

POSITION DESCRIPTION

Position Title	Community Project Officer
Position Number	26160
Division/Directorate	Sport, Community and Activation
Branch	Community Outcomes
Grade	15
Band and Level	Band 3 / Level 2
Special Requirements	<p>Current drivers licence and Working with Children's Check (WWCC)</p> <p><i>This position has been identified as "child-related employment" under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.</i></p> <p><i>It is an offence under the Commission for Children and Young People Act 1998 for a person convicted or found guilty of a serious offence against children (whether in NSW or elsewhere) to apply for this position. As an applicant for child-related employment you will be required to consent to a background check and disclose whether you are a prohibited person, that is, someone found guilty of a serious offence against children. This includes any person registrable under the Child Protection (Offender's Registration) Act 2000.</i></p>
Reports To	Team Leader Community Planning and Development
Physical and Environmental Demands	<p>Ability to work flexible hours and attend meetings, functions or events outside normal working hours when required.</p> <p>Manual Handling</p>
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	<p>Welcoming – Embracing our vibrant and diverse community</p> <p>Prosperous – Advancing local economic opportunities and job creation</p> <p>Leading – A successful advocate for our people and places</p>
Reporting Structure	<pre> graph TD A[Manager Community Outcomes] --- B[Team Leader Community Planning & Development] B --- C[Community Project Officers] </pre>

Position Purpose

To provide Community Planning and Development projects and activities that facilitate the development on an enriched, connected and inclusive community. To work with emerging diverse communities and networks to build capacity, increase participation and social cohesion. Work collaboratively with both internal and external stakeholders to identify opportunities that support projects, events, activities and partnerships, to promote the wellbeing and inclusion of community groups. Drive key Strategies and projects that build positive community engagement, advocacy and stakeholder participation.

Key Result Areas

- Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements.
- Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.
- Lead Change – Support, promote and champion change, as well as assist others to engage with change.
- Customer Service – Create a customer centric service environment and reward service excellence.
- Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.
- Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.
- Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.
- Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.
- Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

Key Duties & Responsibilities

Demographic Information

- Collect demographic data to inform evidence-based decision making.
- Prepare and/or maintain up-to-date community profiles, incorporating data from a wide range of sources to inform Council, community and regional planning;
- Consult widely across the Camden LGA to determine and articulate the needs and priorities of the community;

Community Planning and Development

- Utilise demographic data to identify current and future community needs across a variety of target groups in the context of a growth centered Council area;
- Provide expert advice across Council about social sustainability, innovative community consultation mechanisms and community development / capacity building strategies and active sector development models;
- Develop policies and practices that promote community wellbeing and provide for sustainable outcomes;
- Co-ordinate and manage projects that contribute to Council's strategic directions as outlined in the Community Strategic Plan;
- Ensure coordinated solutions to community issues and needs in collaboration with other Branches of Council;

- Uphold social justice principles when managing and delivering projects, activities and financial assistance;
- Encourage community participation in Council projects and activities through collaborative partnerships;
- Act as an advocate for the residents of the Camden LGA to other levels of government and to non-government organisations;
- Identify and initiate opportunities for involving government and non-government partners in providing relevant and appropriate services to residents of the Camden LGA;
- Represent Council in community forums, committees and networks and in negotiations with partners and service provision stakeholders within the Camden LGA;
- Other relevant duties which may be required by the Team Leader or Manager from time to time.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Corporate Core Values

- Continuously display Council's Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus and Safety;
Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

WHS Responsibility

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area;

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential and Desirable Criteria	
<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications and/or experience in relevant field; • An understanding of and commitment to social justice principles; • Skills and experience in researching, analysing and articulating community needs and priorities; • Skills and experience in developing, implementing and managing community development projects; • Ability to develop creative solutions to community development needs through partnerships and collaboration; • Ability to engage and consult with a range of internal and external stakeholders; • Demonstrated skills in managing budgets and financial reporting; • High level of communication skills both written and oral; • Ability to apply EEO, WHS and ethical practice principles and to act with probity at all times; • Ability to represent Council in public forums and on external committees; • Ability to work in a team environment, leading and/or contributing towards team outcomes; • Advanced computer skills; • Current Working with Children Check; • Evidence of commitment to continuing professional development. 	
<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the Camden LGA. • Previous experience working in a Council environment. 	
Prepared By	Manager Community Outcomes
Date Prepared	January 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	