

POSITION DESCRIPTION

Community Development Worker (POS2309) (POS2310)

Directorate:	City Community and Culture	Department:	Community Development and Planning
Position Grade:	13	Reports to:	Coordinator Community Development
Last review:	November 2019	Next review:	November 2020
		Version No.:	2.0

Position purpose:

To provide community development work, including specialised work in relation to culturally and linguistically diverse communities, as part of Council's Community Development Program.

Key accountabilities/responsibilities:

Responsible for:

- 1) Develop and implement multicultural programs and activities including Language Aide Program and community events.
- 2) Contribute to Council's broader strategic and operational outcomes.
- 3) Raise awareness of Council's functions and services with people from Culturally and Linguistically Diverse backgrounds.
- 4) Develop and maintain strong relationships with internal and external stakeholders.
- 5) Consult on community needs and issues, and provide advice to Council in relation to culturally and linguistically diverse communities and general community needs in Liverpool.

Decisions made in the position:

- 1) This position had no formal delegation of authority.

Decisions referred:

- 1) Consultation with internal and external stakeholders regarding plans, projects, events and other initiatives.
- 2) Financial/budget expenditure.

Key issues/challenges:

- 1) Developing an outcomes approach and 'best practice' solutions.
- 2) Managing community expectations.
- 3) Managing within funding constraints and competing priorities.
- 4) Rapid City growth and cultural diversity.
- 5) Working outside normal business hours, as required.

Key working relationships:

- Director City Community and Culture
- Mayor and Councillors
- Manager Community Development and Planning
- Coordinator Community Development
- People from CALD backgrounds
- Community Services sector

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA**Qualifications/Licences**

- Tertiary qualifications in Social Sciences or a relevant field.
- Current Class C Driver's Licence.

Experience

- Community Development Practice and trends.
- Initiate and coordinate community projects.
- Plan and undertake community engagement.
- Facilitate collaboration and partnership with various stakeholders.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Project management.
- Preparing high quality documentation and presentations.

DESIRABLE CRITERIA**Qualifications/Licences/Experience/Knowledge and Skills**

- Knowledge of issues, legislation, policies and services in relation to access and equity for culturally and linguistically diverse communities.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous