

Position Description



Title

Position Title:	Community Development Programs Officer
Position Number:	
Classification:	Band 5
Position Status:	Permanent part time (0.8 FTE)
Directorate:	Sustainable Communities
Department:	Arts, Culture and Community
Approved by:	Manager Arts, Culture and Community
Date approved:	July 2026

1. Position Overview

The Community Development team operates and supports programs within the community. This position supports the delivery of these programs and activities through high-quality project administration, facilitation and participant engagement.

The role also provides Council venue administration and site management support. It plays an important role in ensuring programs and venues are well managed, responsive and welcoming.

2. Position Objectives

- Provide high-quality project planning support and administration for Council's health and wellbeing programs, which includes the delivery of Sons of the West and Daughters of the West daytime and evening programs.
- Under the direction of the Community Development officer and in line with program design, duties include coordination of, program announcement, marketing and promotion, facility bookings, and weekly operations – which includes room set-up, catering, being the key contact for presenters, helping coordinate events and social activities and other responsibilities outlined in the program plan.

- Consult with program participants and encourage community participation – identify Council and local community activities and programs and connect participants to these opportunities.
- Assist with service planning and future program planning, reviews and evaluation.
- Provide administration support to enable the use and activation of the Brooklyn Community Hall.
- Oversee venue hire including venue enquiries, booking procedures and user group scheduling.
- Provide operations support including identifying and liaising on maintenance and user needs.
- Ensure user groups adhere to terms and conditions of use of hire.
- Support programming of venue by consulting with community, other Council teams and community organisations.
- Consult with Community Development Officer to support the Brooklyn Community Hall Committee of Management and local activation of the hall.
- Other program and project support and administration as required.

3. Organisational relationships

Internal	External
• Staff across Council including: • Community Development • Sport and Recreation • Events and Venues • Broader Art, Culture and Community team	• Western Bulldogs Community Foundation • Service providers • Community organisations • Health and wellbeing facilitators • Broader Hobsons Bay community
Reports to:	
• Community Development Team Leader	
Supervises	
• N/A	

4. Position Characteristics

Accountability and Extent of Authority

May supervise resources and/or give support to more senior employees. Where the prime responsibility is for resource supervision, freedom to act is governed by clear objectives and/or budgets, with frequent prior consultation with more senior employees and regular reporting mechanisms to ensure adherence to plans.

Accountable for quality, effectiveness, cost and timelines of programs, projects or work plans under their control and for the safety and security of the assets being managed.

Required to ensure that employees under their direction are trained in safe working practices and in safe operation of equipment and are made aware of all occupational health and safety policies and procedures.

Judgement and Decision Making

Hobsons Bay City Council

(03) 9932 1000

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Objectives are usually well defined, but a particular method, technology, process or equipment used must be selected from a range of available alternatives.

Problems are often complex or technical in nature with solutions not related to previously encountered situations and some creativity and originality is required. Guidance and counsel may be available within the time available to make a choice.

Specialist Skills, Knowledge and Experience

Supervisors require thorough understanding of relevant technology, procedures and processes used within their operating unit.

Understanding of role and function of senior employees to which they provide support, understanding of long-term unit goals and appreciation of long term goals of the wider organisation.

Understanding of function of position within organisational context, including relevant policies, regulations and precedents.

Provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees.

Management Skills

Skills in managing time, setting priorities, planning, and organising own work and that of supervised employees to achieve specific and set objectives in the most efficient way within the resources available and within a set timetable.

Understanding of and ability to implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

Interpersonal Skills

Ability to gain co-operation and assistance from customers, members of the public and other employees in administration of defined activities and in supervision of other employees or groups of employees.

Employees are expected to draft reports in their field of expertise and to prepare external correspondence of a routine nature.

Qualifications and Experience

Skills and knowledge needed for entry to this level are beyond those normally acquired through completion of TAFE certificate or associate diploma alone and might be acquired through completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualifications with relevant work skills, or through relevant experience and work skills commensurate with the requirements of work in this Band.

5. Key Selection Criteria

- Program management skills to deliver outcomes efficiently and within timelines, especially in a community context.
- A demonstrated understanding of the values and practices of services using a community development or health promotion framework
- An ability to support participant engagement in group programs.

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- Highly developed communication skills including strong verbal communication skills and a strong commitment to the provision of excellent customer service.
- Proven ability to gain cooperation and assistance from staff and good problem solving and decision-making skills.
- The ability to work independently and as part of a team.
- Experience with using venue booking systems is desirable.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Willingness and ability to secure a Working with Children Check
- Current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence.
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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