



Position Description

Role:	Community Development Officer Children & Families (part-time)
Department/Section:	Community Development / Community Services
Reports to:	Manager Community Services
Responsible for:	Casual Children and Youth Services Assistant (x2)

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The position is responsible for developing, promoting and facilitating relevant Council's community development strategies around early childhood and children's services.

The Children and Families Community Development Officer is responsible for engaging with internal and external stakeholders to develop innovative programs that build community capacity, facilitate community connections and assist with the provision of effective and appropriate children and family services to the Mosman community.

Key strategic areas include:

- Sector development and intervention in the children's and families sector
- Ensuring consultation and participation of children and families in Mosman
- Development, delivery and evaluation of the Mosman Municipal Council Children and Families framework for Community Services
- Child safety: organisational and community strategies

These initiatives will be applied by using asset based community development methodology.

KEY RESPONSIBILITIES

- Oversee the development, implementation, evaluation and reporting of the Mosman Council Children and Families Framework with a focus on:
 - the establishment of Council as a child safe organisation and improve safety of children throughout Mosman
 - improving the quality of education and care services to meet educational and care needs of children and families in Mosman
 - creating engaged and invested future Mosman citizens by providing opportunities for children and families to participate in activities and programs in their community and increase community connection
 - supporting children and families reach their full potential and engage in healthy lifestyles
 - overseeing the high quality delivery of strategies, projects and programs for children across the Mosman LGA
- Establish and maintain effective consultation and communication with children as well as other stakeholders
- Review and advise on policy in respect to children and families' services and facilities to Community Services and other Council departments
- Lead and manage the development and implementation of partnerships aimed at enhancing service outcomes and capacity building for children and families across Mosman including the coordination of the Mosman Children's Services Sector Support Network
- Governance, delivery and monitoring of the Children's Services Playgroup including supervision and management of the Casual Children's and Youth Services Assistants
- Coordinate Special Events relating to children and families, including Children's Week, Child Protection Week, and the Children's Fair
- Provide advice to other Council departments around child focused matters including child friendly spaces, development applications relating to children and care of children, child safeguarding and children's engagement
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy

OTHER DUTIES

Other duties may be allocated by the Supervisor or Manager. These will be in accordance with the employee's range of skills, competence, training and /or experience or be part of a training/development plan.

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Tertiary qualifications (min. Diploma level) in early childhood education, social sciences, or a related industry
- At least 3 years' experience in an early childhood or children and families setting including staff management
- Demonstrated high-level knowledge of the Children and Families Services sector, policy directions, legislative changes, current issues, trends, and implications on service delivery
- An understanding of community development principles and practices including the issues affecting children and families within the community
- An understanding of child safeguarding and a commitment to child safety including child rights and implementing a child rights approach
- Good analytical and problem-solving skills and the ability to meet deadlines and work under pressure in a multi-functional environment
- Good interpersonal and communication skills, with an ability to consult and facilitate engagement processes
- Demonstrated commitment to quality customer service and continuous improvement strategies
- Current Class C driver's licence
- National criminal history check undertaken through Council
- Working with Children Check (WWCC)

Desirable:

- An understanding of asset based community development (ABCD)
- Knowledge of Local Government structures and functions
- First Aid Certificate

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	112 hours over a 4 week period across a 7 day spread of hours
Status:	Part-time
Qualifications:	Tertiary qualifications (min. Diploma level) in early childhood education, social sciences, or a related tertiary qualification
Experience:	At least 3 years' experience in an early childhood or children and families setting
Commencing Salary / Range:	Group G Council Salary System plus Superannuation Band 3, Level 3
Position Approved By:	Director Community Development
Approved Date:	February 2021

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....