

## POSITION DESCRIPTION

<b>Position Title</b>	Community Group Officer
<b>Position Code</b>	7110
<b>Business Unit</b>	Community & Recreation
<b>Work Group</b>	Projects & Recreation
<b>Position Classification</b>	Band 5
<b>Effective Date</b>	January 2022

### Our Vision

We are an inclusive, courageous and compassionate community, who have built our future on a respectful balance between the urban and the rural. We are known for our natural beauty, access to opportunities and innovation, our resilience, and our community strength. We have a mature and healthy landscape that supports our wellbeing and forms a strong part of our identity. We are the place where everyone has the ability to engage, to prosper, to be supported, and to grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1 Position Objectives

Under the supervision of the Community & Recreation coordinator, facilitate council's response to supporting our community organisations to ensure there are opportunities where everyone has the ability to engage, prosper, be supported and grow.

### 2 Working Relationships

Reports to	Community & Recreation Coordinator
Supervisors	N/A

### **3 Key Responsibilities**

**3.1** Facilitate council's outgoing grants program for community organisations to ensure they are supported and grow and to assist in achieving the objectives of the council plan. Provide an excellent customer experience through this process, overseeing the program from yearly program review to project acquittals.

**3.2** Facilitate council's funding sponsorships for community organisations, overseeing the funding sponsorship process from program development to project acquittals.

**3.3** Support community groups and Council's Community Asset Committees in developing their organisational capacity and capability through the provision of services such as advice around reporting, developing internal and external grant applications and the facilitation of training.

**3.4** Assist the Community & Recreation team deliver health and wellbeing projects as required.

### **4 Core Physical Requirements**

**4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

**4.2** Capacity to work in an outdoor environment for varying periods of time.

**4.3** Capacity to, on occasion, lift items unspecified in weight within individual limits.

**4.4** Capacity to drive a motor vehicle, or reliable access to transportation.

### **5 Accountability and Extent of Authority**

**5.1** Accountable for providing advice, guidance, assistance and information regarding community needs in accordance with Council objectives and budget parameters.

**5.2** Accountable for management of projects, budgets and reporting any related issues promptly to the Community & Recreation Coordinator.

**5.3** Authority to represent Council on community committees.

### **6 Judgement and Decision Making**

**6.1** Guidance and advice is available from the Community & Recreation Coordinator and senior staff, but a level of independent decision making is required.

**6.2** This role is required to solve problems that can be complex and may require some creativity in finding a solution.

**6.3** The capacity to identify and analyse critically a range of options for the effective provision of community grants within the Rural City of Wangaratta, reviewing the effectiveness of the program on a yearly basis.

**6.4** Required to deliver comprehensive advice in a proactive manner on current and emerging issues in relation to the development of community groups and the provision of community grants.

## **7 Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Well developed knowledge and understanding of community issues and policy.

**7.1.2** Knowledge and experience of community development, including capacity to develop community networks and relationships to achieve common goals.

**7.1.3** Knowledge and understanding of the requirements and operations of government agencies, including Local Government's role in planning and the provision of recreational services and facilities.

**7.1.4** Knowledge of government infrastructure networks and funding opportunities for community based agencies.

**7.1.5** Ability to provide high quality professional advice in responding to changing community expectations, competing demands and resourcing capacity.

**7.1.6** Understanding of service provision within an allocated budget.

**7.1.7** Ability to prepare written reports and correspondence which is capable of conveying a clear and concise meaning.

### **7.2 Management Skills**

**7.2.1** Sound organisational and time management skills.

**7.2.2** Ability to oversee and manage multiple projects within set time and resources.

### **7.3 Interpersonal Skills**

**7.3.1** Ability to liaise with counterparts in other organisations to discuss relevant specialist problems and issues.

**7.3.2** Demonstrated ability to liaise effectively with all levels of staff, senior management, Councillors, external agencies and with the wider community to achieve identified goals, using sound communication and problem-solving skills.

**7.3.3** Demonstrated ability and commitment to work as part of a team to achieve identified goals.

**7.3.4** Well developed verbal and written communication skills.

**7.3.5** Sound political acumen.

## **8 Qualifications and Experience**

**8.1** Tertiary qualifications and/or relevant experience in Social Science, recreation, or other relevant disciplines.

**8.2** Demonstrated experience and ability to work proactively with community based organisations to achieve identified goals.

**8.3** Demonstrated experience in developing plans and an understanding of policy and planning processes.

**8.4** Experience in planning and implementing successful community projects.

**8.5** Previous experience in contract management and managing the delivery of multiple projects.

**8.6A** current drivers licence.

## **9 Key Selection Criteria**

**9.1** Tertiary qualifications in Social Science, recreation, or other relevant qualifications and/or relevant experience in the community development field. Holds a current driver's licence.

**9.2** Experience working with community groups to achieve agreed outcomes. A demonstrated understanding of current issues facing community groups and volunteers. A demonstrated understanding of community capacity building.

**9.3** Experience in the administration, planning and implementation of successful community projects such as community grants programs. A demonstrated ability to be objective and impartial.

**9.4** Highly developed organisational and time management skills and the ability to work autonomously. A demonstrated ability to assist, support and work cooperatively in a team environment to provide a quality service. Sound communication and problem-solving skills.

**9.5** Proficient in the operation of office and screen-based equipment, including the Microsoft Office suite of programs, with an emphasis on excel and database management. Understanding of web based applications, forms, and programs such as Sharepoint, Smartygrants, and Microsoft Forms.

**Authorised by: Director –**

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**Date:**

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**Employee's Signature:**

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**Date:**