

POSITION TITLE	Community Development & Events Officer	
GROUP / DEPARTMENT	CEO Office / Community & Economy	
REPORTING TO	Coordinator Tourism & Community	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Permanent Full Time (70-hour fortnight) Local Government State Award	
BAND/LEVEL	Band 2 Level 2	
GRADE	Grade 10	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:
POSITION PURPOSE		
<p>The Community Development & Events Officer delivers high quality community and civic events and community development programs and initiatives to enhance Edward River Council's public image.</p>		
LINKS (INTERNAL)	LINKS (EXTERNAL)	
<ul style="list-style-type: none"> • Community & Economy Team • Project Management Office • Manager Facilities & Open Spaces • Other officers requiring support from Tourism & Events • Volunteers • Finance Team • Risk Coordinator • WHS Coordinator 	<ul style="list-style-type: none"> • Professional and community networks • Other Councils • Community organisations • Council committees • Event organisers and committees • Residents, service users and other stakeholders 	
KEY DUTIES AND RESPONSIBILITIES		
<ul style="list-style-type: none"> • Attend community committee and user group meetings (including after hours on occasion) to engage with residents, gather feedback and understand community needs, while supporting the development and delivery of community development and capacity-building • Provide support for community development and capacity-building events and programs, ensuring compliance with the relevant safety standards, legislation, policies, and procedures. • Initiate, plan, and coordinate Council's community events, including Australia Day, Senior's Week, Youth Week, and International Women's Day. • Develop, deliver, and evaluate a comprehensive annual program of Council and community events. • Develop, deliver, and evaluate a high level of public display, promotional, and informational material related to community development initiatives, activities, and events through Council's approved channels and processes. 		

- Provide input into and manage activity and event budgets.
- Work cohesively with community groups, suppliers, and other key stakeholders to deliver events.
- Ensure legislative and risk management requirements such as Development Applications and WHS are undertaken to support the delivery of community development activities, initiatives, and events.
- Work in collaboration with internal stakeholders as required regarding event setup, safety, pack down, and other operational aspects.
- Prepare reports, proposals, feedback surveys, and correspondence on events.
- Establish and nurture strong relationships with key community stakeholders to ensure effective delivery of community development and capacity-building events and programs.
- Provide administrative and practical support for the Community and Economy team and other Council-led events and programs, as required.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures, and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Carry out other duties and responsibilities as directed within the skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Contemporary experience in community development and/or event management.
- Well-developed interpersonal skills, problem solving and conflict resolution skills.
- Proficiency in using Canva to create promotional material.
- Demonstrated ability to maintain high level of accuracy whilst working to deadlines.
- Demonstrated ability to maintain confidentiality and discretion.
- Demonstrated ability to carry out duties and responsibilities with minimal supervision.
- Demonstrated ability to undertake duties in a manner consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Working with Children, National Police Check and Senior First Aid Certificate or willingness to obtain.
- Current Drivers Licence.

DESIRABLE CRITERIA

- Experience working in a community development role within a local government context.
- Understanding of Asset-Based Community Development principles.
- Experience in recruitment, management and support of volunteers.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.

- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.