

# Position Description

<b>Position Title</b>	<b>Community Services Coordinator</b>		
<b>Department</b>	Environment, Strategic Planning & Community	<b>Position Number</b>	ESPC05
<b>Grade</b>	Grade 9	<b>Location</b>	Council Administration Office - Coonamble
<b>Status</b>	Permanent Full Time	<b>Hours</b>	35hrs week / 70hrs per fortnight
<b>Reports to</b>	Executive Leader - Environment, Strategic Planning & Community	<b>Industrial Instrument</b>	Local Government (State) Award 2020
<b>Date Revised</b>	17/02/2021	<b>Version Number</b>	1
<b>Direct Responsibilities</b>	Community Services, Youth, Libraries and Cultural.		

### *Council's Vision*

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

### *Council's Mission*

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

## **Position Summary**

This position leads and manages a team focused on providing effective and efficient delivery of the overall Community Services including Youth, Libraries and Cultural for the Coonamble Shire Council.

The role facilitates the acquisition of social capital, connections between people, groups and places and increase the capacity of the community to be engaged in sustainable social and cultural practices within Coonamble Shire with the implementation of policies, plans, programs, projects and stakeholder engagement.

## **Position Benefits**

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

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## Key Responsibilities

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### *Management and Staff Supervision*

- Supervise the operations of the section on a day to day basis, including staff supervision, weekly rosters and by providing direction, support, resource allocation, guidance advice and on the job training.
- Effective supervision of staff, including monitoring performance, encouraging development and continuous improvement and development of suitable work plans.
- Remaining aware of the major issues and challenges confronting the Council, the community and industry and to ensure consideration of these factors in actions planned or undertaken.

### *Community Services*

- Identify, develop, implement, and manage Community Services and provide advice on all community related projects and responsibilities, internally and externally.
- Ensure the provision and maintenance of suitable and attractive Community Service facilities and services, including the Library and Youth Services Facilities, that enhance community engagement and cultural practices.
- Management of the Youth and Library Services, ensuring all facilities function at a high level and procedures progress with development.
- Strengthening Council networks by developing and maintaining links with education, employment, training, community welfare groups and Government and non-government organisations.
- Work with other professionals and members of the community to achieve improvement in community safety, social capital, connections between people, groups and places.
- Research and deliver strategies to guide Community Services activities and overseeing the implementation and feasibility of recommended strategies.
- Research emerging community needs and trends and support the development and implement and respond to opportunities, funding and partnerships to achieve strategic outcomes and increase community well-being through innovative approaches.
- Ensure that life stages and specialised target groups are recognised in projects, activities, and social planning.
- Increase the capacity of the community to be engaged in sustainable social and cultural practices through programs and activities that address the community's need within Council's capacity and through related funding.
- Providing professional advice and assistance to Council, staff and community groups on all levels of community engagement.

### *Records and Finance*

- Assist in developing annual budget estimates and costs and ensuring division is operated within budget constraints.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Ensuring that financial transactions and records are in accordance with Council's Procurement Policy.
- Seeks approval from Manager for expenses / claims, as required by Council's policies and guidelines.

### *IP&R and Strategic Planning*

- Contribution to the development, implementation, and management of Council's strategic plans, including Annual Reports and Integrated Planning & Reporting (IP&R).
- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

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## *WHS and Environment*

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

## *General*

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

## **Key Internal Relationships**

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Environment, Strategic Planning & Community Team	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high level of customer service.
Direct Reports	Youth Services Officer Librarian

## **Key External Relationships**

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External Stakeholders and Committees	Represent Council and assist with the achievement of positive outcomes within Council and government policy frameworks. Set up, support, and manage relevant external committees and working groups as required.
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## **Delegations**

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## Essential Requirements

### *Technical Requirements*

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Diploma in Community Services or equivalent.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated knowledge and understanding of Community Services and social justice principles, with the demonstrated ability to effectively apply this understanding.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S), monitoring compliance within work team.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- Current Working with Children Check

### *Desirable Attributes*

- Project management and/or program management experience
- Completion of relevant training courses and certificates.
- Local Government experience.

## Selection Criteria

- Demonstrated experience in a similar role (3+ years).
- Demonstrated knowledge and understanding of Community Services and social justice principles, with the demonstrated ability to effectively apply this understanding.
- Diploma in Community Services or equivalent.
- Sound ability to manage as well as work as a member of a multi-disciplinary team and with other organisations, including motivating and directing the efforts of others towards the achievement of goals and the efficient completion of activities / projects.
- Sound ability to organise, plan, develop and deliver programs and services, working in line with organisational goals, and with the ability to adapt to changing priorities.
- Proven experience to research and analyse information and develop logical solutions and utilising critical thinking.
- Capacity to effectively monitor, evaluate and report on progress and deliver results within allocated resources.
- Sound ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Sound ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Sound ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	