



Your future is brighter

at Melville

The City of Melville is a vibrant and dynamic organisation dedicated to employing the best people to ensure synergy, growth and excellence in everything we do.

In return the City offers a cooperative and enriched working environment.

We are currently looking for the following talented individuals to make a real difference:

- **Community Development Officer - Youth**

*Part-time 12 month opportunity
(up to \$61,917 per annum pro rata)*

Seeking an experienced individual to contribute to community wellbeing and develop partnerships and links within the youth sector across the City.

Applications close 4.00pm, Friday 10 February 2012.

Apply now at melvillecity.com.au/jobs
or for more information call 9364 0781.

Flexible working arrangements

Innovative wellness program

Free gym use

Generous leave arrangements

Free on premise parking

POSITION DESCRIPTION

COMMUNITY DEVELOPMENT OFFICER

PRINCIPAL OBJECTIVES

Contribute to community well-being by enhancing links within local communities across the City and building on local community assets and strengths.

- 1. POSITION TITLE:** Community Development Officer
- 2. REPORTS TO:** Coordinator SW Neighbourhood
- 3. LEVEL:** L5
City of Melville Over Award Classification
- 4. POSITIONS REPORTING:** Nil



5. PRINCIPAL RESPONSIBILITIES & DUTIES:

- Develop and monitor local community asset audits
- Lead special projects as identified
- Promote and build relationships with a collaborative, flexible and responsive behaviours with the internal and external stakeholders.
- Ensure engagement strategies mirror neighbourhood demographics by utilising expertise from the Community Development team.
- Respond and assist in the implementation of the local suburb action plans
- Respond and investigate community enquiries utilising expert skills / or seeking advice from the Community Development team.
- Participate in specific community engagement processes as required.
- Work proactively within the organisation to promote, support and adhere to a holistic OSH culture and associated policies and procedures.
- Demonstrate behaviours that reflect the organisations values and supports cross functional teams and meets customer and organisational needs.
- Required to comply with all relevant environmental legislation, regulations and standards.
- Assist with the implementation of Quality Assurance Principles including identifying improvements.
- May be expected to participate in Continuous Improvement Teams and Audit team.
- Act as Coordinator SW Neighbourhood as required.

6. EXPERTISE – EXPERIENCE & KNOWLEDGE:

- Degree in Community Development, Social Science or other relevant field.
- Current “C” Class Driver’s Licence.
- Current Police Clearance
- Current Senior First Aid Certificate
- Working with Children Check
- Demonstrated experience working with diverse community groups

- Demonstrated experience in working as part of a team
- Knowledge of various models of community development including Asset Based Community Development (ABCD)
- Knowledge of community consultative processes

7. SKILLS:

- High level interpersonal and communication skills
- Excellent verbal and written skills (including report writing)
- Excellent organisational skills
- Demonstrated experience in networking and developing relationships with key stakeholders
- Excellent customer service skills
- Conflict resolution skills

8. JUDGEMENTS:

- This position works under general supervision
- Degree of assistance available when required
- Problem solving required as part of established work practices and guidelines
- Works within budget constraints

9. POSITION COMPETENCIES

- Equal Employment Opportunity & Code of Conduct
- Customer Service Standards
- Safety and Risk Systems
- Business Management Systems
- Current "C" Class Driver's Licence
- Current Police Clearance
- Current Senior First Aid Certificate
- Working with Children Check