

# Senior Community Development Officer

Work Unit	Program Delivery
Classification Level	3
Employment type	Continuing / Casual / Fixed Term - Various
Work location	State/Territory Office
Reporting line	Regional Community Development Manager
Supervisory Responsibilities	Nil
Date document created or updated	March 2021

## Position purpose

The Senior Community Development Officer will be responsible for providing community program implementation and delivery across the Alcohol and Drug Foundation's Programs. This will be achieved through the delivery of an integrated suite of programs and projects to support communities to build their resilience to reduce the impact of alcohol and other drug related harm.

There will also be the opportunity for contributing to the development, and evaluation of innovative solutions and strategies to build the strength and capacity of local communities to address drug and alcohol-related harms.

## Organisational context

Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Alcohol and culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

The Foundation's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Alcohol and Drug Foundation is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Program Delivery in communities
- Workplace services
- Policy and advocacy

Organisationally, the ADF is characterised by 4 key values – Courage, Collaboration, Impact and Adaptability. For further information, please go to our website: <http://www.adf.org.au/>

## Key Relationships

### Internal Relationships:

- State Manager
- Regional Community Development Manager
- State and/or Territory staff, other ADF Business Units and project teams

### External Relationships:

- Local Councils
- Community based health, welfare, treatment organisations and partners
- Community members
- Good Sports Project Officers
- State and Association sporting organisations
- Local sports clubs
- Local & State/Territory Government representatives

## Responsibilities

### Program Delivery

- Deliver ADF programs, utilising a range of delivery methods including provision of services in the community, ensuring programs meet agreed key performance indicators
- Utilise a range of available technological formats to deliver program services efficiently and to expected quality standards across communities.
- Plan, implement, maintain, monitor and evaluate programs and initiatives.
- Contribute to the implementation of ADF programs and ensure the programs meets agreed key performance indicators.
- Identify, give advice and advocacy on emerging community drug and alcohol related issues, ensuring that the diverse interests and views of stakeholders are given appropriate consideration alongside program goals.
- Support identified communities to build resilience to reduce alcohol and other drug related harm, developing community capacity building activities, within a framework of sustainability.
- Provide supervision to allocated staff and contractors for effective community engagement and achievement of program outcomes.
- Support the delivery of regional forums, promote and represent the ADF and its programs and initiatives.
- Promote and support the Alcohol and Drug Foundation's programs, exploring opportunities relating to collaboration, partnership building, capacity building, and the engagement of community sporting clubs and specific communities.
- Contribute to the delivery of the ADF Reconciliation Action Plan.

### Stakeholder Management

- Develop and manage strong, professional working relationships with key stakeholders in order to foster a coordinated, collaborative and effective action on drug and alcohol related harm.
- Understand the community needs and facilitating a discussion around the ADF products and promote the delivery of ADF programs – diagnose, influence and engage with the community.

### Program Monitoring & Evaluation

- Utilise the ADF ICT system to plan, monitor, forecast and measure program activities and outcomes to deliver programs efficiently and to expected quality standards.
- Provide feedback to the Regional Community Development Manager and more broadly on the development of projects, policy and procedures that support the implementation and continuous improvement of ADF programs.

- Prepare reports to meet internal and external information and reporting requirements across program delivery as required.

## Capability Profile

### Formal Education

- Bachelor degree in health or community related field, or demonstrated experience in a similar community development role.
- Demonstrated success in delivering health promotion programs with a strong community focus.

### Key Selection Criteria

- Understanding of, and commitment to, community development and community capacity building across a range of community settings.
- An understanding of Aboriginal and Torres Strait Islander communities and culture and an interest in working together with communities to achieve outcomes.
- Experience delivering remote programs using a range of strategies to promote productivity and quality outcomes in alignment with the strategic direction of the organisation.
- Strong communication skills, including highly developed written and group presentation skills.
- Ability to resolve conflict, solve problems and conduct complex negotiations.
- Stakeholder management skills with a proven ability to influence, lead change and inspire others.
- Excellent organisational skills with the capacity to work autonomously and as part of a team.
- Ability to undertake, manage and review projects and initiatives of a complex and sensitive nature.
- Capability and preparedness to embrace and lead adoption of new IT platforms and systems.
- Hold a current driver's license and own vehicle.
- Understanding of drug and alcohol-related issues.

#### Desirable

- Understanding and experience of community sport and working with volunteers

The successful candidate must be willing to undergo a Working with Children and Police check. Due to the location and availability of stakeholders it is likely that travel and outside of office hours working will be required.

### Key Competencies (See table below)

Competency	Definition	Importance
<b>Communication</b>	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	<b>Essential</b>
<b>Build &amp; Maintaining Relationships</b>	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	<b>Essential</b>
<b>Drive &amp; Initiative</b>	Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work over long time periods. Highly motivated to achieve goals. Pro-active and self-starting. Seizes opportunities and acts upon them. Originates / takes action so as organisational goals can be met.	<b>Essential</b>
<b>Influence and Negotiation</b>	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	<b>Essential</b>
<b>Quality &amp; Compliance Focus</b>	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	<b>Essential</b>

<b>Customer Focus</b>	Understands and works to meet the needs and expectations of internal and/or external customers. Concerned with providing prompt, efficient, and personalised service to clients. Willing to go out of his/her way to ensure that individual customer needs are met.	<b>Essential</b>
<b>Teamwork and Collaboration</b>	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	<b>Essential</b>
<b>Adaptability</b>	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	<b>Desirable</b>