



POSITION DESCRIPTION

POSITION TITLE	Project Officer – Community leadership initiative
AWARD CLASIFICATION	Local Authorities Award 2001, Band 5
EMPLOYMENT STATUS	Fixed Term Contract (Jan 2010 – Dec 2010) Part Time 14 Hours a week
DEPARTMENT	Community Services
APPROVED BY	Manager Community Services
DATE	TBA

POSITION OVERVIEW AND OBJECTIVE

- To play a key role in coordinating and delivering a range of community strengthening initiatives to drought affected communities across Murrindindi Shire.

KEY RESPONSIBILITIES AND DUTIES

- To connect people to each other and their communities through project initiatives and objectives
- To plan and implement a range of programs and activities
- Ensure that Council policy and procedures are adhered to including risk management and OH&S accountabilities
- Ensuring a positive and community focused image of Council is created through project delivery
- Enhance interagency cooperation and coordination

ORGANISATIONAL RELATIONSHIP

Reports to:	Co-ordinator Youth Development
Supervises	Nil

Internal Relationships: Council Officers
Community Services Department
Community Development Officers

External Relationships: Local and regional service agencies
High Schools

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Implement objectives as established in consultation with Coordinator Youth Development
- Work with minimal supervision
- Report as required regarding progress towards objectives, goals and budgets
- Ensure resources, including budget, staff and other assets are used in an effective and efficient way which enables other members of staff to achieve their objectives
- Manage liaison with external environment in relation to the project brief
- Ensure compliance with policies, regulations and legislation in relation to area of responsibility
- Engage in professional conduct at all times
- Ensure that reasonable care is taken in relation to personal health and safety

JUDGEMENT AND DECISION MAKING

- Solve diverse problems and make decisions based on the application of organisational and team strategies and systems
- Determine most appropriate approach or method from a range of alternatives
- Use initiative based on experience and or knowledge in determining suitable action

SPECIALIST SKILLS AND KNOWLEDGE

Management

- Able to plan and organise own work and where applicable, others work, to achieve specific and set objectives in the most efficient way, within resources available and set timeframe

Interpersonal

- Able to complete specialist reports and external correspondence
- Able to maintain confidentiality and protect privacy
- Strong communication and team skills
- Able to live the Business Excellence Principles and assist others to do the same

Specialist

- Experience in community engagement and event management
- Sound general understanding of current drought issues and policies
- Computer literate, particularly the Microsoft suite
- A current Victorian Drivers Licence

Physical

- Able to drive for up to 2.5 hours

KEY SELECTION CRITERIA

- Demonstrated ability to plan, deliver and monitor the progress of projects/tasks
- Demonstrated facilitation and communication skills. To ensure broad community participation in the project implementation
- Able to demonstrate creativity and innovation within the work place
- Demonstrated relevant experience in project or event management
- Strong interpersonal skills with proven ability in relating sensitively with people and communities who have experienced trauma
- Sound knowledge of issues and dynamics affecting community capacity and engagement following ongoing drought or similar trauma
- Computer literate
- Current Victorian Drivers licence