

POSITION DESCRIPTION

Position Title:	Community Development and Partnerships Coordinator
Position Number:	11139
Directorate:	Community Experience
Reports to:	Manager Engagement and Partnerships
Supervises:	Community Development Officers, Partnerships Officer, Community Engagement Support Officer
Department:	Engagement and Partnerships
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 7

1. POSITION OVERVIEW

The Community Development and Partnerships Coordinator works under the broad direction of the Manager Engagement and Partnerships to identify, create and deliver community development frameworks, plans and outcomes measurements to inform the delivery of evidenced based, community informed projects and programs.

1.1 Position Objectives

- Coordinate the performance and functions of the Community Development and Partnerships team, through effective leadership, direction and communication.
- Provide effective guidance and support to the team to enable successful delivery of programs and projects including investigations, research, community consultations, feasibility studies, grant applications and acquittals, progress reports etc.
- Coordinate relevant stakeholder, partner and project working groups in conjunction with the Manager Engagement and Partnerships and contribute to inform organisational decision making as it relates to community development and capacity building.

2. DUTIES & RESPONSIBILITIES

2.1 Community Development

- Develop, coordinate, deliver and evaluate capacity building and place-based programs, projects and activities in response to relevant community strategies and plans.
- Coordinate the activities of the team, including preparation of project briefs and project documentation, MOUs, procurement of consultants and materials and managing budgets.
- Coordinate and undertake research as required to inform Community Development working groups, committees and stakeholder agencies.
- Ensure relevant documents and policies are regularly reviewed and maintained.

2.2 Partnerships

- Coordinate, maintain and implement existing partnership agreements.
- Investigate the establishment of new partnerships with key local stakeholders and regionally invested parties.
- Identify and leverage opportunities for government and industry funding streams to assist in delivering organisational outcomes.
- Establish constructive working relationships with key Aboriginal organisations to enhance opportunities for collaboration and partnership.

2.3 Management and Supervision

- Manage, coordinate and support the Community Development and Partnerships team to provide efficient, effective and evidence-based community programs and projects for all towns within the City.
- Train, induct, supervise and conduct reviews for staff (including volunteers where required) employed in the Community Development and Partnerships team.
- Develop, implement and monitor team activities and contribute to operational, business and strategic plan development.
- Establish project timetables to ensure that projects are undertaken in a timely manner and key outcomes are achieved.
- Provide regular feedback on the progress of projects, programs and activities to the Manager and key stakeholders including community groups, Council, other staff and consultants through progress reports, agenda items and articles for Council's online channels.

2.4 Financial Management

- Responsible for financial management including the preparation, compilation and monitoring of annual and project budgets for all Community Development and Partnerships functions.
- Implement Community Development and Partnerships initiatives that are cost effective, efficient and consistent with the budget and resources allocated.
- Oversee the submission of grant applications and manage funding processes, including the preparation of progress reports and acquittals as required.
- Oversee the administration of the Organisation's Grants and Sponsorships schemes including all reporting and evaluation of the investment and return benefit for Council.

2.5 Other duties

- Develop and review policy and procedures appropriate to Community Development and Partnerships where required.
- Coordinate the establishment and operation of project working groups as required, which may include the scheduling of meetings and the preparation of agendas and minutes.
- Other duties consistent with skills and experience.

2.6 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the *WHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under limited supervision of the Manager Engagement and Partnerships
- Works in accordance with approved Council's policies, procedures and guidelines
- Ability to exercise a degree of autonomy
- Ability to perform at a high standard working in an autonomous environment.

3.2 Judgement and Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents and instructions
- Ability to undertake objective critical analysis, distil core issues, present logical arguments and draw accurate conclusions.
- Capacity to anticipate and minimise risks.
- Ability to be innovative and open to providing creative solutions.
- Demonstrate an understanding of barriers affecting marginalised groups and their ability to participate in the wider community.
- Highly developed time management skills including demonstrated experience in effectively managing multiple subject areas concurrently.
- Capacity to work in a team environment where multiple projects and deadlines are handled through effective planning and problem-solving techniques.

3.3 Specialist Knowledge and Skills

- Experience in development of place-based community development frameworks, plans and outcomes measurement.
- Knowledge of project management practices and demonstrated experience in action planning, the preparation of project briefs, policy and procedure documents, grant applications, progress reports and acquittals.
- Practical experience in the delivery of a portfolio of community development projects and programs, from conception through to acquittal/evaluation, ideally in a local government context.
- Demonstrated ability in seeking & completing appropriate grants, sponsorship applications and associated acquittals.
- Understanding of systems thinking and its application in a community setting.

3.4 Management Skills

- Leadership skills and the ability to coach, counsel and develop staff reporting to the position.
- Sound financial management skills and budgeting experience related to local government, community engagement, funding applications and all acquittals.

3.5 Interpersonal Skills

- Highly developed verbal and written communication skills together with sound interpersonal and negotiation skills to ensure effective communication with community and industry stakeholders, a multi-disciplined internal team and external consultants and funding organizations.
- Demonstrated ability to facilitate and manage partnerships with the community, private and public sector.
- Highly developed verbal and written communication skills (including report writing and presentations) with a high level of attention to detail and accuracy.
- Strong capacity to build relationships and capacity of community groups and organisations, building on an asset-based approach with the community.

3.6 Qualifications and Experience

- Tertiary qualifications in Social Sciences, Community Development, Social Impact or related field

- Significant experience and expertise across strategy, planning and delivery of community development and social impact activities
- IAP2A Certificate of Engagement (desirable)
- Proven project management skills
- Ability to work with sensitivity and awareness in a political context
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)