



Position Description
Community Development Officer
Community Services Branch
Community Services Directorate

ABOUT COUNCIL

Logan City Council offers a working environment that recognises innovation, creativity and teamwork, and encourages personal and professional development.

We are one of the largest Councils in Australia, providing community services and facilities to a growing population representing many different cultures. Our dedicated employees serve the City of Logan by successfully delivering a large and diverse portfolio of programs and services.



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.

OUR VALUES:



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 ROLE

TITLE:

Community Development Officer

POSITION NUMBER(S):

5811, 5812, 5315, 8144, 8148

CLASSIFICATION LEVEL:

5

AWARD:

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

REPORTS TO:

Senior Community Development Officer

JOB PURPOSE

Empower individuals and groups to create, support, grow and sustain connected, healthy and inclusive communities.

EXTENT OF AUTHORITY

The officer in this position will works under general direction in the provision of specialist advice, exercising a degree of autonomy to achieve position outcomes and objectives within branch objectives and budget constraints.

DIRECT REPORTS

N/A



KEY RESPONSIBILITIES / ACCOUNTABILITY

COMMUNITY DEVELOPMENT INITIATIVES AND SUPPORT

Proactively connect with residents and organisations to identify strengths, resources and shared priorities to link, promote and develop initiatives that build resilience, capacity and sustainability in the community.

Undertake project planning, consultation, analysis, implementation and evaluation of a range of community development projects and ensure adequate reporting to Branch, Senior Management and Councillors.

Bring together key stakeholders to plan, collaborate and enable placed-based community development approaches across Logan.

Performance Criteria

- Strength based community development approaches are applied when developing new initiatives
- Stakeholder satisfaction

STRATEGIC ADVICE AND RESEARCH

Develop and implement relevant Council strategies and actions plans, including supporting governance structures, resourcing, reviewing and reporting of outcomes and achievements.

Write reports, correspondence, briefing notes, budget submissions and other high level documentation on behalf of Council.

Research and keep abreast of social and community trends, initiatives and priorities in order to provide strategic connections, advice and information to both internal and community stakeholders.

Research, identify and apply for external grant opportunities for improved community outcomes. Coordinate delivery and acquit successful grants.

Performance Criteria

- High quality written work with quality assurance processes applied to ensure grammar, punctuation and spelling is correct
- Under general direction, undertake strategic advice and research of a specialised and/or detailed nature

ENGAGEMENT AND RELATIONSHIPS

Engage, establish and maintain strong and effective partnerships with key internal and external stakeholders to research, identify, prioritise, plan and coordinate various community development initiatives across the City of Logan.

Participate and facilitate relevant network groups when required to maximise opportunities for cooperation, partnerships and promoting community development initiatives.

Performance Criteria

- Establish and maintain strong and effective partnerships with key internal and external stakeholders



LEARNING AND PERSONAL GROWTH

Seek out opportunities for professional development to continue to learn and develop in the field of community development.

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

Performance Criteria

- Feedback from colleagues
- Listen to advice and guidance provided and applies to tasks and projects as appropriate
- Ability to self-reflect to actively learn from experiences to make improvements and develop

OTHER

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

Manage project operational budgets as allocated under the direction of the Senior Community Development Officer.

Play a role in organising Council's involvement in community events that support the programs and services in community development.

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.



WHAT WE'RE LOOKING FOR

KNOWLEDGE, SKILLS AND QUALIFICATIONS

Demonstrated experience in community development and an understanding of strengths based community development theories and principles.

A relevant tertiary qualification in Community Development, Human Services or Social Services is highly favourable.

Significant experience in liaising and engaging with community and elected representatives and an understanding of the roles and responsibilities of local government as they relate to the community development field.

Knowledge and understanding of the operations of community organisations, community governance structures and the issues facing the community sector.

Significant experience in creating, maintaining and supporting effective partnerships and relationships, including the ability to undertake group facilitation to effectively engage with internal and external stakeholders.

Proven experience in planning, delivering and managing initiatives that respond to identified community priorities and opportunities.

Demonstrated high level communication (verbal and written) and interpersonal skills including the ability to:

- Engage and present information clearly;
- Prepare complex reports, policies, strategies, grants and other relevant documentation;
- Remain professional and communicate with influence on sensitive/complex matters.
- Negotiate and resolve conflicts adequately.

SUCCESS PROFILE

Works productively as part of a high performing team to ensure achievement of outcomes including building, maintaining and fostering good relationships with colleagues, and internal and external stakeholders.

Highly developed analytical skills with the ability to autonomously plan, prioritise and organise work to achieve outcomes and meet deadlines including dealing with competing demands and managing multiple projects and tasks.

Creates, maintains and supports effective partnerships and relationships with internal and external stakeholders.

REQUIREMENTS & POSITION SPECIFIC CONDITIONS

Current "C" Class Licence

Commission for Children Positive Notice Blue Card

DATE REVIEWED

January 2019

REVIEW

This Position Description may be reviewed from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.