



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Team Leader Community Development	Level	7
Business Unit	Community Development and Library Services	Position Number	01224
Directorate	Planning and Community Development	Date Established	January 2014
Reporting to	Coordinator Community and Youth Development	Date Updated	November 2024

2. KEY OBJECTIVES

- Provide specialist advice, direction and coordination of initiatives and projects relating to community development in line with the City’s strategic and business plans
- Lead, coordinate and monitor the operations of the Community Development team.
- Initiate, plan, promote, implement and review high quality community development initiatives programs, services and events that reflect the needs of the community.
- Conduct research, develop reports, and provide advice on the delivery of community development programs, services and the changing expectations and needs of the community.
- Identify, develop and maintain effective and collaborative partnerships (internally and externally) to leverage opportunities to achieve shared goals, foster innovation and promote best practice in the delivery of the City’s community development plans.
- Source and administer external funding opportunities to assist with community development initiatives, programs and events.

3. KEY ACCOUNTABILITIES

- Ensure community development programs, services and events are developed and delivered in accordance with the City’s Access and Inclusion Plan, other plans, policies, procedures and relevant legislation.
- Provide professional advice that is accurate, timely and reflective of contemporary community development trends.
- Ensure all project work is undertaken in accordance the requirements of the City’s Project Management Framework.
- Undertake community consultation activities as required and ensure compliance with the City’s Community Consultation and Engagement policy, procedures, and timeframes.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City’s record keeping system and associated policies and practices.

- Comply with Work, Health and Safety (WHS) legislation, City policies, procedures and other WHS related requirements, and actively support the City safety systems.
- Ensure all financial activities are undertaken in accordance with City policies, procedures, and processes.
- Ensure customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Ensure people management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Community Development Program Management

- Research, analyse and recommend activities associated with the development, implementation and evaluation of community development programs, services, and operations. Including new initiatives and continuous improvement projects for target populations such as older people, people with disabilities, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, volunteers and people at risk of or experiencing homelessness or isolation.
- Assist with the strategic plan for future delivery of community development operations at the City.
- Prepare reports, business cases, project plans, memos, risk management plans and proposals.
- Oversee a broad range of programs aimed at promoting positive wellbeing of community members including interagency networking groups, community transport, gardening and funding.
- Provide leadership, direction and oversight to the sub-unit's development, delivery and review of approved plans, policies, programs, services, events, and activities.
- Coordinate the response to escalated issues on a day-to-day basis.
- Coordinate day to day administration within the Community Development sub-unit.
- Manage incoming and outgoing grants, including all reporting and acquittal processes.
- Plan, develop and review policies and procedures relating to the delivery of community programs and services to the local community.
- Undertake other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

Outcome: Consultation / Liaison

- Develop processes and avenues for delivery of information that actively support community groups.
- Research and identify local needs through community consultation to facilitate the development of innovative services, events and initiatives.
- Keep abreast of contemporary community development issues and industry trends.
- Develop and maintain effective internal and external stakeholder relationships with community members, community groups, local governments, agencies, service providers, local businesses, non for profit organisations and other stakeholders within the community development field.
- Collaborate with government and non-government agencies and community-based organisations in the development and implementation of services and programs.
- Provide a specialist advisory service to City business units, members of the community, services and other bodies on issues relating to community development.

Outcome: People Management

- Undertake recruitment and selection processes.
- Ensure employees work in a safe manner according to WHS procedures and protocols.
- Set performance targets and development plans for employees as part of the City's IDAP process.
- Employee management, supervision, leadership, coaching, training including on the job training.
- Monitor and manage performance of employees by providing appropriate feedback.
- Implement and support City EEO initiatives to assist team understanding and compliance.
- Actively promote the City's commitment to diversity and inclusion.

Outcome: Financial Management

- In conjunction with the Coordinator Community and Youth Development, develop the annual budget including fees and charges review for the Community Development sub-unit.
- Monitor, review and report on budget income and expenditure.
- Identify and purchase goods and services for program operational requirements, prepare and process financial documentation.
- Prepare and deliver monthly financial reports considering up to date income and expenditure tracking and consideration of trends and variations.
- Manage Community Development assets, fleet and resources efficiently and cost effectively.

Outcome: Project Management

- Lead the development and management of projects and events, including, conferences, workshops, events and process improvement.
- Develop and oversee project plans including scoping, establishment of deliverables and objectives, budget, scheduling, communication plans and risk management within agreed parameters.
- Undertake project monitoring and prepare relevant project reporting documentation.

5. **WORK RELATED REQUIREMENTS**

Essential Skills, Knowledge, Experience and Qualifications:**Skills:**

- Leadership, coaching, and people management.
- Interpersonal skills to identify, address and progress community development issues toward positive outcomes and build mutually beneficial relationships with all stakeholders.
- Analytical, problem solving and research skills, including the ability to initiate, influence, monitor and evaluate new and existing processes and strategies.
- Business planning, organisation, and time management skills with the ability to set priorities and manage multiple competing deadlines.
- Project management, change management and community consultation and engagement.
- Written and verbal communication skills, including report writing and correspondence.
- Computer literacy including Microsoft Office.
- Financial management and budgeting skills.
- Customer service skills.

Comprehensive knowledge of:

- Contemporary community development theory, principles and practices in community development and capacity building programs.
- The development and monitoring of financial budgeting processes.

- Project management processes.
- People management and WHS principles and practices.
- Current trends and issues impacting on the community.
- State and federal legislation relating to delivery of community development services and programs, in particular access and inclusion.

Demonstrated experience in:

- Effective review, planning and presentation of community development plans and programs.
- Community consultation and engagement.
- Project management and management of facilities and resources.
- The preparation, monitoring and reporting of financial indicators and budgets.
- People management including supervising, leading teams and performance.

Qualifications / Clearances:

- Tertiary qualification in Community Development, Social / Behavioral Sciences, Business Administration, or other relevant qualification or equivalent experience.
- Current WA 'C' Class Drivers License.
- Current National Police Certificate (no more than three months old).

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy, within budgetary constraints and within approved levels of service, in establishing the operations of a work area or establishing work programs.
- Sets outcomes for the work area and employees for which they are responsible to achieve the objectives of the Business Unit and City.
- Undertakes a range of duties within the work area, including problem definition, planning and the exercise of judgment.
- Complex decisions using research and judgement; high level of initiative used to collect and analyse information.
- Decision can have a high impact on Business Unit or across the organisation.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under limited direction.

Internal:

- All other Business Units.

External:

- Residents, and the public.
- Other local governments, government departments and industry bodies.
- Local service providers including community groups and educational institutions.
- Contractors, suppliers and funding bodies.
- Local businesses.
- Not for profit organisations.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	5
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