



Council Vision 2027

A region of safe, sustainable and inclusive communities. A community proud of its heritage and encouraged by a promising future. A place to enjoy a rural lifestyle, where business is encouraged to grow and visitors are welcomed.

Position Description

Position:	Community Development & Growth Officer
Department:	Community & Growth
Reports To:	Manager Community & Growth
Stream:	Administration
Tenure:	Contract - Maternity leave cover
Incumbent:	NA
Date Appointed:	NA

POSITION OBJECTIVES	KEY RESULT AREAS
Develop strong working relationships with community groups across the region and provide advice and support in development opportunities.	Community Development
Coordinate a range of communication channels including website, social media, newsletters etc. Promote Council activities and services across a range of communication channels. Provide marketing and communications support across campaigns and community engagement projects	Marketing and Communications
Working collaboratively with a broad range of internal and external stakeholders, promote development, investment and jobs in the region, in line with Council's Economic Development Plan.	Economic Development & Growth
Working with state and regional agencies, tourism / accommodation operators and event coordinators, promote the region as a desirable place to visit, enjoy and stay.	Tourism & Events

Key Result Areas – Role specific	Key Tasks	Performance Indicators
Community Development & Support	<ul style="list-style-type: none"> • Develop strong relationships and communities of practise with community groups across the region. • Provide support and advice to community groups around community development projects. • Develop best practise templates for community groups. • Provide leadership and direction to community groups regarding grants. • Identify opportunities to partner with organisations, individuals and groups. • Undertake social research to provide relevant local context to issues of interest. • Update and maintain community database across Council. 	<p>Positive feedback from stakeholders</p> <p>Range of templates developed. Grant advice and support provided.</p> <p>Partnership opportunities identified.</p> <p>Regular reporting to management.</p> <p>Database developed and updated.</p>

Key Result Areas – Role specific	Key Tasks	Performance Indicators
Economic Development & Growth	<ul style="list-style-type: none"> • Build and maintain constructive working relationships with businesses, peak industry bodies and key economic development stakeholders – including RDA Yorke & Mid North. • Work with planning, regulatory and operational arms of Council to facilitate development and investment opportunities in the Council area. • Review, update (with Council) and monitor tracking against Council’s Economic Development Plan and growth plans. • Monitor economic trends and advise Council and SMT on potential implications for Northern Areas. 	<p>Positive feedback from stakeholders</p> <p>Support provided for those looking to invest</p> <p>Economic Development Plan kept up to date, with targets met</p> <p>Regular reports to Council / SMT</p>
Business Support	<ul style="list-style-type: none"> • Support the development of programs for small businesses to attract them to the Northern Areas and / or allow them to thrive. • Facilitate networking opportunities for local businesses and Council. 	<p>Programs developed for Council consideration</p> <p>Networking functions held, with positive feedback</p>
Tourism & Events	<ul style="list-style-type: none"> • Help to develop and promote the tourism offerings of Northern Areas and work with neighbouring councils on strategies to promote broader regional tourism. • Work with community groups to assist in promoting local events, including through grants facilitation to support their efforts. 	<p>Tourism strategies delivered</p> <p>Local events promoted and supported</p>
Marketing & Communication	<ul style="list-style-type: none"> • Ensure timely and effective delivery of information to the community, including proactive monitoring and updates of the website to keep community information current and relevant. • Coordinate website and social media channels. • Provide marketing expertise and support to promote the region. • Work closely with the Manager Community & Growth to develop a trusted brand for NAC. • Implement actions and contribute to the review and development within Council’s Communications and Engagement plans. 	<p>Communications delivered in timely, meaningful way to all stakeholders</p> <p>Up to date website and social media channels promoting NAC</p> <p>Promotional plan implemented</p> <p>NAC ‘brand’ refreshed</p>

Key Result Areas – all employees	Key Tasks	Performance Indicators
WHS (see appendix)	Promote a safe working environment for Council by taking reasonable care of personal safety and that of others at work, and adhering to all WHS policies, procedures and directions. Take any required action to avoid, eliminate or minimise hazards in the workplace.	Compliance with WHS policies and procedures Active participation in the identification and control of hazards in the workplace.
Records Management (see appendix)	Comply with State Records Act 1997, Council's Records Management Policy, Procedures and Standards and properly use Council's Records Management Systems.	Adherence to Council's Records Management policies, procedures and User Guide.
Culture	Work with other employees to promote a positive work environment, in line with the requirements of Council's Employee Conduct Policy.	Employee Conduct Policy requirements met.
Customer Service	Deliver excellent internal and external customer service, always seeking ways to improve processes for customers and deliver great outcomes for Council and the community we serve.	Positive feedback from internal / external customers.

PERSON SPECIFICATION	
Qualifications	<ul style="list-style-type: none"> Qualifications in Marketing, Communications, Economic Development or professional discipline directly relating to the role desirable – or commensurate experience in related field.
Knowledge & Skills	<ul style="list-style-type: none"> Exceptional stakeholder management skills with the ability to develop and maintain strong working relationships with diverse community members and organisations. Experience in grants across both a Council and community context. High level of written communication and creative writing skills with strong attention to detail. Strong computer literacy skills including social media and web. Excellent organisation skills and ability to prioritise tasks and work to strict deadlines. Understanding of economic development within a local government context.

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • Writing of reports, business cases, grant applications, consultancy briefs, communication and marketing materials. • Proven track record in developing and maintaining productive external relationships with key stakeholders. • Experience working with, providing advice / reports to and supporting Elected Members, Boards and / or senior managers. • Experience working with communities to achieve compatible goals. • Experience in drafting promotional materials to a high standard.
Personal Attributes	<ul style="list-style-type: none"> • Strong work ethic, including: <ul style="list-style-type: none"> ○ Motivation and enthusiasm, commitment to professionalism; ○ Flexibility and adaptability to a changing and dynamic environment; ○ Ability to develop positive relationships with community members and staff and to work as 'one team'; ○ Strong commitment to, and focus on, customer service; ○ Excellent time management, planning and organisation skills essential to meet required deadlines and prioritise own work to achieve specific objectives and Council goals.
Delegation and Authority	Delegated financial authority is in accordance with Council's Procurement Policy.
Job Requirements	Some intrastate travel required. Attendance at training events/forums and seminars. Attendance at Council and community meetings and workshops. A national police clearance will be required before commencing in the position.
Training	Must be prepared to attend training as designated including seminars and training courses to develop and maintain strong and effective networks and competencies.
Work Health and Safety	Operate in compliance with WHS legislation, regulations, codes of practice and standards. Utilise safe working practices applicable to own work area and the role. Contribute to the identification of hazards and risks and participate in their minimisation and or appropriate corrective strategies.

Signed: _____ Employee _____ / ____ / ____ **Approved** _____ (CEO) ____ / ____ / ____

Date Position Created _____

Date Last Reviewed; _____

APPENDIX

All Managers have responsibility for leading a positive safety culture and ensuring a safe working environment for employees at Council:

Task	KPIs
<p>Enforce Council's safety policies, rules and regulations.</p> <p>Constantly review working procedures and practices.</p> <p>Develop a safe work environment by informing, instructing, training, controlling, directing and monitoring work practices for all employees, volunteers and contractors.</p> <p>Assist in the rehabilitation of employees who are, or have been, absent from work due to illness or injury, by working in conjunction with the Rehabilitation Co-ordinator.</p> <p>Ensure Injury Management responsibilities as outlined in the Return to Work procedure are adhered to.</p> <p>Respond to proposed changes to health, safety and welfare practices, procedures and policies that are to be followed at the workplace.</p> <p>Respond immediately on receiving notification of a work related injury or illness to an employee or the occurrence of a dangerous or hazardous situation.</p> <p>Ensure safe access and egress from the workplace.</p> <p>Consult with health and safety representatives and committee on any proposed changes to the workplace, plant, substances used, etc.</p>	<p>Employees abiding by safety regulations.</p> <p>Active participation in the review of safe work procedures.</p> <p>Employees properly trained for their roles.</p> <p>Alternate duties available for employees.</p> <p>Adherence to the Return to Work Procedure</p> <p>Compliance with One System and any other applicable legislation.</p> <p>Immediate response to any work related injury and remedial action to avoid further injury or damage.</p> <p>Compliance with the Work Health and Safety Act 2012.</p>

All Council employees have responsibility for Work Health & Safety and Records Management:

Task	KPIs
<p>Work Health and Safety</p> <p>Take reasonable care of own safety and that of others at work.</p> <p>Obey all instructions from supervisors issued to protect health and safety and not to perform any procedure or task unless you have received appropriate training and instruction.</p> <p>Take action within your competence and responsibility to report or make recommendation as deemed necessary to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or methods.</p> <p>Report any accident, injury or near miss, which arises in the course of your work and provide input into solutions for resolving them.</p>	<p>Participation in the development of policies, procedure and safe work procedures and abiding by them. Comply with One System and any other applicable legislation.</p> <p>Participation in training as per training program. Not operating plant or equipment without appropriate competency having been attained.</p> <p>Active participation in the identification and control of hazards in the workplace.</p>

<p>Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program.</p> <p>Keep work areas in a safe condition.</p> <p>Ensure you are not affected, by the consumption of alcohol or a drug, in such a state to endanger your own safety or that of others – reporting any prescribed medication that may adversely affect your performance.</p> <p>Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required.</p> <p>Take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role.</p> <p>Support and take active part in consultative activities, including (but not limited to) meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy & procedure reviews and job safety analysis.</p> <p>Ensure that record keeping requirements are met including (but not limited to), completion and return of medical, induction, incident, hazard and training documentations, documentation of startup checks, equipment maintenance, job safety analysis and road work records.</p>	<p>Completion of hazard reports or incident reports for all incidents.</p> <p>Maintaining housekeeping standards.</p> <p>Work performance not impaired due to the consumption of drugs or alcohol.</p> <p>Equipment used in accordance with safety instructions, kept clean and in sound working condition.</p> <p>Active participation in the HSR election process and abiding by legislated election processes.</p> <p>Awareness of the consultative policy and procedures.</p> <p>Records available for scrutiny and meet audit requirements.</p>
<p>Records Management</p>	
<p>Employees have an obligation to meet the requirements of the State Records Act 1997, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems. This includes participation in staff training as required and as directed.</p>	<p>Adherence to Council's Records Management policies, procedures and User Guide, including appropriate, timely and accurate completion of all records.</p>