

POSITION DESCRIPTION: COORDINATOR COMMUNITY DEVELOPMENT

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| Position title | Coordinator Community Development |
| Salary Classification | Level 6 (Municipal Officer) ASTC EA |
| Division | Community Development |
| Position Number | P2144 |
| Responsible to | Manager Community and Cultural Development |
| Position Status | Permanent - Full Time |
| Position description approved | <i>Nicole Bettle</i> |

Primary Objective

Working within the Community Development Directorate, the position will be responsible for collaborating in the development and successful delivery of a wide range of community programs and events across Alice Springs.

Key Responsibilities

- Effectively manage the development, delivery and evaluation of community events and initiatives appropriate to community needs.
- Provide effective staff management, building the capacity of the Community Development team to work collaboratively and in line with Council's values.
- Engage with key stakeholders including staff from government agencies and other local organisations to achieve shared goals.
- Work collaboratively across all directorates to increase efficiency and maximise community outcomes.
- Prepare high-quality reports and presentations for both internal and external stakeholders, including Council.
- Manage the preparation of grant applications and acquittals as needed.
- Perform other duties within capabilities and / or consistent with the level of this position as required.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner.
- Report hazards, accidents, incidents and near-misses to Manager as soon as practicable.

- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.
- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.

Delegations

- Manage project and event budgets within specified limits.

Supervisory Responsibilities

- Community and Cultural Development team members as per the Organisational Chart.

Qualifications

- Qualifications or extensive experience in Community Development, Project and/or Event management.
- Current Working with Children Clearance (Ochre card) (Or ability to obtain)
- Current Provide First Aid & CPR (Or ability to obtain)

Special Requirements

- Nil

Selection Criteria

Essential

- Minimum two years' experience working in community development, event management or related field.
- Proven ability to effectively plan, promote, deliver and evaluate a range of community projects and events.
- Excellent interpersonal skills with an ability to develop and maintain relationships with key stakeholders.
- Strong staff management experience with a proven ability to lead, support and develop a diverse team to achieve identified outcomes.
- Excellent verbal and written communication skills, including the ability to assess information, produce quality reports and convey information in a range of formats, appropriate for the target audience.
- Experience in managing meetings and consultative processes effectively.
- Ability to demonstrate great organisation, problem solving and time management skills, including the capacity to work independently and as part of a team.
- Ability to oversee program budgets and to exercise sound financial judgement, including the application, management and acquittal of grant funding.

Employee Name: _____ Date _____

Employee Signature: _____