interpretation and presentation skills including public speaking).
- Ability to gain cooperation and assistance from all levels of Council staff and a broad cross section of individuals and groups in the community.
- Ability to liaise effectively with counterparts in other organisations.
- Ability to deal discretely and tactfully with confidential and sensitive matters.
- Act with integrity and with appropriate impartiality.
- Advanced skills in written communication, including the ability to write reports, prepare internal and external correspondence and discuss and resolve issues.
- Energetic, self-motivated with lateral and forward-thinking skills.

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT COORDINATOR

Qualifications & Experience

- Tertiary qualification in Social Sciences / Community Development or a related field desired.
- Demonstrated experience (minimum of 2-3 years) working with community including First Nations communities.
- Experience and confidence in speaking and presenting to various groups of people is essential.
- A current driver's licence is an essential ongoing requirement for this position.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

Key Selection Criteria

- Tertiary qualification in social sciences / community Development or a related field desired.
- Demonstrated experience (minimum of 2-3 years) working with communities and interest groups in the development of human service initiatives
- Demonstrated Experience working with Aboriginal communities and Organisations
- Excellent communication and facilitation skills.
- Ability to manage time and set work priorities and objectives.
- Demonstrated relevant experience in community and strategic development, engagement and consultation.
- Excellent interpersonal skills and demonstrated high level report writing skills.
- A current driver's licence.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

Signatures

.....
Employee's Name

.....
Employee's Signature

.....
Date

.....
Manager's Signature

.....
Date