



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: Project Officer (Generalist)

REPORTS TO: Community and Cultural Development Coordinator

DIRECTORATE: Corporate and Community Services

BRANCH: Social and Cultural Planning

CLASSIFICATION: Grade 9

STAFF: The incumbent may be required to supervise casual employees, contractors and/or consultants.

CONTACTS:	Internal	External
	General Management and staff at all levels	Customers
	Council Committees	Consultants/Contractors Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

POSITION OBJECTIVE:

To provide outcomes for the Byron Shire community by developing and implementing policy, programs and projects in accordance with Council's Integrated Planning and Reporting in a variety of community development areas including community capacity building and community safety.

ORGANISATION VALUES

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation. It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.
- Work across all Council Directorates in a collaborative, outcomes-focussed manner.

Operations Management

- Develop and implement Council policies, plans, programs and projects.
- Report writing and preparation.
- Provide timely and accurate professional advice to internal and external contacts.
- Advocate on behalf of Council and the community in support of issues affecting the Byron Shire Community.
- Facilitate and support Council committees and groups.
- Prepare funding applications, coordinate processes and acquittals.
- Other duties as required to support social & cultural development outcomes for the residents of the Byron Shire.

Financial Management

- Ensure compliance with delegations of the position is maintained
- Ensure that activities operate within budgetary constraints.
- Assist with the development of project as well as annual budgets.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

Degree and substantial experience in Social Policy / Social Sciences / Community Development or related field.

EXPERIENCE:

- Sound practical experience in project management; initiating, co-ordinating, monitoring and evaluating community development projects; developing appropriate planning documents; community engagement; research and report-writing.

KNOWLEDGE:

- Sound knowledge of policy development, project management, program management, community engagement, report writing and service delivery.
- Sound knowledge of community development practice including evaluation.

- Solid working knowledge of the Microsoft Office suite of computer programs.
- Understanding of local government.

COMPETENCIES:

Demonstrated ability to:

- Develop and implement Council policies, plans, services and projects relating to community development.
- Participate as an effective team member in achieving organisational outcomes and goals.
- Effectively engage the community in consultation processes.
- Prepare funding submissions, reports, and manage project budgets
- Analyse complex information and make sound recommendations.
- Provide excellent customer service and deliver quality service outcomes.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply effective interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.

SELECTION CRITERIA

Essential Criteria

- Relevant tertiary qualifications and demonstrated experience in Social Policy, Social Sciences, Community Development or related field.
- Demonstrated experience working with groups to enable evidence-based capacity building and improved governance
- Sound understanding of co-design that informs demonstrated excellent project management with the proven ability to meet deadlines in a fast-paced environment.
- Demonstrated ability to think conceptually and analytically to develop policies and/or improve processes that meet the needs of the community.
- Demonstrated excellent interpersonal skills, including communication, consultation and negotiation skills, with the ability to work productively with stakeholders including Councillors, management, staff and the community.
- Experience preparing research, reports, planning documents, and funding submissions.
- Demonstrated ability to develop and lead strategic partnerships to achieve shared goals.
- Demonstrated ability to work independently and supportively as part of a multi-skilled team addressing community development needs.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint).
- Demonstrated commitment to Work Health and Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Current Working With Children Check

Preferred Criteria

- Demonstrated commitment to and understanding of process improvement and sustainability principles
- Understanding of local government.
- Current Drivers Licence

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: *Community & Cultural Development Coordinator*

SIGNATURE: _____

People and Culture use:

National Criminal History Check

Working with Children Clearance

Functional Health Assessment

Immunisations