



Murrindindi
Shire Council

Position Description

**Community Capacity
Building Officer**

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Community Capacity Building Officer

JOB NUMBER

565

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 6

GROUP

Community & Development

DEPARTMENT

Economic Development

APPROVED BY

Manager Economic Development

DATE

June 2024

Position Overview and Objective

The Community Capacity Building Officer will build and design a program of priority community capacity building initiatives that support the needs of the local community and businesses. This position will play a key role in the Local Development Strategy 'Shaping Murrindindi's Future' project to encourage, build and develop local knowledge and skills within the community.

Key Responsibilities

Community and Business Development

- Work closely with community groups, volunteers, businesses, and individuals to better understand the skill needs and challenges within the community.
- Research and deliver a range of community capacity building programs that focus on strengthening the knowledge, skills, and capability of the community.
- Work alongside the Economic Development team to ensure the programs align with Shaping Murrindindi's Future Project and the Economic Development Strategy.
- Promote and encourage participation in sessions, provide ongoing support and adjust schedule according to feedback received.

Research and Administration

- Prepare and deliver targeted marketing and promotion of the capacity building program to ensure it is inclusive and targets the necessary groups and knowledge gaps.
- Prepare progress reporting collating feedback and community input, and results of training programs.
- Provide data on the effectiveness of the program and activities including recommendation for adjustments and improvements over the course of the program.
- Understand and monitor progress, and ensure program is delivered within budget and scope.
- Work within local government systems including electronic records management, communications and engagement as well as financial process and systems.

Organisational Relationship

Reports to: Manager Economic Development

Supervises: Nil

Internal Relationships: Project Manager – Shaping Murrindindi’s Future
Director Community and Development
Coordinator Business Investment and Innovation
Economic Development Officer
Community Wellbeing Team

External Relationships: Community
Business
RTO’s and Training Providers

Key Selection Criteria

- Demonstrated experience in community development, community engagement, youth, social work, recreation services or related disciplines with a minimum 4 years’ experience.
- Demonstrated experience in collaborating with business and/or community organisations to deliver shared community outcomes.
- Demonstrated ability to work with specific population segments to co-design activities, programs, and events.
- Well-developed skills and experience in managing group dynamics, group facilitation and public speaking.
- Proven ability to act independently when required and to work together with colleagues and contribute to a positive team culture.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	Physical requirement associated with an office based role
Psychological Requirements	<p>All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.</p> <p>In addition, this role has exposure to dealing with difficult situations which may include high conflict situations, supporting those experiencing disadvantage or distress, exposure to aggressive or vulnerable persons, providing support or assistance to people impacted by natural disasters</p>
Checks	<p>Police / Criminal Record Check</p> <p>Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia</p> <p>Required</p> <p>Working with Children Check</p> <p>Required to perform role due to direct work with children</p> <p>COVID Vaccination</p> <p>In accordance with Council policy</p>
Matters relevant to the above checks	Works with children / has access to child information
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	Ad hoc requirement for outside business hour or after hour work in accordance with business needs
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 6

Accountability and extent of authority	<ul style="list-style-type: none"> • Manage resources and/or provide advice to or regulate clients. • Provide input into the development of policy. • Where supervising resources, follow clear objectives and/or budgets with frequent prior consultation with more senior employees and regular reporting to ensure goals and objectives are met. • Make decisions and act regarding the quality or cost of the programs and projects being managed. • Where providing specialist advice to clients or to regulate clients, adhere to regulations and policies and regular supervision. The effect of decisions and actions may be significant, but it is usually subject to appeal or review by more senior employees. • Provide formal input into policy development within area of expertise and/or management. • If the role is primarily involved in policy development, then work will include investigation and analysis with ability to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.
Judgment and decision making	<ul style="list-style-type: none"> • Undertake specialised work with methods, procedures and processes developed from theory or precedent. • Improve and/or develop methods and techniques based on previous experience. Solve problems by applying these techniques to new situations. Guidance and advice are usually available.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Proficient in applying theoretical or scientific discipline, including the underlying principles (as distinct from the practices). • Understanding of the long-term goals of the functional unit and the relevance of policies of both the unit and the wider organisation. • Familiarity with relevant budgeting techniques, particularly where resource management is a requirement of the role.
Management skills	<ul style="list-style-type: none"> • Manage time, set priorities, and plan and organise own work and that of supervised employees to achieve set and specific objectives. • Set objectives in the most efficient way possible within the resources available and within a set timetable. • Understand and implement basic human resource policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.
Inter-personal skills	<ul style="list-style-type: none"> • Gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees where appropriate. • Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.
Qualifications and experience	<ul style="list-style-type: none"> • Degree or diploma course with some relevant experience. • May also have fewer formal qualifications with substantial relevant work skills. • Or may have substantial relevant experience in the field of specialist expertise.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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