



CITY OF ALBANY POSITION DESCRIPTION COMMUNITY DEVELOPMENT OFFICER

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Community Development Officer	<pre>graph TD; MR[Manager Community Relations] --> CDC[Community Development Coordinator]; CDC --> CDO[Community Development Officer];</pre>
LEVEL: Level 5 City of Albany Industrial Agreement 2023	
DIRECTORATE: Community Services	
REPORTS TO: Community Development Coordinator RESPONSIBLE FOR: N/A	

3. POSITION OBJECTIVE

This role is responsible for working within the City of Albany to deliver identified achieve broader Community Services goals and objectives including:

- Working with Council and community stakeholders to facilitate community development in line with the City's Community Development Strategy and initiatives within the City's Youth Friendly Albany Plan;
- Managing the day to day operational management of community development and youth programs; and

- Working closely with community stakeholders and supporting youth and community development initiatives and projects delivered across the City's Community Services Directorate.

4. KEY RESPONSIBILITIES

Strategic

- Assist with the preparation and implementation of engagement and communications strategies for project/s and events.
- Assist with the preparation and the implementation of City strategic / policy documents and contribute to the development and delivery of the Youth Friendly Albany Plan, Community Development Plan and the City wide Strategic Community Plan.

General

- Provide regular reporting to the Community Development Coordinator on community development and youth initiatives and projects.
- Perform all administrative tasks in relation to the position.
- Maintain an awareness of the organisations activities and initiate timely updating of website content, ensuring this content is current and relevant to business needs.
- Direct contractors / trainees / work experience students and casual staff as required.
- Assist the Manager Community Relations in the delivery of special projects or as required.
- Assist with facilitating the planning, development, implementation and evaluation of approved youth and/or community development programs, projects and events.
- Assist with researching and preparing grant applications and relevant acquittals for youth and/or community development projects and programs.
- Assist with drafting policies, strategies and action plans for Council within allocated areas.

Interpersonal Skills/Customer Service

- Develop and maintain relationships with key stakeholders and community groups to undertake initiatives in key areas.
- Respond to information requests from the community or agencies, in accordance with City of Albany policy, strategy and objectives.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Act and Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.

5. REQUIREMENTS OF THE JOB

Skills

- Strategic thinking: thinks and acts with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.

- Excellent written and verbal communication with sound negotiation skills and ability to facilitate group discussions / debates; can build productive relationships with internal and external stakeholders.
- Excellent time management, planning and organisation skills with the ability to remain flexible in order to meet the needs of the organisation.
- Sound problem solving skills through innovation and initiative.
- Ability to research, develop, implement and evaluate programmes, managing concurrent and time constrained projects within budget.
- Good level of public relation skills, customer service focus and ability to resolve disputes.
- Sound level of, data analysis, report writing and utilisation of IT software systems within a corporate network environment.
- An understanding of sourcing community grants funding, writing of applications, and acquittals.
- An understanding of community development practice, and the effective operation of community groups.

Knowledge

- Basic knowledge of youth program and policy development, coordination and evaluation.
- Basic knowledge required of the Human Services sector across all level of government -federal, state and local.
- Knowledge of current trends and programs in the youth area.

Experience and Qualifications

- C Class Driver’s Licence
- National Police Clearance and valid working with children card
- High level of administration experience.
- A qualification in a relevant discipline; plus some experience in a community or youth development role.
- A basic understanding of policies, procedures and practices in a government setting.
- Experience in engaging with young people from diverse backgrounds.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____