

COMMUNITY DEVELOPMENT OFFICER – DYSART / MIDDLEMOUNT

POSITION DESCRIPTION

Position Title	Community Development Officer – Dysart / Middlemount
Directorate	Communities Services
Department	Community and Cultural Services
Position No.	65,615.00
Classification	Level Four (4) to Five (5)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Coordinator Community Development
Last Review Date	April 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Communities and Cultural Services department is responsible for leading Council's functions across our primary interfaces with communities, through our network of Community Hubs and our community development and engagement programs. The purpose of the Communities and Cultural Services Department is to deliver excellence in how communities relate to, engage and do business with Council, through a network of purpose-built and integrated Community Hubs that deliver first-point-of-contact customer services, transactions, cultural and library services, as well as contemporary relationship building and engagement practice, events and community development programs which are highly attuned to the needs and aspirations of Isaac communities. Communities and Cultural Services department is a dynamic and versatile department that embraces the core Council values of Community Focus, Teamwork, Caring and Positive Work Ethic. All members of the Communities and Cultural Services department work fluidly across the internal streams to create seamless collaborative outputs that prioritise community, customer service and program delivery.

POSITION SUMMARY:

Under guidance from the Coordinator Community Development and working collaboratively with other Community Development Officers and the broader Communities and Cultural Services team, the role is central to the planning, implementation and evaluation of programs, events, projects and activities which align with communities' needs and aspirations and further Council's social sustainability goals. The role also monitors community sentiment and prepares reports and other materials for Council.

DUTIES:

Level Four (4)

1. Participates in the planning, development and implementation and evaluation of Council's regional Civic Events program in accordance with Council's Event Management strategies and frameworks in collaboration with relevant Council Officers and as approved by the Coordinator Community Development.
2. Empowers and assists community organisations and not-for-profit groups to plan, deliver and implement locally significant events.
3. Participates in the planning, development and implementation of Council's community engagement strategies and programs.
4. Identifies local community needs by encouraging community participation in discussions, decision making and other community engagement processes relating to local community issues and concerns in line with Council's Community Engagement Framework, providing feedback to Council.
5. Contributes to the facilitation of positive community outcomes by fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally.
6. Works with community and not for profit organisations to build partnerships and assist their long-term sustainability and financial viability.
7. Provides advice and assistance to community organisations and individuals in accessing services and grants programs offered by Council and external agencies.
8. Assists in the planning and implementation of programs, events, projects and activities which align with communities' needs and aspirations and further Council's social sustainability goals.
9. Participate, in regional, inter-governmental, cross Council and community planning networks and, where appropriate, maximise the opportunities for cooperation, partnerships and promoting key community development initiatives.

10. Participates in the activation of Council owned social infrastructure and associated tenure arrangements in liaison with relevant Council officers.
11. Assists the Coordinator Community Recovery in community recovery efforts from a disaster event.
12. Researches, identifies and applies for external grant opportunities for Council for improved community outcomes as approved by the Community Development Coordinator.
13. Participates in the planning, implementation and evaluation of empirically supported regional and place-based strategies based on identified priorities and service delivery gaps in line with sound project management and community development principles and techniques.
14. Undertakes any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence, and training.

Level Five (5)

In addition to position specific accountabilities for Level Four (4) Officers:

15. Designs, implements and facilitates community engagement processes and events in accordance with International Association of Public Participation (IAP2) guidelines and best practice, tailored to the unique needs of communities.
16. Maps and manages complex stakeholder networks to ensure maximum social value and minimal duplication of effort.
17. Monitors and analyses community sentiment, needs and aspirations identifying correlations between identified actions and changes in sentiment to better inform Council's forward planning for the provision of works services and infrastructure.
18. Applies advanced Community Development techniques and effectively collaborates to implement a range of programs and projects which align with communities' needs and aspirations and deliver positive outcomes for people's material living standards, health, social infrastructure access, community connectedness and participation.
19. Conducts research and needs analysis to identify gaps in service provision aligned with community need and aspirations for their future and provides recommendations to relevant Council Officers.
20. Conducts Social Impact Assessments for planned projects, policies and programs and implements enhancement and mitigation measures for identified impacts.
21. Analyses the sufficiency of Social Impact Assessments received from major project proponents to address localised impacts and contributes to Council's coordinated submissions and responses.

KEY COMPETENCIES:

Knowledge and skills

Essential

Level Four (4)

1. Excellent interpersonal, communication (both written and verbal) and organisational skills.
2. Strong face-to-face engagement capacity including developed negotiation and influencing skills.
3. Community Development skills.
4. Self-motivated with the ability to work individually and as an effective team member with a continuous improvement approach.

Level Five (5), in addition to Level Four (4) requirements:

5. Advanced knowledge of different perspectives and approaches to social planning, community development and social capacity building and underlying methodologies.

6. Knowledge of Social Impact Assessment (SIA) principles and processes.
7. Knowledge of social infrastructure planning principles and needs analysis approaches.
8. Knowledge of major project approvals process for example Environmental Impact Statement (EIS) processes.
9. Knowledge of program evaluation and data analysis techniques.

Qualifications

Mandatory – this role requires the possession of:

1. Working with Children – Blue Card (or willingness to obtain)
2. C Class Open Australian Drivers Licence.

Desirable

Level Four (4)

1. Demonstrated experience in a relevant community-based role.
2. Tertiary or vocational qualification in community development, social science or a related discipline highly regarded.
3. IAP2 Certification highly regarded
4. The role requires the possession of a current C Class Open Australian Drivers Licence.
5. Blue Card from the Commission for Children, Young People and Child Guardian or ability obtain prior to commencing employment.

Level Five (5), in addition to Level Four (4) requirements:

6. Diploma in Community Development or other equivalent or higher social science/community development qualification.
7. IAP2 Certificate.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		