**Position Description**

**01421 – Community Development Officer - Neporendi**

**About Council**

The City of Onkaparinga is South Australia’s largest metropolitan council with just over 10 per cent of the state’s population and is continuing to grow rapidly. We are a high performing; responsive, innovative organisation that meets our communities’ needs and strives to achieve excellence in all areas. We are an equal opportunity employer and employ people who share our passion for creating a better place to live and work. Our professional and friendly workplace offers a great working environment in which individuals are accountable and supported to continually develop to be the best they can be.

**Workplace Health Safety and Return to Work**

We are committed to a healthy safe work environment, including systems of work, plant, equipment and substance management that minimises the risk of injury or illness while at work.

**Equity and Diversity**

We aim to provide a workplace environment committed to the delivery of equity and diversity principles and procedures and other workplace regulations.

**Customer Experience**

Our goal is to consistently deliver an exceptional experience to both our internal and external customers. We do this by personalising our interactions, building trust and understanding, demonstrating teamwork, going above and beyond and continually seeking feedback to improve.

**Our Values and Behaviours**

In the workplace organisational values support the culture of our organisation. They are the ‘glue’ that brings us all together to support our corporate goals.

 **What will I do to make a difference today?**  **Why?**

 **What can be done?** **What will I be remembered for?**

**What do I need to know?** **What impact will I have?**

**Summary**

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| **Position title:** | Community Development Officer - Neporendi | **Classification level:** | MOA Level 6 |
| **Section/Division:** | Community Capacity / Community | **Reports to:** | Team Leader Arts, Reconciliation and Cultural Development |
| **Direct reports:** | Community Development Support Officer, and up to 10 volunteers. |

**Position Overview**

The Community Development Officer – Neporendi (CDO – Neporendi) is a prescribed Aboriginal and Torres Strait Islander role responsible to manage the Neporendi Aboriginal Community Centre under limited direction and in consultation with the Neporendi Aboriginal Forum Incorporated (NAFI) to ensure that the Service meets the needs of the Aboriginal community within the City of Onkaparinga.

Neporendi is integral to the delivery of our Community Vision 2035 and Community Capacity Strategic Plan 2021-24. Neporendi is an Aboriginal community service which enables the Aboriginal community to contribute and provide leadership to our goal of strong vibrant communities, contributing towards Closing the Gap targets and outcomes, playing a critical role in building social connections, providing volunteering opportunities and supporting community participation.

These objectives will be achieved through the provision of strong supervision for the staff and volunteers of Neporendi and working in a leadership role supporting the separately incorporated Neporendi Aboriginal Forum Inc. (NAFI). This position will support NAFI to plan, develop and implement community-based projects and programs that meet their strategic plan, and align with Council’s Community Plan and strategic objectives.

Council supports the Uluru Statement from the Heart (Voice, Truth, Treaty) and is committed to reconciliation through the delivery of our Reconciliation Action Plan.

**Key Relationships / Interactions**

The Community Development Officer – Neporendi is required to contribute to the achievement of the aims and objectives of the Arts, Reconciliation and Cultural Development Team, the Community Development Team, the Community Division, and the City of Onkaparinga.

The position requires effective working relationships with a range of partners both internal and external, including the NAFI Board of Management, service providers, community groups, funding bodies and members of the Aboriginal community.

The position is required to lead the service from Wardli Centre and ensure that relationships with all user groups and council are strong and effective.

**Workplace Health Safety and Return to Work Responsibilities**

* Take reasonable care for the health and safety of oneself and others.
* Adopt work practices that support our WHS management system and approach.

**Financial Responsibilities**

* Neporendi program budget development, oversight, monitoring, and reporting
* Managing internal and externally funded projects and budgets.

**Special Requirements**

Due to the nature of the position the incumbent will be required to undertake some out of hours work.

* The successful applicant must possess and provide a Department of Human Services (DHS) ‘not prohibited’ Working with Children Check prior to offer of employment.
* The successful applicant must be prepared to undertake Child Safe Environment training.

**Position Accountabilities**

The Community Development Officer – Neporendi is responsible for:

* Managing the Neporendi Aboriginal Community Centre in consultation with the Neporendi Aboriginal Forum Incorporated (NAFI).
* Deliver against Indigenous Advancement Strategy (IAS) and Department of Human Services (DHS) funding requirements.
* Deliver the Neporendi Aboriginal Community Centre Community Development Action Plan.
* Support NAFI deliver their NAIDOC March and Family Fun Day Event.
* Providing strong leadership and management of all centre operations which includes managing staff, volunteers, and contractors efficiently and effectively to achieve identified strategic and operational outcomes.
* Support NAFI to deliver their strategic plan and objectives.
* Build effective working relationships with a range of external partners to encourage the use and hire of the centre.
* Apply for grant funding, generate income and manage agreed budgets to fund programs and services to address identified community need in collaboration with NAFI.
* Prepare reports, briefing notes, speeches, correspondence and other material for a wide audience, including effective and timely reporting as required .
* Provide a high level of customer service and develop and maintain a welcoming, safe and supportive environment to staff, volunteers and community.
* Contributing to policy development across council working groups or other initiatives relating to the development and implementation of the Reconciliation Action Plan and, sustainable community centre and volunteer management.
* Undertake program and project work relevant to the position, or as negotiated with the Team Leader Arts, Reconciliation and Cultural Development to ensure the development and delivery of sustainable community-based projects.

**Selection Criteria**

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| **Technical Knowledge & Experience** | * Comprehensive understanding of contemporary and systemic Aboriginal and Torres Strait Islander issues.
* Sound knowledge of social, health and economic issues facing Aboriginal and Torres Strait Islander communities.
* Experience working in Aboriginal and Torres Strait Islander communities and managing complex relationships and competing demands to achieve positive outcomes.
* Experience with leading community engagements that facilitates decision making and supports a process of achieving agreed outcomes and resolving conflict.
* Demonstrated ability in making independent decisions, having regard to policy guidelines, organisational practice, and resource constraints.
* Experience in applying for and managing grants to support program and service.
* Organisational and time management skills including the ability to develop and maintain work and information flow.
* High level knowledge of community-based management committee, and or, Incorporated Association processes and legal requirements.
* Significant experience in successfully building relationships and networks with a wide range of stakeholders within government agencies, community groups, funding bodies and community associations.
* Significant experience in planning, designing, coordinating, delivering, and evaluating community programs, projects, and events.
* Proven ability to use a strengths-based approach to find solutions to complex problems engaging multiple stakeholders.
* Significant experience in working with people in the community in an empowering and respectful values-based manner.
 | **Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential** **Essential****Essential****Essential****Essential** |
| **Collaboration & Communication** | * Demonstrated commitment to teamwork and the maintenance of a supportive work environment.
* Significant experience in delivering successful initiatives through partnering and collaborating with the Aboriginal and Torres Strait Islander community.
* High level interpersonal skills which encourage the participation and cooperation of others positively and respectfully.
* Experience in managing and maintaining a culturally safe work environment.
* Experience in managing conflict resolution.
 | **Essential** **Essential****Essential****Essential****Essential** |
| **Customer Service & Continuous Improvement** | * Demonstrated commitment to customer service and continuous improvement.
 | **Essential** |
| **Corporate**  | * Working knowledge of the Microsoft Office suite and use of corporate technology.
* Application of equity and diversity principles, WHS and Injury Management procedures and participative work practices.
 | **Essential****Essential** |
| **Qualifications** | * A tertiary qualification in Community Development, Community Services Management or a relevant discipline or relevant significant industry experience.
* Senior First Aid Certificate.
 | **Desirable****Desirable** |
| **Government** | * Experience working in a government environment.
 | **Desirable** |

**Corporate Systems and Information Assets**

Manage projects and business activities to ensure that all corporate information and records are captured and managed in the appropriate corporate systems in accordance with the organisation’s corporate policies and procedures on information governance and records management (electronic and physical).

**Policy and Procedure**

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees, Procurement Policy, Public Interest Disclosure and the following procedures: Employment in Addition to Council, E-Communication, Management of Unsatisfactory Performance and Unacceptable Behaviour.

**Performance and Development Review Process**

The City of Onkaparinga is committed to a performance and development management process (My Plan). A well-functioning performance and development review process is a critical part of our organisation’s drive to attain and sustain organisational and individual excellence. This is a mandatory activity for every employee in the organisation to ensure that each individual is provided the best opportunity to succeed. In addition to performing your role in accordance with this job description, there are primary and secondary goals defined within the My Plan process which will be used to measure annual performance and delivery against expectations.

*This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.*

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| **Employee Signature** | **Date** |
| **Team Leader / Manager Signature** | **Date** |