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| <b>POSITION TITLE:</b>        | Coordinator Community Development   | <b>POSITION NO:</b> | 2622  |
| <b>EMPLOYMENT TYPE:</b>       | Permanent Full Time   |                     |       |
| <b>CLASSIFICATION:</b>        | Level 5-6 (dependent on qualifications and experience)  |                     |       |
| <b>CERTIFIED AGREEMENT:</b>   | Officers  | <b>AWARD:</b>       | QLGIA |
| <b>DEPARTMENT:</b>            | Finance and Liveability   |                     |       |
| <b>BRANCH:</b>                | Community Development   |                     |       |
| <b>REPORTS TO:</b>            | Manager Customer Solutions  |                     |       |
| <b>ORGANISATIONAL VALUES:</b> | <input type="checkbox"/> Honesty <input type="checkbox"/> Respect <input type="checkbox"/> Accountability <input type="checkbox"/> Integrity <input type="checkbox"/> Unity |                     |       |

## 1. PRIMARY ROLE

Initiate, plan, and conduct community development programs across the South Burnett to promote and deliver high quality outcomes to the community, including promoting and enhancing the liveability of the region, in line with Council's strategic agenda and policy framework, and to provide coordination and support to Council's Liveability team.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Lead and support Council's community development activities such as community grants, local business and economic development, tourism and visitor enhancement, heritage and the arts, and targeted support and development programs (including SBRC Youth Council, and aged support programs).
2. Promote effective consultation for Council's community development activities through education programs for the community and Council representatives.
3. Coordinate activities, supervise and support the Community Development team in the provision of its functions by allocating and monitoring workloads, and assisting with developing capacity and skills, developing and delivering training, succession planning, and supporting change management. Promote and lead the team to create a high morale, team oriented, customer focussed environment.
4. Resolve escalated customer issues by providing expert advice and exercising judgement and initiative, reporting back on customer outcomes and service enhancement opportunities.
5. Contribute to the development and review of Council's strategic documents, policy framework and budgets.
6. Actively seek grant funding to assist with the development of projects as well as annual budgets and ensure that activities operate within budgetary constraints.
7. Ensure compliance with statutory obligations including the *Local Government Act 2009*, associated Regulations and other relevant legislation, and ensure the optimal and appropriate use of Council's resources.
8. Ensure effective and equitable leadership and supervision of staff, applying human resources policies and procedures. Monitor and review performance of staff in accordance with Council's staff performance management systems and processes and develop programs for staff to improve performance effectiveness and job satisfaction.
9. Complete additional activities and reasonable directions given by management.

**3. ADDITIONAL FACTORS**

- Participation in after hours and weekend work may be required.

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Minimum requirement of a current C Class driver's licence.
- Qualification and demonstrated experience in a relevant discipline (e.g., Community Development, Business or Social Sciences) or related discipline.

**5. KEY SELECTION CRITERIA**

1. Proven project management skills and delivery, coordination and analysis of a community programs (including grants programs) and events including the ability to scope, establish priorities, manage budgets, allocate resources and meet deadlines.
2. Proven administrative experience working in a government or multi-disciplinary public works environment with the ability to develop and follow sound business processes and establish key performance indicators to improve internal operations.
3. Proven interpersonal and communication skills with the ability to develop and maintain positive and effective partnerships with internal and external customers.
4. Leadership capability with the ability to supervise staff, stimulate a high level of collaboration, performance and foster teamwork.
5. Excellent time management skills with the ability to establish work priorities; meet deadlines and work autonomously to achieve results.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

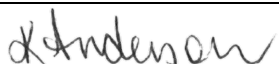
The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

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| <b>AUTHORISATION</b>   |  |
| <b>Acting General Manager Finance and Liveability:</b><br>Kerri Anderson | Signature:  |