



## POSITION DESCRIPTION

### Community Development & Events Officer

<b>DEPARTMENT:</b>	<b>Community Services</b>
<b>REPORTS TO:</b>	<b>Director of Corporate &amp; Community Services</b>
<b>LOCATION:</b>	<b>Main Administration Office, Georgetown</b>
<b>DATE PREPARED:</b>	<b>FEB 2022</b>
<b>PREPARED BY:</b>	<b>Human Resources</b>

This Statement represents an accurate description of the role of the Community Development & Events Officer.

Signed Position Incumbent:

Dated:

### PRIMARY ROLE PURPOSE:

The Community Development & Events Officer is responsible to act as a conduit between Council and community to deliver programs, initiatives and events that contribute to community connectedness and increased wellbeing for residents across the Etheridge Shire region.

### ENVIRONMENT

Etheridge Shire Council, *'The Golden Heart of the Gulf'* is classified as a small sized rural Council which borders Tablelands Regional Council, Mareeba Shire Council, Charters Towers Regional Council, Flinders Shire Council, Richmond Shire Council, Croydon Shire Council and Carpentaria Shire Council. The Shire covers an area of 39,039km<sup>2</sup> the Etheridge Shire is bursting with development opportunities with a current population of approximately 800.

Our new vision for the Shire is one for a ***"balanced community with robust economic and environmental assets which supports our youth and the wellbeing of our citizens"***.

Mining, Tourism, Beef Cattle and Agriculture are the predominant industries driving our economy, but as industry grows and our population steadily growing so will the need for additional services to keep pace with this growth.

The shire has residential, rural/residential and industrial land available. The shire has good community infrastructure in place and we are committed to providing additional infrastructure for future generations to enjoy. The shire is a great place to live, work and play and to bring up children and we are blessed with a caring and committed community

ABN 57 665 238 857

Address all correspondence to:  
The Chief Executive Officer  
PO Box 12  
GEORGETOWN QLD 4871

Phone: (07) 4079 9090  
Fax: (07) 4062 1285  
Email: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)  
41 St George Street, GEORGETOWN QLD 4871

## PERSONAL ATTRIBUTES

- **Enterprise - Continuous Improvement & Initiative:** A proactive approach applied to the identification, analysis and exploration of opportunities that have the potential to improve the outcomes and performance of the Etheridge Shire Council's community service department.
- **Team Work:** The ability to effectively communicate the directives of Council.
- **Communication & Interpersonal Skills:** The ability to effectively transfer ideas, concepts and information. The ability to create, maintain and enhance relationships with clients and staff in order to achieve work goals.
- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## RESPONSIBILITY FOR DIVISIONAL RESOURCES

- Expenditure: (will be dependant from year to year in line with the annual budget and the corporate goals)

## KEY RESPONSIBILITIES & ACCOUNTABILITIES

### Community Development & Events Officer

- To contribute to the development & distribution of corporate communications; including writing media releases, community notices & other promotional material and manage Council's website & social media accounts.
- Effectively oversee grant programs and budgets to ensure optimum outcomes. This includes the Regional Arts Development Fund, Get Ready Queensland Funding and any other grants for community projects and programs that Council receives.
- Assist Council in identifying funding opportunities for community projects, including completion of necessary grant application forms and submissions.
- Source information pertaining to grants which may be relevant to individuals and/or community groups and provide advice in the completion of grant funding applications as necessary.
- To visit and or make contact with all service/sporting clubs in the shire on a regular basis. Maintain a record of all activities and projects undertaken by community groups/individuals or community development officer, specifying planning, ongoing progress and final results and any benefits which have been gained by the community.
- Network with local and regional organisations to ensure community development needs are identified and actioned accordingly.
- Enhance the capacity of the community to identify and respond to community needs and issues of concern.
- To work with the Shires Youth & Elderly to identify needs & priorities & develop strategies & programs with stakeholders organisations to deliver services to these demographics.
- Maintain and update Community Development policy documents when and if required.
- Plan and conduct events including Australia Day Awards Ceremony, Council's Christmas Party, and provide assistance to event leaders and committees for Anzac Day and other community events.

- Ensure Etheridge Shire Council complies with all legislative requirements relevant to the role and its activities.
- The incumbent shall at all times act in accordance with Council's 'Code of Conduct' and comply with all relevant requirements of the Work Health and Safety Act and regulations including Council's safety management system 'SAFEPLAN'.
- All other delegated duties.

## **KEY SELECTION CRITERIA**

### **Skills**

- Well-developed liaison, consultation and negotiation skills.
- Sound interpersonal, public relations and customer service skills with the ability to work in a team environment.
- Written communication and report writing skills.
- Time management, organisation and administration skills.
- Computer literacy and proficiency including use of Microsoft Office Suite, Finance Software (PCS), Facebook and Website management.
- Highly effective communication, negotiation techniques and influencing skills.

### **Knowledge**

- Working knowledge of the Etheridge Shire region and the needs of its communities.
- Working knowledge of funding avenues for community development.
- Understanding of community development and practices.
- Working knowledge or ability to quickly obtain knowledge of the Local Government Act.

### **Experience**

- Implementing community based projects and initiatives.
- Experience in community consultation processes.
- Program development, coordination and evaluation.
- Experience in grant writing and acquittal process, delivering project plans, allocating, managing and coordinating relevant resources and reviewing progress to ensure delivery of agreed project outcomes.

### **Qualifications**

- A qualification in a related discipline (e.g. community development or social work) OR equivalent level of expertise gained from a combination of experience, training or professional accreditation, and a desire to undertake applicable training.

### **Building a Positive Workforce Environment and Culture**

- Proven ability to develop and facilitate work force effectiveness by fostering and developing a positive working environment and culture.

### **Allocation and Utilisation of Resources**

- Demonstrated competence and effective management of human, financial, physical and other resources to achieve business objectives.

### **Contributing to Council Strategic Management**

- Experience in developing strategic agenda and plans and aligning systems, processes and policies to achieve organisational goals.

## **GENERAL INFORMATION AND CONDITIONS**

**Applicants are required to provide a written overview of their experience in relation to demonstrating their ability to meet the above Key Selection Criteria and provide a Resume with at least two referees.**

**(the above key selection is not required to be addressed individually within the application to Council)**

- Appointment to the position of Community Development & Events Officer will be engaged under the relevant Award with an attractive remuneration package or under a Common Law Contract with the successful applicant.

#### **QUALIFICATIONS**

- To perform this job successfully, an individual must have or be able to demonstrate a background in the field of community services and or social services. The position requires a good general knowledge of community planning principles.
  - Background in community or social services (minimum 2yrs experience)
  - Advantageous: Community or Social Services qualifications

#### **MEDICAL CONDITION**

- It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

#### **CODE OF CONDUCT**

- You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

#### **WORKPLACE HEALTH & SAFETY**

- You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Work Health and Safety Act 2011.

#### **PROBATION PERIOD**

- A probation period of six (6) months applies to this position. This may be extended for a further period of no more than six (6) months should performance not be satisfactory at the expiry of the initial term.

#### **ACCOMMODATION**

There is no accommodation provided with this position.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such licence may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.
- Existing Council policy will be applied to assist appointees to relocate.
- Blue Card

#### **TRANSPORT**

A Council pool vehicle will be available if and when required to undertake any travel requirements pertaining to this position.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
GEORGETOWN QLD 4871

Emailed: [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)